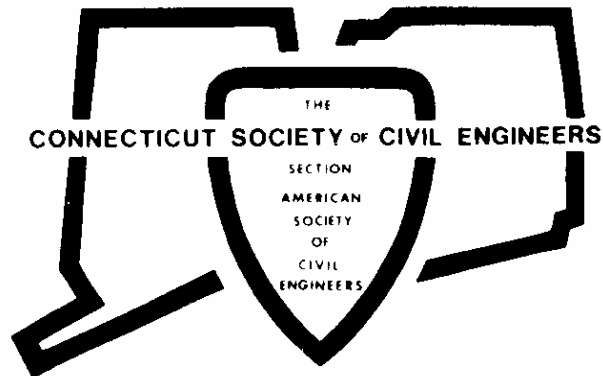


**Connecticut Society of Civil Engineers Section
of
American Society of Civil Engineers**



OPERATIONS MANUAL

Revised 2007

FOREWORD

This Manual comprises the Operations Manual for the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers. It has been prepared to provide guidance for the management of the Section. The Manual is intended as an aid to the Officers, Committees and Technical Group Chairpersons in carrying out their work and in coordinating programs with the Section. It is also intended to assist prospective committee members in selecting committees which might best utilize their experience and interests.

The Manual will be updated periodically as the need arises. A standing subcommittee consisting of the President, First Director, and Secretary is responsible for keeping the Manual current. Suggested changes and/or additions to the Manual should be presented to the Board for approval. The outgoing Secretary will incorporate the approved changes and/or additions and distribute copies of the Revised Operations Manual at the following Strategic Planning Meeting.

Prepared May 1991
William F. Kay, Jr., Vice President

Updated May 1993
James M. Randazzo, Vice President

Updated November 1996
Mario Ricozzi, President-Elect
Shahvir M. Vimadalal, Vice President

Updated August 1999
Daniel P. Foley, President-Elect
Thomas W. Nolan, Secretary

Updated December 31, 2007
James L. Silva, President-Elect
Ronald J. Nault, Secretary

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SECTION OBJECTIVES

The objective of the American Society of Civil Engineers (ASCE) is "the advancement of the science and profession of engineering to enhance the welfare of mankind".

The general aims of the Section are as stated in Article 2 of the Section Constitution. The objectives of the Section are: 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, to promote civil engineering education, to foster student membership and participation in professional activities of the Section, and cooperation with other engineering societies, in a manner consistent with the objective of the American Society of Civil Engineers.

The Connecticut Society of Civil Engineers Section of ASCE (CSCE) aims to enhance the professional growth of its individual members, to act as an interface between individual members of the Section, to act as the local representative of the civil engineering profession to the public, and to encourage individual and Section participation in public affairs. General aims of the Section related to public affairs include stimulating professional involvement by individual members as concerned, active citizens at all levels of government; encouraging a spirit of public service in conscious recognition of the profession's obligation to society; promoting collective Section action at the national and local levels in public matters involving civil engineering or related interests through which can be demonstrated the constructive concern of the civil engineering profession; developing public service forums and positions locally and nationally on matters of importance to the community; and promoting individual and collective action of the CSCE membership to improve citizen understanding of the civil engineering profession.

PART 1 - SECTION MANAGEMENT

1.1 SECTION ORGANIZATION AND MANAGEMENT

The organization diagram of the CSCE is shown in the accompanying Figure 1. General management of the Section is provided by the Executive Board. The Board is composed of the officers of the Section including the two latest Past Presidents who continue to be members of the Board as Directors and are available for service.

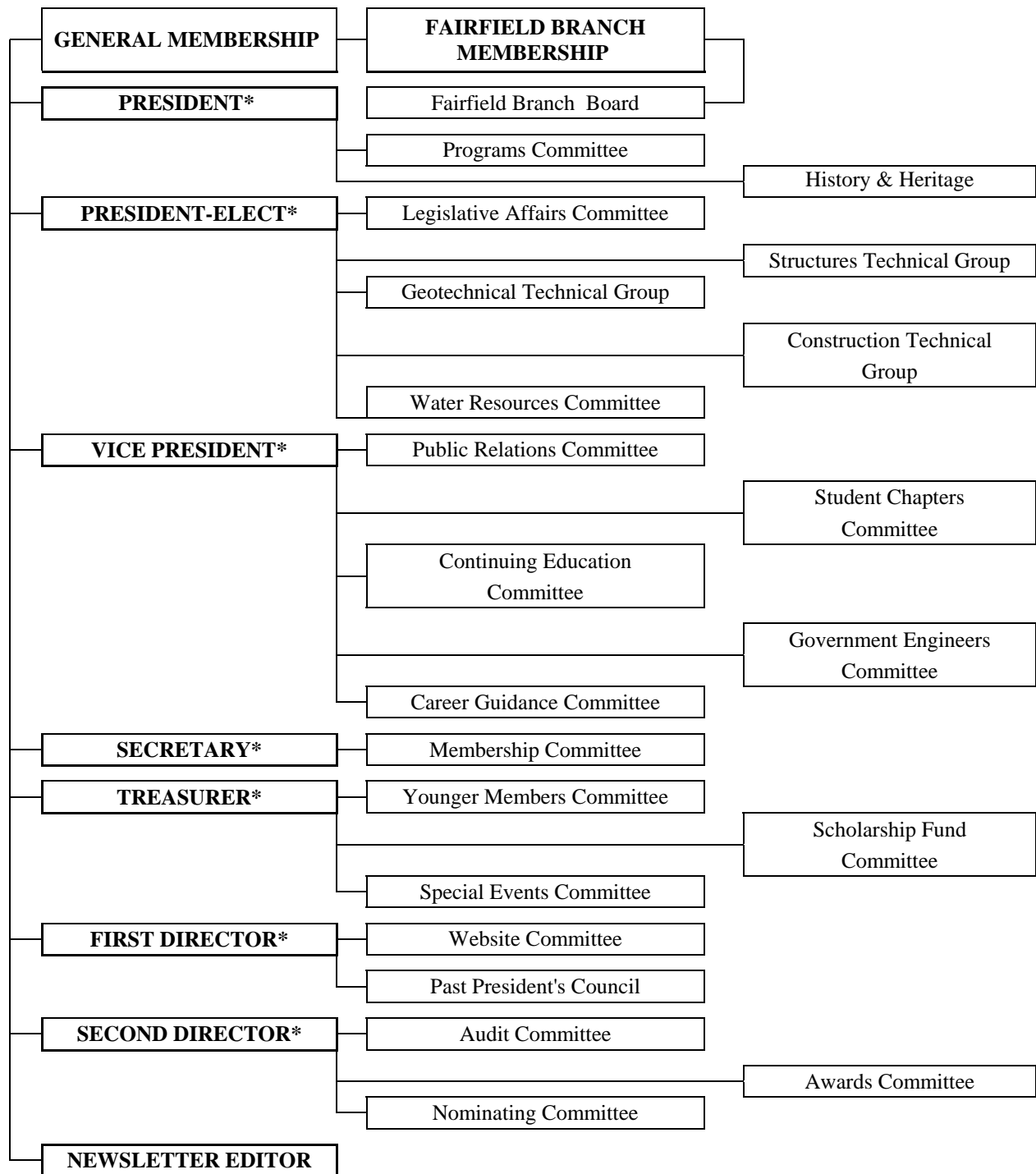
The Section officers include the President, President-Elect, Vice President, a Secretary, a Treasurer, and two Directors. All officers are elected at the time of the Annual Meeting. All officers shall be elected for a one year term.

