

DUTIES AND PROCEDURES MANUAL

**TACOMA-OLYMPIA SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS**

OCTOBER 1993

FORWARD

This manual is issued by the authority of the Board of Directors to officers and committee chairs as a model for duties and procedural elements of the Tacoma-Olympia Section of ASCE (American Society of Civil Engineers). It is intended that each committee chair and officer become familiar with the manual and carry out the responsibilities to the fullest extent. It is intended that the manual become a part of each committee's file and be transmitted to the new chairs at the appropriate time. This will provide the continuity which is essential to maintain effective workings in succeeding years. It is anticipated that the manual will be updated from time to time in order to keep it current with the activities of the Section. All recommendations and suggested improvements of the manual should be addressed to the Secretary of the Section.

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SECTION I

MISCELLANEOUS DATA AND BOUNDARY

ASCE National Zone	-	IV
ASCE National District	-	12
Section Established	-	1930
Section Boundary	-	Counties of Pierce, Thurston, Lewis, Mason, Grays Harbor and Pacific
Member of PNC (Pacific Northwest Council) of ASCE		
Tax I.D. No.	-	916037134
Tax Status	-	501(c)(3)

SECTION II
CONSTITUTION AND BYLAWS
CONSTITUTION

ARTICLE 1 NAME AND OBJECT

Sec. 1. The name of this organization is the "Tacoma-Olympia Section, ASCE (American Society of Civil Engineers)."

Sec. 2. Its objectives shall be the advancement of the science and profession of engineering and the maintenance of high professional standards in a manner consistent with the objective of the ASCE.

ARTICLE 2. MEMBERSHIP

Sec. 1. All members of the ASCE, of all grades, whose addresses are within the boundaries of the Section, as defined by the Society, shall be Assigned Members of the Society.

Sec. 2. Assigned Members of the Section subscribing to the Constitution and Bylaws of the Section, as evidenced by the payment of current dues of the Section, shall be Members of the Section.

Sec. 3. Only Members of the Section who are not delinquent in the payment of Section dues may have the privilege of voting and serving in the operation and government of the Section.

ARTICLE 3. DUES

Sec. 1. There shall be no entrance fee.

Sec. 2. The annual dues of each Member shall not be more than 20% of National ASCE dues amount for Member Grade payable on the first day of October.

ARTICLE 4. OFFICERS

Sec. 1. The officers shall be a President, President-Elect, two Directors, a Secretary, Treasurer and a Younger Member. These officers and the immediate Past-President shall constitute the Board of Directors. Their duties shall be those usual to such officers. The President shall be chairman of the Board of Directors.

Sec. 2. The President, the President-Elect, the Secretary, Treasurer and a Younger Member shall be elected for terms of one year. One Director shall be elected each year for a term of two years. Those elected shall officially take office on the first day of October.

Sec. 3. In the event of a vacancy in the office of President, the President-Elect shall succeed to the office. Other vacancies shall be filled by the Board of Directors.

ARTICLE 5. ELECTIONS

Sec. 1. The Nominating Committee shall consist of three elected Members who are not officers of the Section, plus the current President, and the immediate Past-President, making a total of five.

Sec. 2. The elected members of the Nominating Committee shall be chosen by letter ballot from a slate of not less than six. The three candidates receiving the most votes shall be the elected members of the committee. If an elected member is unable to serve, his place shall be filled by the candidate receiving the next highest number of votes and so on until the three elective places are filled. The first meeting of the Nominating Committee shall be called by the immediate Past-President. The members of the committee shall choose the chair.

Sec. 3. The Nominating Committee shall submit a complete list of nominees willing to serve on the Board of Directors. The list shall consist of candidates for President, President-Elect, Secretary, Treasurer, Younger Member, two candidates for Director, and six candidates for the succeeding Nominating Committee.

Sec. 4. Additional nominations may be made by a petition signed by not less than five members.

Sec. 5. The election ballot shall contain the names of all candidates nominated by the Nominating Committee and by petition, and shall have spaces for write-in candidates.

Sec. 6. The election shall be by letter ballot, and the ballots shall be canvassed during the May meeting. The results shall be announced at that meeting.

Sec. 7. The timing of events shall be as determined by the Board of Directors.

ARTICLE 6. MEETINGS

Sec. 1. Meetings shall be held each month, except during the summer months, as determined by the Board of Directors.

Sec. 2. Special meetings may be called by the Board of Directors, and shall be called by the President upon the written request of not less than ten members.

