



INDIANA SECTION CONSTITUTION AND BYLAWS (3/13 version)

INDIANA SECTION CONSTITUTION

Article 1: General

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

1.2 Objective. The objective of the Indiana 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 Indiana Section shall be the entire state of Indiana.

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

2.3 Subscribing Members. All members of the Society, of all grades, who subscribe to the Constitution and Bylaws of the Indiana Section, who have paid the current dues of the Section or who are exempt by Article 4, shall 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 Indiana Section elections, to hold Indiana Section office, to serve on Indiana Section committees, or to represent the Indiana Section officially.

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

2.4 Institute-only Members. Institute-only Members of a Society Institute may be members of a Indiana Section or Branch Technical Group or local Institute Chapter.

Article 3: Separation from Membership

3.1 Separation from Membership. Upon termination of membership in the Society, a person shall cease to be a member of the Indiana Section.

Article 4: Dues

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

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

Article 5: Management

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

Article 6: Officers and Directors

6.1 Officers. The officers of the Indiana Section shall be a President, a President-Elect (Vice President), a Secretary, and a Treasurer. The officers are a subset of the Board of Directors and constitute an Executive Committee to manage certain activities of the Board of Directors.

6.2 Directors. The Past President and two (2) additional Section members shall serve as Directors. The additional Directors shall either be elected or appointed by the Officers.

6.3 Board of Directors. The Board of Directors shall consist of the Officers, the elected and appointed Directors, the Past President of the Indiana Section Board, and the Past Presidents, Presidents, and Vice Presidents of each Indiana Section Branch.

Article 7: Elections

The Indiana Section shall establish procedures for the annual election of Officers and Directors.

Article 8: Meetings

8.1 Membership Meetings

8.1.1 Annual Meeting. The Annual Meeting of the Indiana Section shall be 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 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 twenty one (21) 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 six (6) meetings annually.

8.2.2 Meeting Notice. Notice of call for a meeting shall be sent not less than fourteen (14) days in advance of the meeting date.

Article 9: Subsidiary Organizations and Committees

9.1 Subsidiary Organizations. Subsidiary organizations may be formed within the Indiana Section, to facilitate the carrying out of the objectives of the Indiana Section, to promote interest in the Society and to provide to members of the Indiana 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 Indiana Section may establish standing or task committees to carry out the work of the Indiana Section.

Article 10: Administrative Provisions

10.1 Proper Use of Section Resources. No part of the net earnings of the Indiana Section shall inure to the benefit of, or be distributable to its Directors, Officers, or any other private persons, except that the Indiana 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 Indiana Section shall involve carrying on propaganda or otherwise attempting to influence legislation, and the Indiana 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 Indiana Section shall not carry on any activities prohibited by the provisions of the 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 Indiana Section or the Society, or in which the interests of an individual or another organization have the potential to be placed above those of the Indiana 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 Indiana Section entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Indiana Section entity.

10.4 Distribution of Section Assets. Upon dissolution of the Indiana Section, the

assets remaining after the payment of the debts of the Indiana 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 Indiana 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 Indiana Section Secretary, containing the text of the amendment, signed by not less than twenty (20) Subscribing Members of the Indiana Section.

11.1.2 Society Approval. The proposed amendment shall be reviewed and approved by the Society's Committee on Geographic Units before being voted upon by the Subscribing Members.

11.1.2.1 Boundary Changes. If the proposed amendment involves a change in the Indiana 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 Indiana Section (as defined herein) 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.

Article 12: Reimbursements

12.1 Process. Reimbursements are needed from time to time for expenses related to attendance at ASCE functions. Reimbursements shall be made by the following procedure:

12.1.1 Proposal. An ASCE member shall submit a proposal to the MIB Board for expenses expected to occur. This includes documenting what is covered by other

ASCE sectors (e.g. National or other). The Indiana Section Board shall at that time preliminarily approve or deny the request for reimbursement.