The Newsletter Editor is appointed by the Executive Board for an unfixed term of office. The Newsletter Editor attends Board meetings as a non-voting member. The Newsletter Editor may serve as an officer and voting member at meetings where there are only three other officers present, thus creating a quorum.¹

1.2 ORGANIZATION CHART

The organization chart for the CSCE is located on the following page.

¹ The last sentence was added in the 2007 update.



* Younger Member Executive Committee

1.3 DUTIES OF ELECTED OFFICERS

1.3.1 President

The President shall have general supervision of the affairs of the Section and shall:

- a. Preside at all meetings of the section and the Board at which he/she² is present.
- b. Serve on the Legislative Affairs and Public Relations Committees.
- c. Appoint Committee Chairpersons and provide direction regarding Committee functions and responsibilities.
- d. Provide guidance to Technical Groups concerning their activities as they relate to other Section activities.
- e. Serve as Section Delegate on the New England Council.
- f. Serve as the Board Contact for Programs Committee, History and Heritage Committee and Fairfield Branch.
- g. Oversee the arrangements for the Annual Meeting of the Section including inviting the speaker and new ASCE and CSCE Life Members to be the Section's guests.

1.3.2 President-Elect

The President-Elect is responsible for assisting the President with his/her³ duties and shall:

- a. Serve as the presiding officer of the Section in the temporary absence of the President.
- b. Serve as the Chair of the Legislative Affairs Committee.
- c. Serve on the Public Relations Committee.
- d. Serve as the Board Contact for Geotechnical, Construction and Structural Technical Groups, and Water Resource Committee.

² "She": was added in the 2007 update.

³ "Her" was added in the 2007 update.

- e. Serve as Section Delegate on the New England Council.
- f. Plan the Section Agenda for the following year during his/her term as President.
- g. Become familiar with overall activities and procedures of the Section such that, he/she will be fully prepared for his/her duties upon becoming President.

1.3.3 Vice President

The Vice President's duties include:

- a. Serve as the Chair for Student Chapters Committee.
- b. Serve as the Chair of the Public Relations Committee.
- c. Serve on the Legislative Affairs Committee.
- d. Serve as the Board Contact for Government Engineers and Continuing Education Committees.
- e. Serve as Section Delegate on the New England Council.
- f. Oversee Student Awards and Scholarships.

1.3.4 Secretary

The Secretary is responsible for keeping Section records, including the following:

- a. Keep the records of the Section complete and in good order, including:
 - i. Minutes of Executive Board and other special meetings.
 - ii. A file of flyers sent out to the Membership.
 - iii. A list of the attendees at each general meeting.
 - iv. The membership list from ASCE National - forwarding additions and deletions to other officers and the Newsletter Editor and Membership Chair as required by their duties and responsibilities.
 - v. A list of the current members of Standing Committees.
 - vi. A file of the yearly reports of the Committee Chairpersons.

- vii. The names of award recipients, including Student Awards and Scholarships, Benjamin Wright Award, President's Awards and Lifetime Service Award.
 - viii. Names, addresses and phone numbers of Student Chapter Advisors and Contact Members.
 - ix. The latest version of the Section Operations Manual, including the Constitution and Bylaws.
 - x. Copies of Section correspondence, regardless of which officer is the author.
- b. Prepare the Annual Report - The forms for the Annual Report are usually received during the summer. The completed report covers the year from October 1 to September 30 and is due at ASCE by the end of November. Some of the information will be in the records listed under Item a. above; but, additional information is needed from other sources. One example is the financial statement that must be supplied by the Treasurer. It is suggested that the appropriate blank pages be copied and the copies sent quickly to the person having the information to fill them out. Requesting and receiving the information early will ensure timely completion and submission of the report to ASCE.

The local dues and Section allotment that ASCE collects will not be forwarded to the Section until they receive the Annual Report. Copies of the Annual Report should be sent to all Section Executive Board Members, Fairfield Branch Secretary, and ASCE District 2 Director.

- c. Maintain a record of approved changes and/or additions to the Section Operations Manual.
- d. Correspondence received from ASCE should be reviewed and appropriate articles prepared for the Newsletter. Copies should be routed to appropriate individuals/committees for action.
- e. Forward a copy of the list of Life Member Certificates received from ASCE to the President. Determine which members of the original CSCE are eligible for Life Member and forward names to the President. Print Certificates for CSCE Life Members.
- f. Serve as the Board Contact for the Membership Committee.
- g. Incorporate approved changes and/or additions to the Operations Manual

biennially at the end of his/her term and distribute Revised Operations Manual at the following Strategic Planning Meeting.

- h. Maintain Database of Operations Manual Users to transmit periodic updates.
- i. Order and maintain a supply of CSCE stationery, and distribute to Board Members and Committee Chairs as necessary.

1.3.5 Treasurer⁴

The Treasurer is responsible for maintaining Section Accounts.

- a. The President, Treasurer and Immediate Past Treasurer are authorized signatures for the accounts. The Treasurer is responsible for changing authorized signatures each year.
- b. Deposit procedure is as follows:
 - i. Endorse checks on back with rubber stamp with account number.
 - ii. List cash and check totals on a deposit slip.
 - iii. Enter income in receipts ledger/ spreadsheet (Quicken)
 - iv. Enter deposits in checkbook Accounts Ledger.
- c. Maintain Section Post Office account for first class rate permit for mailings. Payments by check are mailed to the post office selected by the Newsletter Editor.

Regular statements are not sent out by the Postal Service, so the Treasurer must check with the Post Office periodically. Payments are made in advance.

- d. Collect Section Dues - ASCE members pay dues directly to ASCE National. ASCE transmits these funds along with a list of members who have paid. Original Connecticut Society (CSCE) members should be billed annually by the Treasurer in accordance with the by-laws. Bills to old CSCE members should be mailed out in September, as dues are payable in advance in October. Payment should be made to CSCE-ASCE and sent to the Treasurer's address. As dues are received, record payment on the database. Retain copies of checks as back-up hard copy for the file.

⁴ Corrected subsection numbering in 2007 update.