Sec. 3. The October meeting is designated as the Annual Meeting.

ARTICLE 7. ENDORSEMENTS

Sec. 1. Proposed endorsements related to public policy, legislative bills, petitions, referendums, and like matters, may be presented to the Board of Directors by any Member.

Sec. 2. Such a proposal shall be considered by the Board of Directors. Factors which shall be included in the consideration are ASCE Policy Statements, objectives of the Tacoma-Olympia Section as stated in Article 1, Section 2, and the provisions of Article 10, Section 1. The proposal may be endorsed directly by a two-thirds majority of the Board. Such an endorsement will be reported to the membership in the Section newsletter following Board action.

Sec. 3. The Board may refer decisions on endorsements to the membership. A proposal that requires polling of the membership, in the opinion of the Board of Directors, shall first be reported and discussed in a Section meeting; notice of such meeting with the proposal as a special order of business will be sent to all Members. Depending on the degree of controversy, the vote shall either be by, (a) sealed secret ballot, or (b) by letter ballot. A two-thirds favorable vote of members voting shall constitute an endorsement.

Sec. 4. The Tacoma-Olympia Section may participate in joint activities with other ASCE Sections or other professional societies which further the objectives of the Tacoma-Olympia Section, as approved by the Board of Directors.

Sec. 5. The duly appointed Section Representatives to joint activities shall have the full power to act on behalf of the Tacoma-Olympia Section, providing that such actions are in clear agreement with the objectives of the Tacoma-Olympia Section Constitution and Bylaws.

ARTICLE 8. AMENDMENTS

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

- (a) A proposed amendment shall be in writing, signed by not less than ten members, and presented to the Board of Directors; or it may originate with the Board of Directors.
- (b) All Members shall be notified of the proposed amendment, and it shall be a special order of business at the first regular business meeting following its prescription to an origination in the Board.
- (c) It shall be voted on by letter ballot within one month after the meeting.
- (d) It shall receive an affirmative vote of two-thirds of the Members voting.
- (e) To become effective it shall receive the approval of the Board of Direction of the Society.

ARTICLE 9. BYLAWS

Sec. 1. The Board of Directors may, by a two-thirds vote at a meeting duly called, adopt or amend Bylaws consistent with this Constitution. The Members shall be notified of and be invited to such meeting of the Board.

Sec. 2. To become effective, the Bylaws and Amendments to the Bylaws shall receive the approval of the Board of Direction of the Society.

ARTICLE 10. MISCELLANEOUS PROVISION

Sec. 1. No part of the net earnings of the Section shall contribute to the benefit of any private shareholders or individual and no substantial part of the activities of the Section shall be carrying on propaganda for or participating in, or intervening in, including the publishing and distribution of statements relating to any political campaign on behalf of any candidate for public office.

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

BYLAWS

ARTICLE 11. DUES

Sec. 1. The dues for a fiscal period shall be \$20¹ for Members, Fellow Members, Affiliate Members, and Associates Members. The dues for Student Members shall be \$10.00 for a fiscal period; and \$0.00 (zero) for Life and Honorary members² that have been dues paying Section members for at least 10 years.

Sec. 2. Delinquency in payment of dues shall occur on the first day of February, if payment has not been received by the Treasurer by that date. Privileges of membership are lost through non-payment of dues; except that in the case of eligibility to vote the payment shall precede the receipt of the vote.

ARTICLE 12. COMMITTEES AND APPOINTEES

Sec. 1. The President shall appoint each year, with the approval of the Board of Directors, the Chair of the following standing committees:

- o Annual Meeting
- o Audit
- o Awards
- o Education
- o House
- o History
- o Information
- o Legislative
- o Membership
- o Nominating
- o Past Presidents
- o Program
- o Public Involvement
- o Summer Field Trip
- o Young Member Forum

Sec. 2. The President may appoint for specific purposes, as appropriate and with the approval of the Board of Directors, special committees including, but not limited to, Budget, Directory, Audit, and Technical Activities.

Sec. 3. The President shall be an ex-officio member of all committees.

Sec. 4. The President may appoint each year, with the approval of the Board of Directors, the Section's Representatives, one of which shall be an officer of the Section, to any joint council or other joint organization in which the Section participates.

Sec. 5. The President and President-Elect shall be designated as the Section's Delegate of the PNC (Pacific Northwest Council), ASCE. The President may appoint an Alternate Delegate(s) to the PNC in case one or both of the designated Delegate(s) is (are) unable to attend any meeting of the PNC.