12.1.2 Approval. Within 60 days of attending a function, the ASCE member shall submit a final report, including necessary receipts, to the Indiana Section Board for final approval and reimbursement. Also, the ASCE member shall provide the Indiana Section Board with a summary report of the function. The summary report can be either written or via a Indiana Section Board meeting verbally.

12.1.3 Travel. All travel is subject to the Rules of Policy and Procedures of the American Society of Civil Engineers.

12.2 Exceptions. The Indiana Section Board may make other reimbursements for unforeseen expenses as necessary to ASCE members conducting ASCE business.

INDIANA 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

As described in the Indiana Section Constitution.

Article 3: Separation from Membership

As described in the Indiana Section Constitution.

Article 4: Dues

4.1 *Annual Dues.* The Annual Dues for members of the Indiana Section shall be fifteen (15) dollars payable in U.S. currency in advance of January 1st.

Article 5: Management

5.1 *Duties of the Board of Directors.* Duties of the Indiana Section Board of Directors shall include management of the Indiana Section, responsibility for the budget and financial resources, strategic planning, providing leadership, overseeing the various activities within the Indiana Section and its subsidiary organizations, communicating with the Region, and facilitating the election process for Officers and Directors of the Indiana Section and its subsidiary organizations. The Board of Directors shall have control of property of the Indiana 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 *Qualifications.* Officers and Directors shall be Subscribing Members of the Indiana Section in a voting grade of Society membership who have demonstrated interest and ability regarding Section affairs, have declared a willingness to serve, and have made a commitment to the time required.

At least one Officer and/or Director position shall be filled with a Subscribing Member from each Branch. Therefore, at all times, the Indiana Section Board of Directors, excluding the Presidents and Vice Presidents of the Branches, will have one representative from each of the Branches present as a voting Board Member.

6.2 Officers. The Officers of the Section shall be elected by the Subscribing Members of the Section, with the exception of the President and Immediate Past President. The President-Elect (Vice President) shall automatically succeed to the office of President at the beginning of the fiscal year for the Indiana Section (October 1st). At the conclusion of the term as President of the Section, the President becomes the Past President for a term of one (1) year.

The responsibilities of each elected Officer and Director are outlined in Attachment A "Duties of the Board of Directors".

6.2.1 President. The President shall preside at Business Meetings of the Section, shall chair and attend all meetings of the Section Board of Directors, and shall appoint members to committees where authorized.

6.2.2 President-Elect (Vice President). The President-Elect (Vice President) shall act in place of the President when the President is not available. The President-Elect (Vice President) shall also serve as the vice chair and attend all meetings of the Section Board of Directors.

6.2.3 Secretary. The Secretary shall attend all meetings of the Section Board of Directors and serve as secretary at all meetings. The Secretary shall keep the minutes of Section meetings and be in charge of Section correspondence.

6.2.4 Treasurer. The Treasurer shall monitor the funds of the Section, assist in preparation of the Section's annual budget, report bi-monthly to the Section Board of Directors, provide an annual financial report to the Section Board of Directors, and attend all meetings of the Section Board of Directors.

6.2.5 Past President. The Past President shall attend all meetings of the Section Board of Directors and serve as the Chair of the Nominating Committee.

6.3. Directors. The Directors of the Section shall be either elected or appointed members of the Board of Directors.

6.4 Terms. The term of office for each officer shall be one year except for the term of both the Secretary and Treasurer, in which each term shall be two (2) consecutive years. Terms shall begin on October 1st and continue until their successors are elected and assume their offices.

6.5 Vacancies. A vacancy in the office of President shall be filled by the President-Elect (Vice President). A vacancy in the office of President-Elect (Vice President) shall be filled by the appointed Officer that the President sees fit. In the event the Past President position becomes vacant, the latest active resident Past President available and willing to serve shall assume the position. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

6.6 Limitation on Terms. No member shall serve in one (1) elected office more than one (1) term. The Secretary and Treasurer may serve for two (2) successive elected terms.