- e. Receive meeting revenues from Programs Committee Chair, verify accuracy of collections, deposit funds, and make payment to facility.
- f. Disbursement Policy
 - i. Officers and certain committee members will incur expenses for the Section. These expenses should be reasonable and understood by the Executive Board.
 - ii. Reimbursement should only be made after receipt of a written claim. The claim should be retained in the Treasury records.
 - iii. Payments should be logged in the payables ledger / spreadsheet (Quicken) in the total column under applicable expense categories.
 - iv. Monthly meetings should include a balanced record of receipts and payments prepared by the Programs Committee. The gross of these amounts should be paid (or received) by the Treasurer.
 - v. The Treasurer shall make payments to the Fairfield Branch of the approved budget amounts. The amount shall be paid one-half in October and one-half in February.
- g. Annual Report
 - i. ASCE National requires an Annual Report. After receipt of this report, it pays the Section allotment. The Section President and Secretary coordinate the preparation of this report.
 - ii. The Treasurer prepares the financial section of this report. To do this, the books are closed as of September 30. Receipts and payable ledgers are totaled. Expense categories should balance the total of payables. The net of receipts and payables should equal the net change of the banking and postal accounts. These outcomes are compared to the budget and reported to the Board and National.
- h. Audits
 - i. The Second Director presides over the Audit Committee.
 - ii. Auditors should see that recording policies are being followed.
 - iii. Auditors should assure balanced books.
 - iv. Auditors should consider the "reasonableness" of receipts and

expenses in light of past trends.

- v. Auditors should report their results directly to the Board.
- vi. The incoming Treasurer should audit the books within one month of turnover.
- vii. The Treasurer shall provide assistance to the Audit Committee during the audit of the Fairfield Branch books.
- i. Serve as the Board Contact for the Younger Members, Scholarship Fund and Special Events Committees.
- j. Oversee Scholarship Fund. Along with the Scholarship Fund Chair, submit an Annual Report and recommendation at the Annual Planning Meeting indicating the amount that should be transferred from Grants and Contributions into the CSCE Schwab Account.
- k. Forward original CSCE members' address changes to the Secretary.

1.3.6 Directors

The Directors consist of the two immediate Past Presidents, and their duties include:

- a. The First Director or immediate Past President serves as Chairperson for the Web Site and Awards Committees, and Past Presidents Council, and serves on the Audit and Nominating Committees.
- b. The Second Director serves as the Chairperson for the Audit and Nominating Committees, and serves on the Awards Committee. The Audit Committee audits the financial accounts of both the Section and the Branch.
- c. Assist other members of the Executive Board in managing the affairs of the Section.
- d. Serve as points of contact for Section members who request information concerning Section organization, membership, activities, and general affairs of the Society.
- e. The First Director shall act as the Board Liaison to other Connecticut engineering societies/groups, and coordinate the Engineer's Week activities for CSCE, including the Joint Meeting.⁵

⁵ In the 2007 revision, "other Connecticut engineering societies/groups" replaced "the Connecticut Engineers and

- f. The Second Director shall serve on the Connecticut Quality Based Selection⁶ (QBS) Council as the Section Delegate.
- g. Provide expertise and support for various Committee functions as appropriate.

1.3.7 Newsletter Editor

The Newsletter Editor's duties consist of the following:

- a. The target is to send out a Newsletter for September through May inclusive. These newsletters should coincide with the program of monthly meetings during this period. Thus, each newsletter should announce a monthly meeting and upcoming events. In lieu of a complete newsletter, it may be appropriate at times to send out a simple meeting announcement. Of course, the success of a timely and complete newsletter is highly dependent upon the planning of the CSCE Board, Programs Committee Chairperson, and submission of news to the Newsletter Editor from CSCE and ASCE.
- b. The Newsletter Editor must coordinate closely with the Secretary and other Board members so that key news items (e.g., Younger Members news, Annual Report, etc.) are communicated to the membership. The Newsletter Editor shall also seek feature articles for the Newsletter from the members through periodic Newsletter Announcements, and try to publish one feature article per Newsletter.
- c. At the Annual Strategic Planning Meeting, the Newsletter Editor will receive information from the Board and the President about the upcoming year's activities. This information provides an overview of the year's events and tentative schedule for inclusion in the September Newsletter. Given this information, the Newsletter Editor should publish a schedule of submission for each Newsletter. The schedule should allow a minimum of 4 weeks prior to the meeting date being announced.
- d. The Newsletter Editor will solicit information from printers to determine which printing firm will best suit the needs of the Section. The Newsletter Editor will be assisted by the Executive Board in making a final determination. The Newsletter Editor prepares the Newsletter and submits a ready-to-print paste-up to the printer. The process of applying mailing

Scientists Council.”

⁶ In the 2007 revision, “Selection” replaced “Selectionin.”

labels, sorting and delivery to the Post Office is overseen by the Newsletter Editor. It generally takes one week for printing the Newsletter and two weeks for mail delivery.

- e. The Newsletter Editor must obtain current mailing labels for both ASCE and CSCE from the Secretary or their designee for printing. The updates to the mailing list are made by ASCE and the Secretary. The return address on the newsletter should be that of the Newsletter Editor to expedite updates to the mailing list. The address of the Secretary should be placed on the bottom to receive inquiries other than address changes.
- f. CSCE Newsletter format generally consists of 4-12 pages; the front page includes a CSCE/ASCE logo and border. Meeting announcements are typically presented on this page. Second and third pages generally include news information, President's Message, and Positions Wanted/Available ads. The last page or back page typically has a brainteaser type problem titled "Technical Turkey" for each month and provides a list of the officers in CSCE. The mailing indicia are⁷ also included on this page. The Newsletter is typically printed on an 11" x 17" piece of paper, which is folded in half and then again in half for mailing. Occasionally, 8-1/2" x 11" pages are used for inserts or if the Newsletter is not a multiple of four pages.
- g. CSCE maintains a pre-sorted first class mailing permit at the Post Office convenient to the Newsletter Editor. The Newsletter Editor should contact the Post Office and obtain the current mailing bulletin. This will provide information on rates and size of letters and/or postcards to remain at the most cost effective rate for the Section.
- h. The Newsletter Editor must make sure that the permit is paid for each year as of January 1. He/she must also make sure that there is enough money in the CSCE postage account at the Post Office to cover each mailing. This means that the current fee must be paid at the beginning of each year to cover the permit and, as a general rule, a balance of \$700.00 should be maintained each month in the postage account. It is the Treasurer's responsibility that checks get made out to the Post Office, the Newsletter Editor should check on these balances and payments for each Newsletter at the deadline for each Newsletter.
- i. The Newsletter Editor is responsible for sending out bills to those that place advertisements or business cards in the CSCE Newsletter. Bills should be copied to the Treasurer for payment follow-up. All bills shall be on CSCE stationery. Newsletter advertising information is included in Appendix P.

⁷ In the 2007 revision, "and" replaced "is."

1.4 SECTION AND BRANCH CORRESPONDENCE

1.4.1 General

Copies of all Section and Branch correspondence shall be sent to the Secretary by the originator.

1.4.2 Section Board Meeting Minutes

Minutes of all Section Board Meetings shall be sent to all Section and Branch Board Members, Committee and Technical Group Chairs, and Faculty Advisors.

1.4.3 Branch Board Meeting Minutes

Minutes of all Branch Board Meetings shall be sent to all Section and Branch Board Members and others, as appropriate.

