

APPENDIX A

CONNECTICUT SOCIETY OF CIVIL ENGINEERS SECTION CONSTITUTION & BYLAWS

Article 1: General

1.1 Name. The name of this organization shall be the Connecticut Society of Civil Engineers Section, American Society of Civil Engineers (ASCE) (hereinafter referred to as the CSCE Section).

1.2 Objective. The objective of the CSCE Section shall be the advancement of the science and profession of engineering, in a manner consistent with the purpose of the American Society of Civil Engineers (hereinafter referred to as the "Society").

Article 2: Area and Membership

2.1 Area. The area of the CSCE Section shall be the geographical boundaries of the State of Connecticut.

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

2.3 Subscribing Members. All members of the Society, of all grades, who subscribe to the Constitution and Bylaws of the CSCE Section, who have paid the current dues of the Section or who are exempt by Article 4, shall be Subscribing Members of the Section. Members in good standing of the Connecticut Society of Civil Engineers, Inc., at the time it became the Connecticut Society of Civil Engineers Section, who have paid the current dues of the Section or are exempt by Article 4 (hereafter referred to as CSCE-Only Members), shall also be Subscribing Members of the Section.

2.3.1 Rights of Subscribing Members. Only Subscribing Members who meet the requirements of the Society's governing documents shall be eligible to vote in CSCE Section elections, to hold CSCE Section office, to serve on CSCE Section committees, or to represent the CSCE Section officially. For the purposes of this section, CSCE-Only Members shall be deemed to meet the requirements of the Society's governing documents if their professional qualifications meet the criteria for membership in one of the Society's voting membership grades.

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

2.4 Institute-only Members. Institute-only Members of a Society Institute may be a member of the CSCE Section or Branch Technical Group or local Institute Chapter, upon payment of CSCE Dues to the Section.

Article 3: Separation from Membership

3.1 Separation from Membership. With the exception of CSCE-Only Members, upon termination of membership in the Society, a person shall cease to be a member of the CSCE Section.

Article 4: Dues

4.1 Annual Dues. Annual dues shall be established by the CSCE Section Board of Directors and set forth in the Bylaws of the CSCE Section.

4.2 Exemption from Dues. Life Members and Distinguished Members shall be exempt from payment of dues to the CSCE Section.

Article 5: Management

5.1 Board of Directors. The governing body of the CSCE Section shall be a Board of Directors. The Board shall be responsible for the supervision, control and direction of the CSCE Section, and shall manage the affairs of the CSCE Section in accordance with the provisions of the CSCE Section's and Society's governing documents.

5.2 Administration. The Board of Directors may appoint individuals or firms to assist in the administrative functions of the CSCE Section for such term and such remuneration as the Board shall establish.

Article 6: Officers and Directors

6.1 Officers. The officers of the CSCE Section shall be a President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

6.2 Directors. There shall be three Directors.

6.2.1 Past Presidents. Two of the Directors shall be Past Presidents of the CSCE Section.

6.2.1.1 Director 1. Director 1 shall be the immediate Past President willing and able to serve.

6.2.1.2 Director 2. Director 2 shall be the next immediate Past President willing and able to serve.

6.2.2 Newsletter Editor. One Director shall be the Newsletter Editor as appointed by the Board of Directors.

6.3 Board of Directors. The Board of Directors shall consist of the Officers and the Directors.

6.4 Board Representatives. The following individuals shall be Board Representatives, and shall be entitled to all the rights and privileges of the Board of Directors, except for the right to vote:

6.4.1 Region Governor. The Society Region Governor, representing the CSCE Section, shall be a Board Representative.

6.4.2 Branch President(s). The President or Chair of any CSCE Section Branch shall be a Board Representative.

6.4.3 Younger Members President – The President of the CSCE Section Younger Members Committee shall be a Board Representative.

Article 7: Elections

The CSCE Section shall establish procedures for the annual election of Officers.

Article 8: Meetings

8.1 Membership Meetings

8.1.1 Annual Meeting. There shall be an Annual Meeting of the CSCE Section held on such date and at such place as the Board of Directors designate.