6.7 Reimbursement. Officers and Directors 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 publish notice of open positions to the Section membership at least 90 days prior to the election and set the date by which nominations must be received. The names of candidates for nomination shall be submitted to the Nominating Committee from within the Section membership in a form prescribed by the Nominating Committee. No person shall be a candidate for more than one (1) office per election cycle. The Nominating Committee shall choose one (1) or more candidates for election to each office prescribed by the Constitution, except the office of President, and obtain the consent of nominees to serve if elected. In addition, candidates may be nominated by written petition containing twenty (20) signatures of Subscribing Members. In a contested election, the Nominating Committee shall propose and the Board of Directors approve rules as applicable to ensure a fair contest.

7.2 Ballots. In a contested election, the Secretary shall send a ballot containing the list of all nominees, petition nominees, and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the Section at least twenty (20) days prior to the end of the fiscal year (September 30th). For an uncontested election, the Board of Directors will determine the procedures the Section will follow during balloting.

7.2.1 Tallying the Ballots. Ballots returned to the Nominating Committee up to the time of counting shall be opened and counted at, or immediately prior to, the September 30th deadline by three tellers appointed by the President from among the highest number of votes cast shall be declared elected.

Article 8: Meetings

8.1 Membership Meetings

8.1.1 Frequency of Other Meetings. In addition to the Annual Meeting, at least one (1) other meeting shall be held each year.

8.1.2 Quorum at Section Meeting. One hundred (100) Subscribing Members shall constitute a quorum for transacting business at a meeting of the Indiana Section.

8.2 Quorum at Board of Directors Meeting. A majority of the Officers and Directors of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.

8.2.1 Voting at Board of Directors Meeting. Each Officer and Director of the

Board of Directors shall have one (1) vote. Each President and Vice President of each Branch in attendance at a Board of Directors Meeting shall also have one (1) vote.

8.3 Parliamentary Authority. All business meetings of the Indiana 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 Indiana Section or the Society's governing documents.

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 Groups, and Technical Groups/Institute Chapters. Names of subsidiary organizations shall be as set forth in the Section governing documents.

9.1.2 Formation. Formation of subsidiary organizations shall be subject to the approval of the Indiana 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 of thirty (30) members of the Branch, if the Branch were to be formed.

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

9.1.3.5 Region Approval. Upon Indiana 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/Institute Chapters. Technical Groups or Institute

Chapters shall be created in accordance with the following requirements:

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

9.1.4.2 Membership. Not less than twenty (20) Subscribing Members of the Indiana Section may form a Technical Group or Institute Chapter.

9.1.4.3 Approval. Approval must be obtained from the Indiana Section Board of Directors to activate the Technical Group or Institute Chapter. Approval shall also 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 Indiana 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 Indiana 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 Indiana Section's Annual Report.

9.1.8 Level of Activity. Each Subsidiary Organization shall hold a minimum of three (3) events per year. Any Subsidiary Organization that does not maintain the minimum activity level for two (2) successive years, or does not have twenty (20) Subscribing Members on its rolls for two (2) successive years, shall be subject to disbandment by the Indiana Section Board of Directors. If the Subsidiary Organization is voted by the Indiana Section Board of Directors to be disbanded, the assets of a disbanded Subsidiary Organization shall be assumed by the Indiana Section and may be appropriated to other Subsidiary Organizations as the Indiana Section Board of Directors sees fit.

9.2 Standing Committees. The Indiana Section shall have the following Committees: Nominating, Audit, Government Affairs, Educational Outreach, Student Activities, Awards, and Annual Meeting.

9.2.1 Nominating Committee. The Nominating Committee shall consist of three (3) members including the most recent active Past-President of the Indiana Section who is willing to serve, plus two other duly selected members. All members shall be Subscribing Members of the Section and voting members of the Society. Members of the Board of Directors who are not candidates for nomination may

serve. The Past Past President shall also serve on the Committee, if willing. The committee shall be chaired by the most recent, active Past-President.