1.4.4 Newsletter Announcements

Newsletter Announcements shall be sent to the Newsletter Editor by the respective Newsletter closing dates, and should be accompanied by an electronic file in Microsoft Word format.⁸

1.4.5 Public Information

Copies of all Section Monthly Meeting Announcements, Continuing Education Seminar Announcements, Branch Meeting Announcements, Award Announcements and other public information items shall be sent to the Vice President.

⁸ In the 2007 revision, “WordPerfect or” and “on a 3.5” diskette, if possible” were deleted.

PART 2 - SECTION COMMITTEES

2.1 GENERAL INFORMATION CONCERNING SECTION COMMITTEES

2.1.1 Introduction

Selected items concerning the organization and staffing of the Section Committees are described below. The procedures noted are common to all committees unless otherwise noted in subsequent portions of the Manual.

2.1.2 Appointments

Unless otherwise noted, the Chairpersons and members of the Committees are appointed by the President. The Committee Chairpersons and Executive Board Contacts provide recommendations to the President for appointments to the committees for which they are responsible.

2.1.3 Reports

The Chairperson of each committee and technical group is responsible for making periodic reports of the organization's activities to the Executive Board. Reports are made as requested by the Board and at other times as deemed necessary by the Chairperson.

The Chairperson of each committee is responsible for preparing a report of proposed activities for the upcoming year. This proposed report is to be presented at the annual Strategic Planning Meeting.

An Annual Report, must also be presented each May 1st to the Executive Board. The report of the past year's activities should include the information necessary for the ASCE Annual Report, and be in Memo form. A copy of each committee report will be distributed to the general membership at the Annual Meeting.

2.1.4 Budgets

Each Committee which anticipates expending funds shall submit a budget to the Treasurer before the Strategic Planning Meeting for consideration and approval by the Executive Board.

2.1.5 Executive Board Contacts

Each Committee is assigned a member of the Executive Board as shown in Section 1.2, Organization Diagram. The Board Contact attends Committee meetings and reports Committee activities to the other Board members.

2.2 PROGRAMS COMMITTEE

2.2.1 Purpose

To plan, schedule and make necessary arrangements for the Section's monthly dinner meetings.

2.2.2 Organization

The Committee consists of a Chairperson, who shall report to the President, plus other members as necessary. Each Student Chapter is considered a standing member of the committee. The Chair of each Technical Group and Committee is considered a standing member of the committee.

2.2.3 Meetings

As required to perform the Committee's function, with the initial meeting held no later than July of the year for which the calendar of meetings is being prepared.

2.2.4 Procedures

The Chairperson shall attend the Executive Board Annual Planning Meeting in June with the intent that a preliminary schedule of all CSCE monthly dinner meetings be published in the September Newsletter. The Chairperson shall either reconvene the Committee or communicate with other committee members as necessary during the year to update the schedule and coordinate necessary arrangements. The updated meeting schedule and agenda shall be sent to the Newsletter Editor for each deadline.

The Host Student Chapter and/or sponsoring committee or technical group shall provide assistance to the Chair and make arrangements for the activity at their site. The Host Student Chapter will also coordinate receiving reservations for the event as well as providing Student Officers or volunteers during meeting check-in.

2.2.5 Financial

Operations of this Committee generally do not require financing. The monthly meetings should be priced to be self-sufficient. The pricing shall include a \$5.00 charge for students. The guest speaker(s) shall not be charged for the meeting. Anticipated student attendance, any expenses for the speaker and meeting shall be included in determining the price for members and guests. The member/guest price should not exceed \$30, unless approved by the Executive Board.

The Annual Meeting shall include complementary registration for Student Award Recipients, Benjamin Wright Award Recipient (including one guest), Life Member Award Recipients (including one guest each), Lifetime Service Award Recipient

(including one guest) as well as ASCE National Officers. These expenses shall come out of the Annual Budget and not be included in determining the cost to members.

2.2.6 Record keeping

The Programs Chairperson shall complete the Meeting Attendance List Form and the Meeting Financial Summary, and forward completed forms to the Secretary for record keeping and preparation of the Annual Report. The registrants that failed to show for a meeting shall be billed by the Programs Chair with a copy to the Treasurer.

2.2.7 Collect Meeting Revenues

Count receipts and balance with attendance list, and provide funds and list to the Treasurer for deposit. The Treasurer will make payment to the facility.

2.3 STUDENT CHAPTERS COMMITTEE

2.3.1 Purpose

To maintain communications between the Section and the Student Chapter activities which promote professional, ethical and technical competence in students studying civil engineering technology. The Committee shall promote continued professional growth by encouraging membership in the ASCE and the local Section. The current Student Chapters include:

Student Chapters: University of Connecticut
 University of New Haven
 University of Hartford
 United States Coast Guard Academy
 Central Connecticut State University

2.3.2 Organization

The Vice President will serve as Chairperson. Other members include the Faculty Advisors and Contact Members from each Chapter, and other members identified by the Chairperson and appointed by the President.

2.3.3 Meetings

A Strategic Planning Meeting will be held in September and other meetings are held as required. Student Officers are invited to the Strategic Planning Meeting. Each Student Chapter will provide an Annual Report of their previous year's activities and an outline of their plans for the current year.

2.3.4 Procedures

The Committee is responsible for nominating students for Section and National Awards and Scholarships. The Committee shall review the responsibilities and provide training for Faculty Advisors and Contact Members. When vacancies occur, the committee shall consult with and if requested, assist the Department Chair in filling the vacancy.

2.3.5 Financial

Operations of this Committee do not require finances. Requests for funds for Chapter Activities shall be made to the Executive Board in writing by the Student Chapter President or Faculty Advisor, and sent to the Vice President. Special disbursements may be available for participation in the ASCE Spring Regional Conference Concrete Canoe Race. Other special disbursements may be made by the Board, as appropriate, and should be requested by the Student Chapter as early as

possible.

2.3.6 Student Awards and Scholarships

Student Awards and Scholarships from the Section are described in Appendix E.

2.4 MEMBERSHIP COMMITTEE

2.4.1 Purpose

To encourage civil engineers to become affiliated with the ASCE and the Section.

2.4.2 Organization

A Chairperson, who shall report to the Secretary, and not less than three members. At least one member of the Committee is responsible to maximize ASCE or Section membership of:

- i. College seniors who are soon to graduate and recent college graduates.
- ii. Non-subscribing ASCE members residing within the boundaries of the Section.
- iii. Civil Engineers within the district who are non-ASCE members.

2.4.3 Meetings

As required to perform the Committee's function at a frequency of no less than once every three months, excluding the months of June, July and August.

2.4.4 Procedures

The Committee is responsible for increasing ASCE and Section membership, and inviting new members to monthly meeting. The Chair shall receive a list of added members each month from the Secretary from which they can contact new members and encourage them to become active.

2.4.5 Financial

The Committee neither receives nor disburses funds.