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

8.1.3 Meeting Notice. Notice of call for a meeting shall be sent to all Subscribing Members not less than seven (7) days in advance of the meeting date.

8.2 Board of Directors Meetings.

8.2.1 Meeting Frequency. The Board of Directors shall hold at least two (2) meetings annually.

8.2.2 Meeting Notice. Notice of call for a meeting shall be sent not less than seven (7) days in advance of the meeting date to the Officers, Directors and Board Representatives.

Article 9: Subsidiary Organizations and Committees

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

9.1.1 Governing Documents. Subsidiary organizations shall adopt Bylaws consistent with this Constitution and Society governing documents.

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

Article 10: Administrative Provisions

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

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

10.3 Conflict of Interest. A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the CSCE Section or the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the CSCE Section or the Society. Any interested individual must disclose the existence of any actual or possible conflict of interest and all material facts to the CSCE Section entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the CSCE Section entity.

10.4 Distribution of Section Assets. Upon dissolution of the CSCE Section, the assets remaining after the payment of the debts of the CSCE Section shall be distributed to such organization or organizations organized and operated exclusively for charitable, educational, literary, religious, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, as the Board of Directors shall determine, and in the absence of such designation they shall be conveyed to the Society.

Article 11: Amendments

11.1. Amendment of the Constitution.

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

11.1.1.1 Section Board of Directors. A two-thirds (2/3) vote of the members of the CSCE Section Board of Directors present at a duly constituted Board meeting, where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment is published to the membership at least thirty (30) days in advance of the meeting.

11.1.1.2 Written Petition. A Written Petition submitted to the CSCE Section Secretary, containing the text of the amendment, signed by not less than fifteen (15) Subscribing Members of the CSCE Section.

11.1.2 Society Approval. The proposed amendment shall be reviewed and approved by the Society in accordance with Society procedures before being voted upon by the Subscribing Members.

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

11.1.3 Section Approval. The proposed amendment shall be distributed to the Subscribing Members of the CSCE Section who shall be given the opportunity to vote. To become effective, the proposed amendment shall receive an affirmative vote of not less than two-thirds (2/3) of the Subscribing Members voting.

CONNECTICUT SOCIETY OF CIVIL ENGINEERS SECTION BYLAWS

Article 1: General

1.1 Use of Name and Marks. The use and publication of the Society and Section name and marks shall be in accordance with the Society's governing documents and official policies.

Article 2: Area and Membership

2.1 Membership Grades. The Section shall have such membership grades as are set forth in the Society's governing documents.

2.1.1 Society Members. Members of the Society shall be assigned to such Section membership grade as is consistent with their grade in the Society.

2.1.2 CSCE-Only Members. CSCE-Only members shall be assigned to such membership grade as is consistent with their grade in the Connecticut Society of Civil Engineers, at the time it became the Section, or may be

admitted to another membership grade upon meeting such qualifications as are consistent with admission to such membership grade at the Society level.

Article 3: Separation from Membership

Not used.

Article 4: Dues

4.1 Annual Dues. The Annual Dues for members of the CSCE Section shall be thirty dollars payable in U.S. currency in advance of January 1st.

4.2 Past Dues. Members whose dues are in arrears must bring any past dues current in order to be a Subscribing Member. A request for waiver of payment of past dues may be made to the CSCE Treasurer who shall review the request with the CSCE Board of Directors. The Board's decision on whether or not to grant the waiver shall be final.

Article 5: Management

5.1 Duties of the Board of Directors. Duties of the CSCE Section Board of Directors shall include management of the CSCE Section, responsibility for the budget and financial resources, strategic planning, providing leadership, overseeing the various activities within the CSCE Section and its subsidiary organizations, communicating with the Region, and facilitating the election process for Officers and Directors of the CSCE Section and its subsidiary organizations. The Board of Directors shall have control of property of the CSCE Section.

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

Article 6: Officers and Directors

6.1 Officers. The Officers of the CSCE Section shall be elected by the Subscribing Members, with the exception of the President. The President-Elect shall automatically succeed to the office of President at the close of the Annual Meeting.

