



CONNECTICUT SOCIETY OF CIVIL ENGINEERS SECTION CONSTITUTION

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.

2.2 Membership Qualifications.

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

2.2.2 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, Inc., 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 twenty 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 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 – www.csce.org

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 is open to Subscribing Members who are interested in all aspects of geotechnical engineering and related disciplines. The Geotechnical 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 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.