2.5 CONTINUING EDUCATION COMMITTEE

2.5.1 Purpose

To formulate and execute Continuing Education activities in the Section consistent with the goals of the Board. The Committee assists other Section committees and the national committee in areas of continuing education. The Committee also sponsors some continuing educational activities that are not sponsored by other Section Committees or Technical Groups.

2.5.2 Organization

A Chairperson, who shall report to the Vice President, and at least one other member who is recommended by the Chairperson and appointed by the President.

2.5.3 Meetings

Held semi-annually and as required to perform the Committee's function.

2.5.4 Procedures

The Committee is responsible for providing at least two seminars per year. Seminars should be of use to the membership and cover topics that are consistent with the current state of the practice. The Committee shall periodically conduct Continuing Education Surveys to determine the members' preferred topics, location, schedules and cost range. Civil Engineering P.E. Review Series shall be offered in the Hartford and New Haven areas in alternate years in September.

The Chairperson shall take the lead roll in organizing Continuing Education Seminars along with the sponsoring committee/technical group. The Chairperson shall be allowed to attend the seminar free of charge. Life members cost to attend all Continuing Education Seminars shall be half the regular member price.

Refer to "Continuing Education Committee Authority Statement and Guidelines", revised June 1984, by James Sime for additional guidance on developing and holding educational seminars.

2.5.5 Financial

Budgets for each seminar are prepared by the Committee and submitted to the Board by the Chairperson for approval.

2.6 YOUNGER MEMBER COMMITTEE*

* A Younger Member is generally required to be 35⁹ years of age or younger.

2.6.1 Purpose

To foster the professional growth, ethical awareness, and technical competence of the Section's younger members. The Committee shall encourage membership and participation in ASCE and CSCE committees, technical groups, and other activities. The Committee may sponsor or co-sponsor activities of particular interest to younger members.

2.6.2 Organization

A Younger Member Chairperson, who shall report to the Treasurer, and Vice Chairperson. Other members of the Committee shall be those who are recommended by the Chairperson and appointment by the President.

2.6.3 Meetings

Meetings are held at least semi-annually and as required to perform the Committee's function.

2.6.4 Procedures

The Committee will work in cooperation with all CSCE Committees and technical groups. The Committee should monitor all CSCE activities and suggest modifications and additions to ensure that the needs of younger members are served. The Committee is the Section's liaison with ASCE's Younger Member Committee. The Committee is responsible for organizing and conducting the Annual ASCE Zone I Younger Member Conference when the Section is hosting it and will encourage and assist participation at the Conference each year.

2.6.5 Financial

Funds needed will be budgeted from the Section's general treasury.

⁹ In the 2007 revision, "32" was changed to "35".

2.7 CAREER GUIDANCE COMMITTEE

2.7.1 Purpose

Provide information on civil engineering to the public, school libraries, high school guidance personnel and students (K-12) to aid them in their choice of career and to provide them with useful information about preparing for a career in civil engineering.

2.7.2 Organization

A Chairperson, who shall report to the Vice President, and at least one member who is recommended by the Chairperson and appointed by the President.

2.7.3 Meetings

Meetings are held as required to perform the Committee's function.

2.7.4 Procedures

Establish contact with other similar committees of other engineering societies. Obtain the latest reference material from ASCE. Organize Committee personnel and establish methods for speaking engagements and distribution of literature on Civil Engineering.

2.7.5 Financial

The Chairperson shall establish a budget each year and submit to the Treasurer by the Annual Planning Meeting for consideration and approval by the Executive Board. The budget is to pay for pamphlets and other informational documents to be distributed at speaking engagements to students (K-12), advertising¹⁰, and other necessary expenses approved by the Executive Board.

¹⁰ In the 2007 revision, "advertising" replaced "advertizing".

2.8 PUBLIC RELATIONS COMMITTEE

2.8.1 Purpose

To develop and implement programs leading to increased public awareness of the role and accomplishments of the civil engineering profession, the Section, and its members.

2.8.2 Organization

The Vice President, who shall serve as the Committee Chair, President and President-Elect. Ad-hoc Committee members may be recruited for specific assignments, as needed.

2.8.3 Meetings

Meetings are held as required to perform the Committee's function.

2.8.4 Procedures

The Committee reviews news of ASCE National, the Section, local firms, and members for the purpose of providing appropriate information to local media for publication. To facilitate its work, the Committee develops personal contacts at news outlets such as key newspapers, radio and television stations. It also maintains a media mailing list for the portions of the Section area where personal contacts are not feasible. A list of key media contacts is in Appendix G.

2.8.5 Financial

The Committee has no budget allocation, but may sponsor events, activities or meetings when approved by the Board.

2.9 LEGISLATIVE AFFAIRS COMMITTEE

2.9.1 Purpose

To investigate, study, and make recommendations to the Executive Board and Technical Groups concerning standards of practice, professional ethics, other timely public issues in which the Civil Engineer has a particular interest and legislation as it affects the profession and the Section. The Committee maintains liaison with appropriate national committees, citizens groups, and other professional or industry organizations in order to improve communications, to arrive at mutually acceptable solutions to common problems and to coordinate support or opposition to legislation and government policies and to respond quickly to the changing needs of the profession.

2.9.2 Organization

The President-Elect, who shall serve as the Committee Chair, President and Vice President. Ad-hoc Committee members may be recruited for specific assignments, as needed. Such assignments may include following pending legislative matters, maintaining liaison with other professional groups and attending meetings of such groups, when appropriate.

2.9.3 Meetings

Meetings are held as required to perform the Committee's function, including responding to specific issues which may be referred by the Executive Board.

2.9.4 Procedures

Provide recommendations to the Board for action relative to matters within its charge. The Committee may also sponsor Section Meetings dealing with such matters.

2.9.5 Financial

The Committee has no budget allocation, but may sponsor events, activities or meetings when approved by the Board.

2.10 NOMINATING COMMITTEE

2.10.1 Purpose

To nominate a slate of Officers for the Section in accordance with the Constitution and Bylaws. The Committee also makes recommendations to the board for Section nominations to ASCE national offices and committees at the time vacancies develop.

2.10.2 Organization

The Second Director, who shall serve as the Chairperson, and the First Director.

2.10.3 Meetings

One meeting prior to the monthly Section Meeting before the Annual Meeting to select nominees for the slate of Officers for the Section, and other meetings, as needed.

2.10.4 Procedures

The Committee is required by Article 3 of the Bylaws to report the annual slate of nominations at the Section Meeting prior to the Annual Meeting.

The slate of nominations consists of one candidate for the Section President, President-Elect, Vice President, Secretary, Treasurer and two Directors. The Nominating Committee shall also assist the incoming President to select a Newsletter Editor.

2.10.5 Financial

The Committee has no budget, and neither receives nor disburses funds.

2.11 AUDITING COMMITTEE

2.11.1 Purpose

To review the financial records of the Section and Branch Treasurers to ascertain that the Section and Branch funds, including investments, are properly accounted for.

2.11.2 Organization

The Second Director, who shall serve as the Committee Chairperson, and the First Director.

2.11.3 Meetings

The Committee conducts the audit shortly after the close of the Section's fiscal year. When the Treasurer retires from office early, an audit shall be made for that portion of the fiscal year covered by his/her term of office.