6.2 Terms. The term of office for each officer shall be one year. Terms shall begin at the close of the Annual ACE Meeting and continue until their successors are elected and assume their offices.

6.3 Vacancies. A vacancy in the office of President shall be filled by the President-Elect. In the event the President-Elect cannot serve the office of President shall be filled by the Vice President. In the event neither the President-Elect nor the Vice President is able and willing to serve, the latest Past President who is a Subscribing Member of the Section and is able and willing to serve shall act as President. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

6.4 Limitation on Terms. No member shall serve in one elected office other than that of Secretary and/or Treasurer for more than two (2) successive elected terms. The Secretary and/or Treasurer shall not serve for more than five (5) successive elected terms.

6.5 Reimbursement. Officers, Directors and Board Representatives do not receive compensation for their services, but may be reimbursed for authorized expenses.

Article 7: Elections

7.1 Nominating Committee. The Nominating Committee shall solicit nominations for office vacancies. The Nominating Committee shall verbally report the names of the candidates at the membership meeting immediately prior to the Annual Meeting. Other nominations from the floor may be made at this time. The Nominating Committee shall choose one (1) or more nominees for election to each office prescribed by the Constitution, except the office of President, and to other local or national vacancies, and shall obtain the consent of candidates to serve if elected.

7.2 Notice. Notice of the names of nominees shall be included in the Notice of Annual Meeting distributed to Subscribing Members along with election information.

7.3 Vote. Voting by eligible Subscribing Members shall be conducted as prescribed in the CSCE Section

Operations Manual. Two Past Presidents shall be appointed by the President to serve as the Tellers Committee. They shall tally the votes. For each office the individual receiving the highest number of votes cast shall be declared elected. The results of the voting shall be announced at the Annual Meeting.

Article 8: Meetings

8.1 Membership Meetings

8.1.1 Frequency of Other Meetings. In addition to the Annual Meeting, at least four (4) meetings shall be called at the discretion of the Board of Directors, or by the President, or by the President upon the written request of at least ten (10) Subscribing Members.

8.1.2 Quorum at Section Meeting. Twenty-five (25) Subscribing Members shall constitute a quorum for transacting business at a meeting of the Section.

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

8.3 Meeting Location and Participation. The location of the Board of Directors meeting shall be as identified in the Meeting Notice. Participation may be together in the same physical location (face-to-face); in separate places (remote) via electronic or other means, which allows all participants to hear and be heard; or a combination of face-to-face and remote methods. For the purpose of determining a quorum for the Board of Director's meeting, participation by these methods is acceptable.

8.4 Parliamentary Authority. All business meetings of the CSCE Section and subsidiary organizations and meetings of the Board of Directors shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the Constitution and Bylaws of the CSCE Section or the Society's governing documents.

8.5 Notice of Meetings. Notice of Meetings shall have been made by US Mail or electronic mail to the most recent address on file with the Society or CSCE Section Secretary, and for Membership Meetings, by electronic posting on the official CSCE Section World Wide Web site – <http://sections.asce.org/connecticut>

Article 9: Subsidiary Organizations and Committees

9.1 Subsidiary Organizations.

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

9.1.2 Formation. Formation of subsidiary organizations shall be subject to the approval of the CSCE Section Board of Directors and such other requirements as may be established by the Society. Formation of Branches shall also be subject to the approval of the Region Board of Governors. Bylaws of subsidiary organizations shall be approved by the Section Board before becoming effective.

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

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

9.1.3.2 Petition. The written proposal, along with a petition containing a minimum of fifteen (15) signatures of Subscribing Members residing in the area shall be submitted to the Section Board of Directors for approval.

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

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

9.1.3.5 Region Approval. Upon CSCE Section Board of Directors' approval, the proposal and petition

shall be submitted to the Region Board of Governors for review and final approval.

9.1.4 Technical Groups.

9.1.4.1 Structural Technical Group. The Structural Technical Group is open to Subscribing Members who are interested in all aspects of structural engineering and related disciplines. The Structural Technical Group shall act as a point of contact for the Society, its Institutes, affiliated organizations, and for those members and perspective members interested in structural engineering. The Chair shall be appointed by the Board of Directors.