9.2.2 Audit Committee. The Audit Committee shall consist of two (2) members including the most recent Past-Past President of the Indiana Section plus the most recent Past Treasurer. The most recent Past Treasurer may be the current President-Elect (Vice President).

9.2.3 Government Affairs Committee. The Government Affairs Committee shall consist of three (3) members including the current President, who will serve as Chair. The other two (2) remaining members shall be selected by the current President from the Indiana Section membership.

9.2.4 Educational Outreach Committee. The Educational Outreach Committee shall consist of three (3) members including the current Secretary, who will serve as Chair. The other two (2) remaining members shall be selected by the current Secretary from the Indiana Section membership.

9.2.5 Student Activities Committee. The Student Activities Committee shall consist of three (3) members including the current Treasurer, who will serve as Chair. The other two (2) remaining members shall be selected by the current Treasurer from the Indiana Section membership. At least one of the remaining two (2) members shall be a current Younger Member.

9.2.6 Awards Committee. The Awards Committee shall consist of three (3) members including the current Past President, who will serve as Chair. The other two (2) remaining members shall be selected by the Past President from the Indiana Section membership.

9.2.7. Annual Meeting Committee. The Annual Meeting Committee shall consist of as many individuals as necessary to complete all planning and preparation needs. The committee shall include a minimum of three (3) members and chaired by the current President Elect (Vice President).

9.2.8 Terms of Standing Committee Members. Unless otherwise specified, the members of committees shall be appointed by the Section President at the beginning of the Indiana Section President's term, and shall serve a one (1) year term. The President, at his discretion, can appoint other members to the standing committees as necessary.

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.

Article 10: Administrative Provisions

As described in the Indiana Section Constitution.

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 twenty (20) 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's Committee on Geographic Units for review and approval.

11.1.3 Notice and Adoption. Upon approval by the Committee on Geographic Units, the proposed Bylaws amendment(s) may be adopted by a majority vote of the Indiana 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(s) is published to the Section membership at least thirty (30) days in advance of the meeting.

APPENDIX A

Duties of the Board of Directors

Position: Past Past President

Term: One year, immediately following their term as Past President.

Duties:

- The Past Past President is ***not*** a voting member of the Indiana Section Board of Directors.
- Chair the Auditing Committee.
- Assist the Past President on the Nominating Committee to recruit potential Board members.

Position: Past President

Term: One year, immediately following their term as President.

Past President's Duties:

- Attend monthly meetings of the Indiana Section Board of Directors as a voting board member and assist the Board in a mentor role.
- Complete Annual Report of the past year's activities by the deadline as set by ASCE National. The Past President is to contact each Branch at the end of their term as President to remind each Branch that they are expected to write an Annual Report.
- Chair of the Nominating Committee.
- Chair the Awards Committee.

Position: President

Term: One year. The current President Elect (Vice President) will typically advance to President for the following year.

President's Duties:

- Schedule, attend, and chair monthly meetings of the Indiana Section Board of Directors as a voting board member. Send out Board meeting notices at least 14 days before each meeting. Attempt to schedule meetings such that a quorum will be present.