2.11.4 Procedures

Audits include review of the records and accounts of the Treasurer. The Committee may utilize professional services to supplement its work, as approved by the Executive Board. The Treasurer shall be available to assist in the audit, as requested by the Committee.

2.11.5 Financial

Expenses to be for any professional accounting services must be authorized by the Executive Board.

2.12 HISTORY AND HERITAGE COMMITTEE

2.12.1 Purpose

To prepare and submit to ASCE nomination papers for the designation of Connecticut sites as National Historic Civil Engineering Landmarks, and to work with ASCE on matters associated with such designation. The Committee also handles other matters relating to engineering and section history and heritage as may arise.

2.12.2 Organization

A Chairperson, who shall report to the President, and other members as needed.

2.12.3 Meetings

Meetings are held as required to perform the Committee's function.

2.12.4 Procedures

The Chairperson is responsible for all arrangements for dedication ceremonies. The Chairperson keeps the membership advised of the Committee's work through liaison with the Executive Board and notices in the newsletter. The Chairperson requests, gathers, and researches suggestions for landmark nominations.

2.12.5 Financial

Normal operations of the Committee do not require financing. Extraordinary expenses (which may be needed to support a dedication ceremony) must be approved by the Executive Board. Experience to date indicates that \$100 per dedication is adequate.

2.13 GOVERNMENT ENGINEERS COMMITTEE

2.13.1 Purpose

To develop and implement programs and a forum to better enable those civil engineers, working in the public sector, to provide enhanced service to the public.

2.13.2 Organization

A Chairperson, who shall report to the Vice President, and other members as required.

2.13.3 Meetings

Meetings are held as required to perform the Committee's function. The Committee shall host one of the Sections Regular Monthly Meetings each year.

2.13.4 Procedures

The Committee shall review issues relating to membership, continuing education, career guidance, and legislative affairs as they relate to government engineers. It shall assist the Awards Committee with nominations for the Government Civil Engineer and Young Government Civil Engineer awards. Recommendations for positions shall be made to the Executive Board as necessary.

2.13.5 Financial

The Committee has no budgets and neither receives nor disburses funds.

2.14 AWARDS COMMITTEE

2.14.1 Purpose

The purpose of the Awards Committee is to recommend to the Executive Board appropriate nominations for CSCE Awards to be presented at the Annual Meeting, and ASCE distinguished achievement award nominations for the Board's recommendation to the Awards Department of ASCE.

The CSCE Awards for presentation at each Annual Meeting include the Benjamin Wright Award, Outstanding Student Award, and Presidents' Awards. CSCE Lifetime Service Award is also presented at an Annual Meeting in accordance with the qualifying and nominating criteria identified in Appendix E.

ASCE distinguished award nominations for recommendation to ASCE may include any of the following, as deemed appropriate:*

<u>Award</u>	<u>Copies</u>	<u>Due</u>
Laurie	7	Nov 1
Rickey	4	Dec 1
Howard	7	Dec 1
Von Karman	7	Dec 1
Tipton	4	Dec 1
History & Heritage	8	Dec 1
Bartholomew	5	Dec 1
Surveying & Mapping	7	Dec 1
Bectel	7	Dec 1
Can-Am	4	Dec 1
Kapp	9	Dec 1
Construction	8	Dec 1
Hinds	1	Nov 1
Masters	5	Dec 1
Newark	7	Dec 1
Freudenthal	7	Dec 1
Presidents	7	Dec 1
Moffat-Nichol	4	Dec 1
Porraz	7	Dec 1
Parcel-Sverdrup	8	Feb 1
Young Engineer	7	Feb 1
Civil Government	6	Apr 1
Professional Recognition	6	Apr 1

Upon concurrence by the Executive Board, all nominations for the above shall be mailed to the ASCE Awards Department at 1801 Alexander Bell Drive, Reston, Virginia 20191-4400.

* Description of ASCE awards appended to Operations Manual.

2.14.2 Organization

The First Director¹¹, who shall serve as the Committee Chairperson, and at least two other members appointed by the President. Preferably, the members of the Committee will represent the consulting, academic and government engineering fields.

Subcommittees of the Awards Committee may be formed to deal with any award or group of awards. Such subcommittees shall consist of a Chairperson and not less than one additional member. The members of any subcommittee are appointed by the President from the members of the Awards Committee upon the recommendation of the Chairperson of the Awards Committee.

2.14.3 Meetings

Meetings of the Committee or Subcommittees are held semi-annually and as required to perform this/her Committee's function.

2.14.4 Procedures

The Committee or a Subcommittee, by a majority vote, approves all nominations for awards and submits the nominations to the Executive Board for its approval no less than one month prior to the required due date.

No less than three months prior to the required due date, the Chairperson shall send each member of the Committee the requirements governing the awards and an outline of the operating procedures for awards selection.

2.14.5 Awards

Section and National Awards are described in Appendix E.

Section Awards include Benjamin Wright, Outstanding Student Award, Student Scholarship Award, Lifetime Service Award, and Presidents Awards. These Awards consist of the following:

- a. Benjamin Wright Award - a suitably inscribed wall plaque and certificate.
- b. Outstanding Student Award - a framed certificate and a cash award in an amount decided by the Board. In 2002, the award was \$500¹².

¹¹ In the 2007 revision, "First Director" replaced "Second Director".

¹² In the 2007 revision, a cash award replaced "payment of first full years ASCE dues".

- c. Student Scholarship Award - a scholarship given to a Student Member of ASCE from a local Student Chapter. The amount and number of scholarships are determined by the Board upon recommendation of the Vice President.
- d. Lifetime Service Award - a plaque, as shown in Appendix E, and an Honorary Life Membership in the Section.
- e. President's Awards - a certificate, an ASCE paper weight with the recipients name or equivalent.

The First Director notifies the award recipient of Executive Board action and procures the plaques.

The awards are presented at the Annual Meeting by the President.

The requirements for ASCE award nominations are as stated in the appended Table entitled "ASCE National Awards". The First Director notifies the Awards Department of ASCE concerning final nominations confirmed by the Executive Board.

2.14.6 Past Benjamin Wright Recipients

<u>Year</u>	<u>Name</u>
1980	Edward Gant
1981	Charles Cahn
1982	Clarence Dunham
1983	Arthur Sweeton
1984	Norman Nadel
1985	Victor Scottron
1986	Morton Fine
1987	Wilbur Widmer
1988	Philip Burton
1989	Jack Stevens
1990	Philip Keene
1991	E. Russel Johnston, Jr.
1992	Frank Zamecnik
1993	Herbert Levinson
1994	Morris Schupack
1995	Charles H. Thornton
1996	Earl Howard
1997	Eugene D. Jones
1998	Charles Rejcha

1999	Robert O. Disque
2000	John Lenard
2001	Remy Papp
2002	Kenneth Gibble
2003	Roald Haestad
2004	Paul Carver
2005	Roger Chapman
2006	Stanley Bemben
2007	John Dugan

2.14.7 Past Lifetime Service Award Recipients

<u>Year</u>	<u>Name</u>
1997	James M. Sime
1999	Ross M. Lanius, Jr.
2001	Shahvir Vimadalal

2.14.8 Financial

Expenses which are associated with the approved awards are paid by the Section Treasurer out of the Section general treasury. The Committee neither receives nor disburses other funds.