9.1.4.2 Geotechnical Technical Group. The Geotechnical Technical Group changed names to Connecticut Valley Geo-Institute Chapter in April 2016. This Geo-Institute Chapter is open to Subscribing Members who are interested in all aspects of geotechnical engineering and related disciplines. The Chapter shall act as a point of contact for the Society Geo-Institute affiliated organizations, and for those members and perspective members interested in geotechnical engineering. The Chair shall be appointed by the Board of Directors.

9.1.4.3 Creation Of Technical Groups or Local Institute Chapters. Technical Groups or local Institute Chapters shall be created in accordance with the following requirements:

9.1.4.3.1 Proposal. A new Technical Group or local Institute Chapter shall be proposed by submission of a written proposal to the CSCE Section Board of Directors with the name, objectives, officers, and brief comments on how the new Technical Group or local Institute Chapter will be of advantage to members in the area.

9.1.4.3.2 Membership. Not less than ten (10) Subscribing Members of the CSCE Section may form a Technical Group or Institute Chapter.

9.1.4.3.3 Approval. Approval must be obtained from the CSCE Section Board of Directors to activate the Technical Group or Institute Chapter. Approval shall be obtained from the appropriate Institute to activate the Institute Chapter.

9.1.5 Other Subsidiary Organizations. Other Subsidiary Organizations may be formed by the Section Board of Directors.

9.1.6. Annual Budget. Each Subsidiary Organization shall submit an annual budget and financial statement to the CSCE Section Board of Directors for approval.

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

9.1.8 Level of Activity. Each Subsidiary Organization shall hold a minimum of two (2) events per year. Any Subsidiary Organization that does not maintain the minimum activity level for two (2) successive years, or does not have ten (10) Subscribing Members on its rolls for two (2) successive years, may be disbanded by the CSCE Section Board of Directors. Assets of a disbanded Subsidiary Organization shall be assumed by the CSCE Section.

9.2 Standing Committees. The CSCE Section shall have standing committees:

9.2.1. Nominating Committee. The Nominating Committee shall consist of the two Past Presidents who serve on the CSCE Board of Directors, Director 1 and Director 2, and up to 3 additional Past Presidents who are able and willing to serve, as selected by Director 1 and Director 2. Director 2 shall serve as the Chair of the Nominating Committee.

9.2.2 Younger Members Committee. The Younger Members Committee shall consist of those CSCE Members who are 35 years of age or younger. The Committee shall focus on meeting the unique needs of individuals early in their careers and integrating their perspective into the entirety of the CSCE Section through the Board of Directors. The Younger Members Committee shall select its President, who shall serve as a Board Representative to the Board of Directors.

9.2.3 Government Engineers Committee. The Government Engineers Committee shall consist of those

CSCE Members who are employed in the public sector. The Committee shall focus on the unique characteristics and challenges faced by those engineers in the public sector. The Committee Chair shall be appointed by the Board of Directors.

9.2.4 Programs Committee. The Programs Committee is open to Subscribing Members of CSCE who are interested in managing the CSCE Section general membership meetings. The Chair shall be appointed by the Board of Directors.

9.2.5 Membership Committee. The Membership Committee is open to Subscribing Members who are interested in bringing new members into the Society and Section. They act as a point of contact for the Society's Membership Activities and for perspective members. The Chair shall be appointed by the Board of Directors.

9.2.6 Career Guidance Committee. The Career Guidance Committee is open to Subscribing Members who are interested in counseling younger members and students in developing their career pathways. The Career Guidance Committee shall act as a point of contact for the Society and for those members and perspective members seeking guidance. The Chair shall be appointed by the Board of Directors.

9.2.7 History and Heritage Committee. The History and Heritage Committee is open to Subscribing Members who are interested in identifying, archiving and celebrating the civil engineering heritage unique to Connecticut and the region. The History and Heritage Committee shall act as a point of contact for the Society and for those members and the public who have information about our past treasures. The Chair shall be appointed by the Board of Directors.