- Chair the Government Affairs Committee and select key individuals to assist with Legislative Efforts. Promote our industry at appropriate legislative functions.
- Attend ASCE National Legislative Fly-In as a representative of the Indiana Section. If President cannot attend, the Past President shall attend. If neither can attend, the Indiana Section Board shall duly elect a person to represent the Indiana Section.
- Ensure the Indiana Section has an approved budget and that the budget is implemented at the start of the term.
- Serve as link between the Indiana Section and ASCE National.
- Open the Annual meeting with announcements and introductions as needed. Introduce the President Elect (Vice President) of the Indiana Section so they may give a schedule for the day and any other important announcements.
- Assist in the procurement, transportation, and other logistics of ASCE National President Elect to and from an event, typically on the morning of the Annual Civil Engineering Professional Development Seminar at Purdue (November). Also arrange for a dinner to be held the evening of CEPDS to be attended by all State Section Officers and Directors and all other pertinent dignitaries.
- Lead the Board's efforts to recruit and fill all necessary committee and positions. Appoint chairmen for all Board Standing Committees and any Special Committees as necessary. See Appendix B for List of Committees and their Responsibilities.
- Represent ASCE and the Indiana Section at various civic, community, and public service events as opportunities are available.
- If the President cannot attend a Board meeting, designate the President Elect (Vice-President) or substitute or make other arrangements to ensure your responsibilities are addressed.
- Oversight of Director 2's responsibilities with regards to contacting the Student Chapters.

Position: President Elect (Vice President)

Term: One year. Typically, this position will be filled by the current Treasurer or Secretary, whichever is completing their alternating second year term.

Vice President's Duties:

- Attend (and Chair in the President's absence) Indiana Section Board of Directors meetings as a voting board member.
- Attend ASCE National Convention as budgeted by the Indiana Section.
- Serve as Chairman of the Annual Meeting Committee.
- Set up and coordinate logistics and details of the Annual meeting and convey information to the Secretary for the newsletter (location, date, catering, estimated attendance, speaker biographies and hotel arrangements, audio/visual needs, bar/reception, etc.).

- Make speaker verification calls as needed to ensure scheduling and attendance of speaker. All speakers should be included in the attendance count at no charge to them.
- Take Reservations for the Annual meeting. Arrive early to verify catering and speaker set-up. Provide reservation listing to Treasurer at least one day prior. Prepare and display name cards for attendees and guests.
- Introduce the program at the beginning of the Annual meeting
- Provide monthly updates of the preparations and planning for the Annual Meeting to the Board via either conference calls or email. Also engage the Board of Directors for assistance for the planning of the Annual Meeting.
- Before the end of the term, verify the newly elected slate of officers for the next year has been submitted to ASCE National and obtain an appropriate gift for the outgoing Indiana Section President – Present this gift at the next Annual Meeting.

Position: Treasurer

Term: Two years. Typically this position is held for two years immediately following the second term as Director (most senior Director). These two years should be offset, by one year, from the years for the Secretary, such that both the Treasurer and Secretary will not be new members during the same year.

Treasurer's Duties:

- Attend meetings of the Indiana Section Board of Directors as a voting board member.
- Ensure at the start of the term that the new budget for the coming year is approved and the budget software system and accounts are established and operational. Update Indiana Section records at the bank, including updated mailing address and signatory information. Signatories cards should include at least two individuals. These individuals should include the immediate past Treasurer and the current Treasurer. If the past Treasurer no longer serves on the Indiana Section Board, the second signature shall be the current President.
- Man the check-in table at the Annual Meeting. Collect payments from members, and also bring checkbook and petty cash (for change for cash payments, as needed) and receipt forms to the meeting. Make appropriate payments to conference center, etc., for meeting expenses. Promptly deposit funds received from each meeting into the bank account.
- As needed, send collection letters to any member that made reservations for the meeting but did not attend or failed to pay. The decision to send collection notices shall be a Indiana Section Board decision and carried out by the Treasurer.
- Process Branch disbursements on an annual basis. The disbursements shall be a prorated amount based on actual members in each Branch location.

The disbursement monies will come from ASCE National. Coordinate with the State Section Secretary on obtaining the current membership database.