Sec. 6. The duties of Committees and Appointees shall be as spelled out in this document and /or as outlined by the President.

ARTICLE 13. MEETINGS

Sec. 1. Regular meetings shall be held preferably on the second Tuesday of the month. Meetings on election days and holidays should be avoided.

Sec. 2. All meetings shall be announced to the Assigned Members through mail notice.

Sec. 3 Regular meetings are normally not held in June, July, and August.

¹ 10/1/93

² 7/16/88

ARTICLE 14. EXPENDITURES

Sec. 1. The Board of Directors shall determine, by majority vote of the total Board, how the financial affairs of the Section shall be handled.

Sec. 2. No Member or committee may obligate any funds of the Section without prior authorization by the Board of Directors. Such authorization shall include a limit on the funds that may be obligated.

Sec. 3. The Board of Directors may refer decision on expenditures to the Members.

ARTICLE 15. NOMINATIONS, ELECTIONS, AND VOTING

Sec. 1. Nominations by the Nominating Committee shall be in the hands of the Secretary not later than the first day of March. The list shall be mailed to all members in March.

Sec. 2. Nominations by petition shall be in the hands of the Secretary not later than the first day of April.

Sec. 3. The ballot form, including instructions for the voter, shall be prepared by the Secretary, or under his/her direction, as determined by the Board of Directors. Candidates for each office shall be listed in alphabetical order, and without identification as to origin of nomination. Each ballot form shall be accompanied by an addressed return envelope and have space for the voter's signature. The ballot form and return envelope shall be mailed to all eligible voters by April 15.

Sec. 4. The ballots in sealed and signed envelopes shall be in the hands of the Secretary not later than the time of counting. Three (3) Tellers shall be appointed by the President. The ballots shall be opened and canvassed by the Tellers at the May meeting. The Tellers shall handle the ballots in such a way that secrecy of the ballot is maintained. Eligible voters shall consist of Section dues paying Members.

The Secretary shall provide the Tellers with a list of eligible voters.

ARTICLE 16. RULES OF ORDER

Sec. 1. Robert's Rules of Order, revised, shall apply in all cases of business and debate.

SECTION III

BOARD OF DIRECTORS AND CHAIR DUTIES

The success of any organization using volunteer workers is dependent upon a number of factors, including:

- Dedication of individual Members to goals of the organization.
- The clarity with which the goals are stated.
- The officer's sensitivity to the needs of Members.
- Organization and distribution of duties to officers and other volunteer workers.
- Division of responsibility among volunteers.
- Leadership style of the officers in charge.

The Tacoma-Olympia Section of the ASCE has a Board of Directors composed of eight members: Immediate Past President³, President, President-Elect, Secretary, Treasurer, Younger Member⁴, and two Directors. Continuity of leadership is assured as the Directors' terms are for two years with one Director being elected each year. Traditionally, the President-Elect sequentially becomes the President and then the Immediate Past President, thus serving three years. If it becomes necessary for the elected President to vacate office during his/her term, the President-Elect shall serve as the President; the Immediate Past President shall serve an additional term in that office for the next year. The Secretary, Treasurer, and Younger Member serve one-year terms. All members of the Board are voting members and actively participate in all Board decisions.

Most of the work of the Section is accomplished through several committees. These are organized with a chair who is appointed by the President. Each committee is organized with as many members as deemed desirable or necessary to carry out the mission of the committee.

As ultimate responsibility for Section policy rests with the Board of Directors, each committee should have a contact with the Board through a specified Board member or by attending Board meetings. To the degree possible, Board members are assigned responsibility for those committees of the greatest interest to them.

³ 5/31/88

⁴ 10/1/93

SECTION IV

DUTIES OF THE PRESIDENT

The President serves as chair in conducting Board, Section, and other meetings. He/she signs letters being sent by the Section or assigns other Board members to do so as conditions dictate. He/she develops agenda for Board meetings, appoints chairs of committees, serves as Executive Officer of the Section, and serves as Board Contact for the Program Committee, Technical Activities Committees, and may serve as Board Contact member for other committees as appropriate.

The President is a member of the PNC of ASCE which meets twice a year. The President is the Section's official delegate to National ASCE Conventions. He/she is expected to attend the Council of Presidents meeting held in conjunction with the fall meeting of the National Society. While serving as President-Elect, he/she should select all committee chairs prior to September 1 so programs can be established for the coming year. Board contact members and past committee chairs can be of assistance in the process.