9.2.8 Website Committee. The Website Committee is open to Subscribing Members who are interested in the technology based communications and image of the CSCE Section. The Website Committee shall act as a point of contact for the Society. The Newsletter Editor shall be a member of the Website Committee. The Chair shall be appointed by the Board of Directors.

9.2.9 Scholarship Fund Committee. The Scholarship Fund Committee is appointed by the Board of Directors. The Scholarship Fund Committee shall oversee the management of the CSCE Section Scholarship Funds and recommend changes and disbursements to the Board of Directors. The Chair shall be appointed by the Board of Directors.

9.2.10 Legislative Affairs Committee. The Legislative Affairs Committee is open to Subscribing Members who are interested in the public dialogue concerning existing or proposed legislation and/or regulations that affect the built environment and the subscribing members of the CSCE Section. The Legislative Affairs Committee monitors and evaluates legislation and regulations. The Committee prepares strategy and commentary that will improve the legislation and regulation, for adoption by the Board of Directors. The Legislative Affairs Committee shall act as a point of contact for the Society and for those members and affiliated organizations interested in legislative affairs. The Chair shall be appointed by the Board of Directors.

9.2.11 Audit Committee. The Audit Committee consists of Director 2 and the next immediate Past President able and willing to serve on the Committee. The Audit Committee's role is to review the transactions of the Treasurer for the prior fiscal year, and report to the Board on the completeness and appropriateness of the transactions. Director 2 shall Chair the committee.

9.2.12 Continuing Education Committee. The Continuing Education Committee is open to Subscribing Members who are interested in maintaining and advancing the knowledge base of the practicing civil engineer through the preparation and management of continuing education programs and sessions. The Continuing Education Committee shall act as a point of contact for the Society and for those members and perspective members seeking continuing educational opportunities. The Chair shall be appointed by the Board of Directors.

9.2.13 Water Resources Committee. The Water Resources Committee is open to Subscribing Members who are interested in the practice of civil engineering related to water resources. The Water Resources Committee shall act as a point of contact for the Society, its Institutes, affiliated organizations, and for those members and perspective members interested in water resources. The Chair shall be appointed by

the Board of Directors.

9.2.14 Terms of Standing Committee Members. Unless otherwise specified, the members of committees shall be appointed by the Section President at the beginning of the CSCE Section President's term, and shall serve a one (1) year term.

9.3. Task Committees. The President may appoint task committees as deemed necessary. The terms of Task Committee members shall end at the end of the term of the President.

9.4 Inter-Society Cooperation. For the better fulfillment of the Section's objectives as set forth in Article 1 of the Constitution, the Section shall cooperate with such other societies and councils as deemed appropriate by the Board of Directors. The Section shall be represented in such matters by Subscribing Members duly appointed by the President, unless otherwise prescribed by the governing documents of the respective society or council.

Article 10: Administrative Provisions

Not used.

Article 11: Amendments

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

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

11.1.2 Approval. The proposed Bylaws amendment(s) shall be approved by not less than a majority of the Board of Directors and submitted to the Society for review and approval in accordance with Society procedures.

11.2 Notice and Adoption. Upon approval by the Society, the proposed Bylaws amendment(s) shall be voted upon by electronic or letter ballot, as may be prescribed by the Board of Directors prior to the voting. The proposed Bylaws Amendment may be adopted by a majority vote of the Subscribing Members voting.

ASCE REGION 1 BYLAWS

Article 1. General

- 1.1 Name. The name of this region shall be Region 1 of the American Society of Civil Engineers (Society), hereinafter referred to as "Region 1."
- 1.2 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

- 2.1 Boundaries. The boundary of Region 1 shall be established by the Society's Board of Direction.
- 2.2 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

- 4.1 Authorization to Implement. The Region 1 Board of Governors has the authority to assess fees, dues, or assessments upon Sections within its Region.
- 4.2 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.
- 4.3 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

- 5.1 Fiscal Year. The fiscal year shall be concurrent with the Society's fiscal year.
- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 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

- 6.1 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.