2.15 SPECIAL EVENTS COMMITTEE

2.15.1 Purpose

To plan, supervise and coordinate the Summer Outing, Golf Fund Raiser, or other Special Event as recommended by the Board.

2.15.2 Organization

A Chairperson, who shall report to the Treasurer, and other members as necessary.

2.15.3 Meetings

At least two meetings are held each year to plan the function, the first being held three to six months before the event. Earlier planning meetings may be required depending on the event. National events require eighteen months to plan.

2.15.4 Procedures

The Committee obtains prior approval from the Executive Board for the time, date, place and cost of the Event. The Committee is responsible for arranging publicity, tickets, reservations, guarantees, accounting summary, and all other duties associated with the Event including coordination with other societies.

2.15.5 Financial

The ticket price for the Summer Outing is established such that it is self-supporting. Other Events may be priced to raise a Goal established by the Committee, with approval of the Board.

2.16 SCHOLARSHIP FUND COMMITTEE

2.16.1 Purpose

To plan, advise, supervise and coordinate the investments made for the Scholarship Fund.

2.16.2 Organization

A Chairperson, who shall report to the Treasurer, and other members as necessary.

2.16.3 Meetings

Meetings are held as needed to prepare recommendations to the Board concerning investment strategies.

2.16.4 Procedures

The Committee obtains prior approval from the Executive Board for any changes in investment strategies concerning the Scholarship Fund. Within the Scholarship Fund investment accounts, the signatures of both the Treasurer and Chairperson shall be required to withdraw money from the accounts. The chairperson shall have lead responsibility for carrying out transactions and trades although either signature will be permitted to perform trades. In order to provide a means of reconciliation of accounts, and an audit trail, the mailings of the accounts shall be directed to the Treasurer.

2.16.5 Financial

Any funds required for the functions of the committee will be appropriated from the general funds of the Section upon approval of the Board.

2.17 WEB SITE COMMITTEE

2.17.2 Purpose

To operate, maintain, and upgrade the CSCE Web Site www.csce.org. The committee will also investigate, study, and make recommendations to the Executive Board concerning the operation, maintenance, financing, and appearance of the web site. The committee maintains contact with appropriate local and national committees, groups, and student chapters, to improve communications through technology.

2.17.2 Organization

The First Director shall serve as the Committee Chair, and standing members include the Vice President, Newsletter Editor, and Web Master. Adhoc Committee members may be recruited for specific assignments as needed. Such assignments may include updating the format of the web site, review of new submittals for the site prior to posting. Additional assignments may include: the management of technical issues in maintenance and growth of the site, review of the levels of support provided by firms to be sponsors of the site, maintaining liaison with other professional organizations and attending meetings as needed.

2.17.3 Meetings

Meetings are held as required to perform the Committees function, including responding to specific issues which may be referred to the Executive Board. Most meetings shall be via e-mail and the www.csce.org web site.

2.17.4 Procedures

The Committee provides oversight for operation of the www.csce.org web site, and recommendations to the Executive Board for action relative to matters within its charge. The Committee may also sponsor meetings dealing with such matters.

2.17.5 Financial

The Committee requires an annual operating budget of approximately \$800, which includes \$600 for web site hosting, and \$200 for on call consultations as needed. Should a major upgrading or revision of the site be proposed, separate funds should be appropriate for the task.

Income is based upon the listing of firms as web site sponsors at a fee to be established annually by the Executive Board upon recommendation from the Committee at the Annual Planning Meeting.

2.18 WATER RESOURCES COMMITTEE

2.18.1 Purpose

To plan, schedule, and implement programs to better enable those Civil Engineers interested in the Water Resources Discipline.

2.18.2 Organization

The committee consists of the Chairperson, who shall report to the President-Elect, plus other members as necessary.

2.18.3 Meetings

Meetings are held as required to perform the Committee's function. The Water Resources Committee shall host one of the Section's Regular Monthly Meeting each year.

2.18.4 Procedures

The Chairperson shall attend the Executive Board meetings and take the leading role in developing Water Resources related programs.

2.18.5 Financial

The Water Resources Committee has no budget and neither receives nor disburses funds.

SECTION 3 - TECHNICAL GROUPS

3.1 GENERAL INFORMATION CONCERNING TECHNICAL GROUPS

3.1.1 Introduction

Selected items concerning the organization and staffing of the Section Technical Groups are described below. The procedures noted are common to all Technical Groups unless otherwise noted in subsequent portions of the Manual.

3.1.2¹³ Purpose

The purpose of the Technical Groups is to provide an environment for the exchange of technical and professional ideas, information and new developments among its members and items of current interest to the Civil Engineer. Each group may sponsor meetings, seminars, panel discussions, lecture series, field trips, and technical paper presentations for the purpose of achieving its goal.

3.1.3 Organization

Each technical group is governed by an Executive Committee composed of at least six members as follows:

- Chairperson
- Vice Chairperson
- Clerk
- Immediate Past Chairperson
- Two members at large

Each technical group shall appoint younger members as part of the Executive Committee or a separate Forum Committee. (A Younger Member is defined as under 35 years of age.)

The Executive Committee meets as necessary to coordinate and manage group activities.

The general membership of each group is composed of Section members having technical interests applicable to the group.

¹³ In the 2007 revision, started renumbering subsections here to correct numbering error in earlier version.

Duties and Responsibilities of Officers:

Chairperson

The Chairperson has overall responsibility for the guidance of the group. In addition, the Chairperson:

- a. Schedules and chairs meetings of the Executive Committee and general membership.
- b. Acts as liaison with the Executive Board and attends Board meetings as a non-voting member.
- c. Monitors budget allocations and is responsible for receipts and disbursements.

Vice Chairperson

The Vice Chairperson assists the Chairperson and Clerk in their duties. In his/her¹⁴ capacity, the Vice Chairperson:

- a. Acts as Chairperson Pro Tem, when necessary.
- b. Assumes overall responsibility for arrangements of regular Technical Group meetings.

Clerk

The duties of the clerk are as follows:

- a. Prepares minutes of all meetings and distributes them to the Executive Committee, Section President, and others.
- b. Prepares and submits notices of meetings to the Section Board prior to the first of the month preceding the month of the scheduled events.
- c. Prepares and submits reports of group meetings to the Executive Board.
- d. Acts as administrative assistant to the Chairperson.
- e. Submits all financial reports to the Section Treasurer.
- f. Handles receipts and disbursements.

¹⁴ In the 2007 revision, “his/her” replaced “this/her”.

- g. Prepares the Annual Report for the Group Chairperson at least one month prior to the Section's Annual Meeting.