- Process various invoices and payments within the operating budget approved by the Board. Unforeseen expenditures outside of the budget should be presented to the Board for approval.
- Balance and reconcile the checkbook and bank statement bi-monthly. Prepare a Treasurer's report for each Indiana Section Board meeting covering all activity since the last Indiana Section Board Meeting.
- With direction and input from the Indiana Section Board, assemble a proposed annual budget for each fiscal year, including the year following the term.
- Represent the Indiana Section in all dealings with the bank regarding our accounts.
- Participate in national ASCE webinars regarding Section and Branch finances and other related activities.
- Provide financial data to Branches, as required.
- Prepare a summary year-end financial report to be included in the Indiana Section Annual Report. Submit to Past Past President for audit. Year-end report and audit shall be completed and approved by November 30 of the year following the current term as Treasurer.
- Obtain all tax filing information from each Branch for submission to the IRS. Obtain Financial Tax Preparation assistance as directed by the Indiana Section Board.
- Keep financial records for at least the seven previous years, including checks, budgets, and annual financial reports. Organize and pass these files to the next Treasurer, who may purge and destroy files older than seven years.
- If the Treasurer cannot attend an Indiana Section Board meeting, find a replacement or substitute or make other arrangements to ensure your responsibilities are addressed. The preferred substitute should be the immediate Past Treasurer, if this person is not available, the President should be consulted.

Position: Secretary

Term: Two years. Typically this position is held for two years immediately following the second term as Director (most senior Director). These two years should be offset, by one year, from the years for the Treasurer, such that both the Secretary and Treasurer will not be new members during the same year.

Secretary's Duties:

- Attend meetings of the Indiana Section Board of Directors as a voting board member.

- Assemble meeting minutes following each Indiana Section Board Meeting and forward them to all meeting attendees 3 – 5 days prior to the next Indiana Section Board Meeting.
- Prepare and send State Section newsletters and meeting notices, currently being done via e-mail.
- Serve as Chairman of the Educational Outreach Committee.
- Serve as Chairman of the Constitution and Bylaws Committee. The Constitution and Bylaws should be revisited at least every three (3) years. Last updated in Spring 2013 (i.e. next revision Spring 2016).
- As Chairman of the Constitution and Bylaws Committee, the Secretary shall, at the beginning of each year, ensure that each Board member has a copy of the current Constitution and Bylaws.
- Maintain a current roster and mailing list of State Section membership.
- Maintain and update as required a roster of current Board members for the Board's use.
- Serve as Section Historian. Maintain files of current Section correspondence and documents, as well as the historical files and archives. Retain all correspondence for at least one (1) year. Organize and pass these files to the next Secretary, who shall purge and destroy old documents as appropriate.
- Serve as the Website Manager or designate an appropriate company/individual to keep this updated. Secretary shall be responsible to ensure that all information is up-to-date on the website.
- If the Secretary cannot attend a Board meeting, find a replacement or substitute or make other arrangements to ensure your responsibilities are addressed.
- With the Past President (Chair of the Nominating Committee) send the Board-approved slate of officers and directors for the next year to the general membership per Article 7 of the bylaws. Submit Report of Leadership to ASCE National as requested.
- Assist the Past President with the Annual Report.

Position: Director

Term: One year. There are two Directors and typically, this position is held for two years (re-nominated each year) in preparation for becoming an officer. This is not a requirement. Typically, the most senior Director will be nominated as either the Secretary or Treasurer following the second term as Director. A new Director is added each year as recruited from the Section membership. The new Director shall have exhibited branch leadership in either an officer or committee chair duties and shall have had an active role in State Level functions (i.e. volunteering for Annual Meeting, attendance at Regional/National conferences, or volunteering for

tasks as directed by the State Section Board of Directors). Director 2 will be most senior and Director 1 least senior.