- 6.2 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.
- 6.3 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.
- 6.3.1 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.
- 6.4 Compensation. Geographic Region Governors do not receive compensation for their services but may be reimbursed for expenses.
- 6.5 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.
- 6.6 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 Directors or by the Region 1 Board of Governors.
- 6.6.1 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.
- 6.7 Region Officers.
- 6.7.1 Chair of the Region 1 Board of Governors. The Region 1 Society Director shall serve as Chair.
- 6.7.2 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.
- 6.7.3 Secretary. The Region 1 Board of Governors shall select a Governor to serve as Secretary.
- 6.7.4 Treasurer. The Region 1 Board of Governors shall select a Governor to serve as Treasurer.
- 6.8 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

- 7.1 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.
- 7.2 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.
- 7.2.1 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.
- 7.3 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.
- 7.3.1 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.
- 7.4 Nomination Materials Required. Candidates seeking nomination by the Region 1 Nominating Committee shall submit documentation, as established by the Region 1 Board of Governors.

- 7.5 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.
- 7.6 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

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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

- 9.1 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.
- 9.1.1 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.
- 9.1.1.1 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.
- 9.1.1.2 Authority. The Assembly is an advisory board and is intended to provide input to the Region 1 Board of Governors.
- 9.2 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

- 10.1 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.
- 10.2 Conflict of Interest. A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best 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

- 11.1 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.

- 11.2 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 amendments 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

Article 1. General

- 1.1 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

- 4.1 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.
- 4.2 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. 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.

Article 6. Officers and Governors

- 6.1 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.
- 6.2 Duties: Governors shall undertake the duties assigned to them by the Society's governing documents and also shall assume duties delegated by the Chair.
- 6.3 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.
 - 6.3.1 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. All Administrative Representatives shall be Region/Society members.
 - 6.3.2 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.
 - 6.3.3 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.
 - 6.3.4 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.
 - 6.3.5 Reimbursement. Administrative Representatives do not receive compensation for their services, but may be reimbursed for authorized expenses, as Region 1 may have their own funding and may cover officer expenses.
- 6.4 Administrative Positions.
 - 6.4.1 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.
 - 6.4.2 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

- 7.1 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.

7.2 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.

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 Candidates

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

9.1 Region 1 Assembly.

9.1.1 Composition

9.1.1.1 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.

9.1.1.2 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.

9.1.1.3 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.

9.1.2 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.

9.1.3 Meeting

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

9.1.3.1.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.

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

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

9.1.4 Quorum and Voting Majority

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

9.1.4.2 The Assembly shall not allow any proxies.

9.1.4.3 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.

9.1.5 Expenses and Assessments

9.1.5.1 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.

9.2 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)

APPENDIX D

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 Meeting 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 ACE 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.

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. 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.

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, Quinnipiac University, 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 **March 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 the April section dinner meeting. 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. 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.⁴

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 March 1st.

Presentation: The scholarship is presented during the April dinner meeting. 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.

Civil Engineer of the Year (Private and/or Public).

Nominees must be an ASCE member, a Professional Engineer practicing for at least ten (10) years in Connecticut and have demonstrated innovation and significant contributions in advancing the Civil Engineering profession.

Young Civil Engineer of the Year (Private and/or Public).

Nominees must be an ASCE member, a Professional Engineer, and 35 years of age or younger by February 1, 2019.

Civil Engineering Educator of the Year.

This award is presented to an outstanding educator who has demonstrated excellence and innovation in effective teaching and learning; contributed substantially in educating future engineers; and/or has advanced research topics in the field of Civil Engineering. The educator must be affiliated with an educational institution in Connecticut

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.

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 received by February 15 to be considered for award presentation at the Annual Meeting in that calendar 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>1952-1956</i> |
| <i>Section/Branch Treasurer</i> | <i>1956-1957</i> |
| <i>Section/Branch Secretary</i> | <i>1957-1958</i> |
| <i>Section/Branch Vice President</i> | <i>1958-1959</i> |
| <i>Section President-Elect</i> | <i>1959-1990</i> |
| <i>Section/Branch President</i> | <i>1990-1991</i> |
| <i>Section Director</i> | <i>1991-1992</i> |
| <i>_____ Technical Group Chair Member</i> | <i>1992-1995</i> |

*_____
President*

*_____
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 1st.