Election of Officers

Members of the Executive Committee of each technical group are nominated and elected as follows:

- a. Nominations for officers are made by a nominating committee chaired by the current group Chairperson. Appointments to the nominating committee are made by the Chairperson.
- b. Officers are elected at each group's annual meeting, which shall be held prior to the Section Annual Meeting.

3.1.4 Meetings and Activities for General Membership

Meetings and activities for the general membership of each technical group are as follows:

- a. A minimum of three meetings are scheduled annually. Speakers or panel discussions are normally utilized. Activities may be held in conjunction with dinner, luncheon meetings or otherwise at the discretion of the Executive Committee. Each group is encouraged to hold joint meetings with other technical groups, other professional societies and citizen groups. The dates of individual group activities are established and coordinated by a Section Vice President in order to avoid conflicts in technical group meeting dates or other Section activities. Technical Group Chairpersons are to provide a written report of presentation in the form of a "paper", "lecture notes", or notes recorded and subsequently typed.
- b. Meetings may be held to promote an informal exchange of information with contractors and other professionals in allied fields.
- c. Technical Group Executive Committees are strongly encouraged to have a social and/or dinner hour as an integral part of their regular Technical Group meetings. The social and/or dinner hour usually precedes, and should be near the site of the technical/business part of the meeting. It must be open to all.
- d. Lecture series, field trips and other activities may be conducted as considered appropriate.

3.1.5 Financial

Each Technical Group which anticipates expending funds shall submit a proposed

budget to the Treasurer by the Annual Planning Meeting for consideration and approval by the Executive Board.

Technical Groups receive an annual allocation from the Executive Board for general administrative expenses and to subsidize student participation. All functions should be organized to be self-sustaining. Small surcharges are imposed on participating members as necessary to defray expenses. The total net annual expenditure of each group should not exceed the allocation.

3.1.6 Reports

The Chairperson of each Technical Group is responsible for making periodic reports of the organization's activities to the Executive Board. Reports are made as requested by the Board and at other times as deemed necessary by the Chairperson.

The Chairperson of each Technical Group is responsible for preparing a report of proposed activities for the upcoming year. His/her proposed report is to be presented at the Annual Planning Meeting.

An Annual Report, must also be presented each May 1st to the Executive Board. The report of the past year's activities should include the information necessary for the ASCE Annual Report, and be in Memo form. A copy of each committee report will be distributed to the general membership at the Annual Meeting.

3.1.7 Executive Board Contacts

Each Technical Group is assigned a member of the Executive Board as shown in Section 1.2, Organization Diagram. The Board Contact attends Technical Group meetings and reports Technical Group activities to the other Board members.

3.2 GEOTECHNICAL TECHNICAL GROUP

3.2.1 Purpose

To develop and implement programs and a forum to better enable those civil engineers interested in¹⁵ the Geotechnical Engineering discipline.

3.2.2 Organization

A Chairperson, who shall report to the President-Elect, and other members as discussed in Section 3.1.

3.2.3 Meetings

Meetings are held as required to perform the Technical Group's function. The Technical Group shall host one of the Sections Regular Monthly Meetings each year.

3.2.4 Procedures

The Technical Group shall develop Geotechnical Engineering related programs, and also assist other Committees, Technical Groups and Student Chapters in planning¹⁶ and coordinating their Geotechnical Engineering related events.

3.2.5 Financial

See Section 3.1.5.

¹⁵ In the 2007 revision, “in” was added to this sentence.

¹⁶ In the 2007 revision, “planning” replaced “planing”.

3.3 CONSTRUCTION TECHNICAL GROUP

3.3.1 Purpose

To develop and implement programs and a forum to better enable those civil engineers interested in¹⁷ the Construction Engineering discipline.

3.3.2 Organization

A Chairperson, who shall report to the President-Elect, and other members as discussed in Section 3.1.

3.3.3 Meetings

Meetings are held as required to perform the Technical Group's function. The Technical Group shall host at least one field trip in conjunction with one of the Sections Regular Monthly Meetings each year.

3.3.4 Procedures

The Technical Group shall develop Construction Engineering related programs, and also assist other Committees, Technical Groups and Student Chapters in planning¹⁸ and coordinating their Construction Engineering related events.

3.3.5 Financial

See Section 3.1.5.

¹⁷ In the 2007 revision, “in” was added to this sentence.

¹⁸ In the 2007 revision, “planning” replaced “planing”.

3.4 STRUCTURES TECHNICAL GROUP

3.4.1 Purpose

Provide a forum fostering structural engineering through independent and joint meetings, continuing education programs and field trips.

3.4.2 Organization

A Chairperson, who shall report to the President-Elect, and other members as discussed in Section 3.1.3.¹⁹

3.4.3 Meetings

The Technical Group shall sponsor one of the Sections Regular Monthly Meetings each year. An annual Technical Group Meeting shall be held in April.

3.4.4 Procedures

The Technical Group shall develop programs to foster structural engineering through joint meetings, continuing education seminars and field trips.

3.4.5 Financial

See Section 3.1.5.

3.4.6 Operational Guidelines

The Technical Group shall follow the guidelines in the CSCE Operations Manual.

3.4.7 Bylaws

See Appendix R.

¹⁹ In the 2007 revision, text describing the composition of the Executive Committee was deleted since a description is provided in Section 3.1.3.

SECTION 4 – FAIRFIELD BRANCH

4.1 BRANCH ORGANIZATION AND MANAGEMENT

The Branch officers include the President, the Vice President /President-Elect, a Secretary, a Treasurer and two Directors. All the officers shall be elected for terms of one year, which shall begin at the close of the Annual Meeting.

4.2 DUTIES OF ELECTED OFFICERS

- 4.2.1 The President shall have general supervision of the affairs of the Branch and shall preside at all the Branch meetings at which he/she is present.
- 4.2.2 The Vice President/President-Elect is responsible for assisting the President with his/her duties, serve as the presiding officer of the Branch in the temporary absence of the President and become familiar with the overall activities and procedures of the Branch such that he/she will be fully prepared for his/her duties upon becoming President.
- 4.2.3 The Secretary is responsible for keeping the Branch records, including the following:
- Minutes of Officer's Meetings and other special meetings.
 - A file of newsletters sent out to the Membership.
 - The membership list from ASCE National.
 - The latest version of the Section Operations Manual and Bylaws.
 - Copies of appropriate correspondence for the Branch.
 - Prepare the Annual Report.
- 4.2.4 The Treasurer is responsible for maintaining the Branch Accounts, including the following:
- A list of attendees at each Branch Meeting.
 - Receive meeting revenues, verify accuracy of collection, deposit funds, and make payment to facility.
 - Reimbursement to Officers of expenses incurred only after receipt of a written claim.
 - Payments to the newsletter editor.
 - Prepare Annual Report.
- 4.2.5 The Directors consist²⁰ of two immediate Past Presidents and their duties include:
- The Second Director serves as the auditor of the financial accounts of the Branch.
 - Both Directors assists the Officers in managing the affairs of the Branch.

²⁰ In the 2007 revision, "consist" replaced "consists".