Director's Duties:

- Attend meetings of the Indiana Section Board of Directors as a voting board member. Each Director has a vote.
- If requested, take minutes of a particular Board Meeting in the Secretary's absence.
- Assist the Officers in preparation of various reports, award nominations, or other tasks required of the Board.
- As a Director you are encouraged to chair and/or participate in a special committee or standing committee.
- Function as a liaison between the Board and an assigned Branch, special committee, or standing committee, preferably but not necessarily in your Branch area and/or area of technical expertise or personal interest. Obtain updates from your assigned group and provide a brief oral report on their activities at each Indiana Section Board Meeting.
- Function as an ASCE National liaison for the Section at Regional and National Activities.
- Function as a State Section liaison to the ASCE Student Chapters located in the State Section..
- Other duties as requested by Board officers.
- **Director 1** - assist the President Elect (Vice President) with the planning and preparation of the Annual State Section Meeting. Assist with sign-in at the meeting and any other tasks as assigned by the President Elect (Vice President).
- **Director 2** – as senior Director and prior to moving up to Secretary or Treasurer, attend the ASCE Leadership Conference, usually in January or February, with other members, if applicable.
- **Director 2** – if moving into the Secretary position the following year, assist current Secretary on the Constitution and Bylaws Committee.
- **Director 2** – if moving into the Treasurer position the following year, assist current Treasurer in conducting the annual audit of the State Section financial records.
- **Director 1** and **Director 2** – coordinate the scheduling, location and other aspects of the annual State Section Leadership Conference. Director 2 shall be the person in charge of this event with the assistance of the President Elect (Vice President).
- **Director 2** – as senior Director, ensure that all Student Chapters have been visited by either State Officer or Director in a given year. This position is responsible for maintaining all current information for each ASCE Student Chapter (i.e. Faculty Advisor, president, vice president, and other officers). Coordinate this information with the MIB Younger Members Group to ensure that all Student Chapters are made aware the Student Competition at the Annual Meeting. This person is responsible for coordinating meeting times

and locations with the Officers/Directors and Student Chapters. This person is charged with maintaining contact with the Student Chapters on behalf of the State Section! Very important role for our Section! Oversight will be provided by the President. This Director will also coordinate and be the direct Indiana Section ASCE contact with each of the school's Practitioners/Advisors.

APPENDIX B

Committee Responsibilities

List of Committees

According to the Bylaws of the Indiana Section of ASCE:

The President of the Branch shall appoint, as necessary, the following **Standing Committees**:

<u>Committee</u>	<u>Potential Chairperson</u>
Awards	Past President
Nominating	Past President
Auditing	Past Past President
Government Affairs	President
Educational Outreach	Secretary
Student Activities	Treasurer
Annual Meeting	President Elect (Vice President)

The President may appoint such **Special Committees** as may be needed. The committees may include the following:

- Constitution and By-Laws Secretary

Awards Committee

Chair is appointed annually by the Indiana Section President. Review timetables and requirements for any Section and/or National awards. Bring these to the attention of the Board in sufficient time to allow Board discussion and, if approved by the Board, submission of candidates, projects, etc. for consideration. The committee is also responsible for the Annual Awards presented at the Annual Meeting (these include, Civil Engineer of the Year, Project of the Year, Student Chapter Awards, etc.).

Nominating Committee

The chair of this committee shall be the Past Indiana Section President. The nominating committee shall propose a slate of officers and directors for the Indiana Section for the following term, by nominating competent and active members in the Section for positions set forth in the Constitution and Bylaws.

See detailed procedures in Article 7 of the Bylaws. It shall be the intent to have representation of each Branch on the Board of Directors, therefore, the committee must reach out to any unrepresented branch(es) for nominations. This is an important goal for the State Section.

Auditing Committee

The purpose of this committee, chaired by the Past Past Section President, is to review the annual financial records of the Section. The committee shall verify that all receipts and expenditures during the fiscal year were received and disbursed in accordance with prescribed procedures and shall certify the current balance in all accounts together with a total current balance. Audit shall be completed by December 31 of each year.

Government Affairs Committee

Chair is the current Section President. The committee is responsible to position Civil Engineers and ASCE as leaders among individuals and civic organizations and keeping abreast of current legislation that may affect ASCE members. The committee does this by monitoring civic affairs that are relevant to the Civil Engineering profession, and recommending to the Board actions to take to influence these affairs in a positive manner.