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).

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

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 |

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:

Applications Administrator, ASCE Membership Department
American Society of Civil Engineers 1801 Alexander Bell Drive Reston, VA 20191-4400

APPENDIX G

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 headquarters' 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.

Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers

| Year | Name | Year | Name |
|-------------|----------------------------|--|----------------------------|
| | | 1990 - 1991 | David Carlson |
| 2018 - 2019 | David Chapman | 1989 - 1990 | Richard Long |
| 2017 - 2018 | Christopher Beaulieu | 1988 - 1989 | Stuart Lott |
| 2016 - 2017 | Hudson Jackson | 1987 - 1988 | Luis Alvarado |
| 2015 - 2016 | Gary Fuerstenberg | 1986 - 1987 | Stephen McDonnell |
| 2014 - 2015 | Kassim Tarhini | 1985 - 1986 | James Sime |
| 2013 - 2014 | Sara Ramsbottom | 1984 - 1985 | Cornelius Geldof |
| 2012 - 2013 | Robert Gomez | 1983 - 1984 | Howard Epstein |
| 2011 - 2012 | Jason Waterbury | 1982 - 1983 | Arthur Vendola |
| 2010 - 2011 | Rabih Barakat | 1981 - 1982 | Arthur Vendola |
| 2009 - 2010 | Ron Nault | 1980 - 1981 | Alan Wengell (Society) |
| 2008 - 2009 | Chris Holden | 1979 - 1980 | Clifford Washburn |
| 2007 - 2008 | James Silva | 1979 - 1980 | John Lenard (Section) |
| 2006 - 2007 | Charles Sawyer | 1979 - 1980 | David Mylchreest (Society) |
| 2005 - 2006 | Thomas Roy | Below are the past presidents of the | |
| 2004 - 2005 | William Cunningham | Connecticut Section of the American Society of | |
| 2003 - 2004 | Vince Siefert | Civil Engineers | |
| 2002 - 2003 | Randall States | 1978 - 1979 | Gary Smith |
| 2001 - 2002 | Tom Nolan | 1977 - 1978 | John Carvey |
| 2000 - 2001 | Robert Blake | 1976 - 1977 | David Gates |
| 1999 - 2000 | Daniel P. Foley | 1975 - 1976 | William Boyens |
| 1998 - 1999 | Shahvir Vimadalal | 1974 - 1975 | David Densmore |
| 1997 - 1998 | Mario Ricoszi | 1973 - 1974 | Ross Lanius, Jr. |
| 1996 - 1997 | Gregory Broderick | 1972 - 1973 | George Binaco |
| 1995 - 1996 | James Randazzo | 1971 - 1972 | Alfonso M. Cavaliere |
| 1994 - 1995 | Michael Talbot | 1970 - 1971 | Richard Paull |
| 1993 - 1994 | William Kay | 1969 - 1970 | Marcus L. O'Sullivan |
| 1992 - 1993 | David Wall | 1968 - 1969 | Richard Hansen |
| 1991 - 1992 | Theodore von Rosenvinge IV | 1967 - 1968 | Jack E. Stephens |

Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers

| | | | |
|-------------|-------------------------|-------------|----------------------|
| 1966 - 1967 | Theodore F. Collier | 1937 - 1938 | Henry W. Buck |
| 1965 - 1966 | Earl R. Howard | 1936 - 1937 | Harold L. Blakeslee |
| 1964 - 1965 | F. J. Zamecnik | 1935 - 1936 | Robert A. Cairns |
| 1963 - 1964 | Theodore A. Brindamour | 1934 - 1935 | John C. Tracy |
| 1962 - 1963 | Vincent C. Arpaia | 1933 - 1934 | William R. Copeland |
| 1961 - 1962 | Edward V. Gant | 1932 - 1933 | Charles E. Smith |
| 1960 - 1961 | George E. Heppner | 1931 - 1932 | Roscoe N. Clark |
| 1959 - 1960 | Ayres C. Seaman | 1930 - 1931 | Carleton T. Bishop |
| 1958 - 1959 | William G. Weaver | 1929 - 1930 | Charles J. Bennett |
| 1957 - 1958 | William S. Kaminski | 1928 - 1929 | Joseph P. Wadhams |
| 1956 - 1957 | A. W. Sweeton II | 1927 - 1928 | Frederick W. LaFarge |
| 1955 - 1956 | Robert P. Vreeland, Jr. | 1926 - 1927 | Charles F. Chase |
| 1954 - 1955 | John F. Willis | 1925 - 1926 | L. J. Carmalt |
| 1953 - 1954 | John N. Eckle | 1924 - 1925 | L. J. Carmalt |
| 1952 - 1953 | Kenneth C. Tippy | 1923 - 1924 | W. T. Dorrance |
| 1951 - 1952 | Elwood T. Nettleton | 1922 - 1923 | Harold W. Griswold |
| 1950 - 1951 | Charles W. Cooke | 1921 - 1922 | William J. Backes |
| 1949 - 1950 | Frank Gagaini | 1920 - 1921 | Charles Rufus Harte |
| 1948 - 1949 | Francis Castleman, Jr. | 1919 - 1920 | Caleb Mills Saville |
| 1947 - 1948 | Philip G. Loursen | | |
| 1946 - 1947 | William S. Wise | | |
| 1945 - 1946 | Clarence W. Dunham | | |
| 1944 - 1945 | William J. Cox | | |
| 1943 - 1944 | Charles S. Farnham | | |
| 1942 - 1943 | Burke L. Bigwood | | |
| 1941 - 1942 | Arthur W. Bushell | | |
| 1940 - 1941 | William A. D. Wurts | | |
| 1939 - 1940 | W. J. Scott | | |
| 1938 - 1939 | R. H. Suttie | | |

Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers

| | | | | | |
|-----------|------------------------|------|-------------------------|-----------|--------------------------|
| 1978 | Rowland R. Killingbeck | 1948 | William A. D. Wurts | 1919 | Charles J. Bennett |
| 1977 | Andrea C. Schull | 1947 | Albert A. Cross | 1918 | William R. 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 | 1939 | Charles Rufus Harte | 1910 | Shepard P. Palmer |
| 1968 | Thomas H. Sellew, Jr. | 1938 | Elwood T. Nettleton | 1909 | Frederick J. Easterbrook |
| 1967 | Lawrence R. Browning | 1937 | Arthur W. Bushell | 1908 | Edward W. Bush |
| 1966 | Philip H. Stevens | 1936 | Benjamin H. Palmer, Jr. | 1907 | Daniel S. Brinsmade |
| 1964 – 65 | 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 - 00 | Edwin D. Graves |
| 1957 | Charles A. Cahn | 1928 | George E. Hamlin | 1897 - 98 | Robert A. Cairns |
| 1956 | Charles W. Cooke | 1927 | Vincent B. Clarke | 1895 - 96 | William G. Smith |
| 1955 | Theodore W. Jones | 1926 | Joseph P. Wadhams | 1891 - 94 | 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 - 89 | 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 - 85 | Bradley H. Hull |
| | | 1920 | Thomas A. Scott | | |

** Died in office, June 28, 1890

*Died in office, June 28, 1925

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. Dunham, Jr. |
| 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. Easterbrook |
| 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. Brinsmade |
| 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

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

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

| | |
|-------------|---|
| 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 ACE 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 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 (<http://sections.asce.org/connecticut>).

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
To be created**

APPENDIX P

Newsletter Advertising Information

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

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

SEI-CT Chapter 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
CT Valley Geo-Institute 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

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 (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 Gov'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 | <u>Pizza</u> _____ | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <hr/> <hr/> | | | |
| \$ 343.54 | Total | | |

Summary of Reimbursement Activity:

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

Approval:

Approved By: _____

CSCE Check No. _____

APPENDIX X – CSCE YOUNGER MEMBER BYLAWS

(SEE ATTACHED)