The following are the Goals and Objectives for this Committee:

- Keep abreast of governmental activity (i.e. legislation, ASCE Key Contact program, etc.) at the federal, state, and local levels relevant to the Civil Engineering profession, especially those activities having an impact on communities with the Indiana Section.
- Report on these activities to the Board and recommend any position, action, or communication to be taken by the Indiana Section. Implement any follow-up actions or steps as authorized by the Board.
- Assist on the publishing a "Report Card on Indiana's Infrastructure" which would complement ASCE's "Report Card on America's Infrastructure."
- As authorized by the Board, meet or communicate with legislators and government officials to voice the ASCE position and clarify our stance on issues relevant to the profession.
- Ensure ASCE Indiana Section does not engage in activities that violate its tax-exempt status.
- Assist other branch committees with ongoing volunteer and community efforts. Identify additional opportunities and areas for member involvement and communicate these opportunities to Section membership.
- Explore the feasibility and recommend action to take to engage in community efforts such as:

- ASCE State Section partnership with local charities such as Big Brothers/Sisters, Habitat for Humanity, etc. to contribute manpower and service hours.
- Conduct fundraising efforts or events to benefit charities and civic organizations.
- Adopt a School
- Coordinate ASCE State Section involvement in any relevant community activities with other professional organizations.
- Sponsor an “Outstanding Civic Leader” award for the ASCE Member who contributes the most to the ASCE mission in the community.

Educational Outreach Committee

Chair shall be appointed annually by the Indiana Section President. The purpose of this committee is to coordinate review courses and seminars and to inform members of other educational programs that may be available. This may include:

1. Work with Purdue University in organizing and implementing the annual Civil Engineering Professional Development Seminar.
2. Put the Section (Attn: Section Secretary) on mailing lists of universities and other organizations that conduct seminars, symposiums, and/or workshops and bring such information to Branch meetings to share with all members.
3. Keep abreast of any published articles dealing with continuing education that may interest the members, and report on same at Branch membership meetings.
4. Coordinate and work with Director 2 in Student Chapter outreach and determine if there are Educational items that ASCE State Section can help facilitate.

Student Activities Committee

Chaired by the State Section Treasurer. The committee shall be engaged in outreach to each of the Student ASCE Chapters. Outreach items should include one visit per year to each student chapter by either an Officer or Director; gather all pertinent information regarding each chapter (i.e. faculty advisor, chapter president and vice president, typical meeting schedule, events throughout the year, etc.). The committee shall also keep a yearly record of these events to share with the Board. The committee shall also ask each Student Chapter how the State Section can assist them.

Annual Meeting Committee

Chair is the current President Elect (Vice President). This committee has the responsibility to plan and prepare for the Annual Meeting to be held each March. The following is a list of specific duties that must happen each year:

1. Coordinate the location of the meeting.
2. Ensure that Professional Development Hours will be made available and maximized.
3. Ensure that topics cover the range of disciplines within Civil Engineering (Environmental, Structural, Civil (site), Transportation, etc.)
4. Ensure that the meeting is open to vendors for sponsorship of the event.
5. Coordination of the Student Design Competition with the MIB Younger Members Group
6. Student Awards are given
7. Project of the Year and Civil Engineer of the Year are recognized.
8. Ensure that the President of the Section is given an opportunity to update the membership on past accomplishments and future endeavors.
9. The current Vice President is encouraged to start the planning process at the beginning of their term (i.e. October) and coordinate with the past Vice President for contact information and any other pertinent details that might assist.

Constitution and By-Laws Committee

Chair shall be the current Secretary of the Indiana Section, assisted by at least one other Director and one Officer. This committee reviews the Branch's current Constitution and Bylaws at least every three years and, as needed, makes recommendations regarding modifications to the Board of Directors.