The President's duties also include:

- Appointing the Board contact representatives to the various committees.
- Appointing a Section Member to participate with the St. Martin's Scholarship Committee in selection of the Horace J. Whitacre Scholarship recipient(s).⁵
- Taking responsibility for the monthly newsletter.
- Preparing or delegating the preparation of a final report of Section activities by soliciting reports from committee chairs.
- Prepares President's report at year's end and submits it to the Secretary by November 15 for inclusion in the Section's Annual Report to National ASCE. He/she also is responsible for a Section report to the fall meeting of PNC.
- Assists the incoming President in committee assignments and in organization.
- While serving as President-Elect, prepares committee assignment list and forwards to Newsletter Editor by October 1. Instruct committee chairs on their duties (provide information to them from this manual).
- Maintains record of ASCE policies and resolutions.
- Prepares miscellaneous correspondence for the Section.
- Sends Board of Directors meeting agendas to all committee chairs.
- Selects one or two attendees for the Zone IV Management Conference. The potential attendees should include the President-Elect, other current Board Members, and perspective Board Members. Priority shall be given to Board Members who have not previously attended a Zone IV management conference.
- Forwards a copy of the annual accounting of the Horace J. Whitacre Scholarship at St. Martin's College (prepared by the Treasurer) to the College and secures a statement of concurrence from them.⁶

⁵ 11/24/87

⁶ 11/24/87

SECTION V

DUTIES OF THE PRESIDENT-ELECT

The President-Elect serves as President in the absence of the President. He/she serves as Membership Committee chair and Board contact member.

He/she serves as Board contact for Directory committee, if one is appointed, and may be assigned responsibility as Board contact for other committees.

The President-Elect is a member of the PNC of ASCE which meets twice a year. He/she normally attends the ASCE Management Conference held in the spring of each year. He/she may also be a delegate to the Zone IV Nominating Committee.

Prepares committee assignment list for the coming year and forwards it to the Newsletter Editor by October 1.

As Membership Secretary, he/she is responsible for contacting new National members assigned to the local Section, sending out publications and information on the local Section, and assures that membership packets (furnished by National) are provided to prospective new members. Each new assigned Member shall be sent a welcome letter.

A list of new assigned members should be obtained from the Secretary periodically.

Assists the President in the conduct of the duties of his/her office.

SECTION VI

DUTIES OF THE SECRETARY

The Secretary has responsibility for the Section's records. He/she keeps minutes of all Board and Section meetings, provides copies of Board meeting minutes to members of the Board and writes summary reports of Section accomplishments submitting these reports to National ASCE Headquarters and the PNC, ASCE. He/she responds to communications directed to the Secretary. He/she serves as Board contact for the Information Committee, History Committee, and may be assigned responsibility as Board contact for other committees.

The Secretary's duties include:

- Receiving and posting monthly lists of current Section Members from ASCE National. Notifies National of any updates required on their listing. Periodically provides list of Section dues paying members to the Board.
- Responsibility for obtaining new stationery at the beginning of each year. This should be accomplished by October 1.
- Providing the Newsletter Editor with lists of new members for inclusion in the newsletter.
- Preparing Section Annual Report for submittal to National Headquarters by November 30. A brief report will be provided the PNC at their fall meeting.
- Receiving lists of Tacoma-Olympia Section local dues-paying members beginning in January of each year.
- Providing accurate list of Section dues-paying members to Nominating Committee.
- Distributing the Duties and Procedures manual to new Board members.

SECTION VII

DUTIES OF THE TREASURER

The Treasurer is responsible for handling the funds of the Section, assuring their safety and prudent use. He/she is responsible for furnishing National the amount of local Section dues by the ensuing year by September 1, paying Section obligations, and assuring expenditures of the Section are in accordance with the budget approved by the Board. He/she recommends, and, with the approval of the Board, invests Section funds. Serves as Board contact for Audit Committee and the Budget Committee, if one is appointed, and may be assigned responsibility as Board contact for other committees.

The Treasurer is responsible for:

- Maintaining a positive balance in the account. Preparing a monthly fiscal report that is distributed at the Board meetings. At year end, the Treasurer initiates an audit of the books by the Audit Committee.
- Maintaining the Section's checking and savings account in a bank or savings institution approved by the Board. Investing Section funds as directed by the Board.
- Preparing financial section of the Annual Report to National.
- Defining who is authorized to withdraw funds besides the Treasurer.
- Preparing an annual accounting of the Horace J. Whitacre Scholarship at St. Martin's College, including the fund's principal, new endowments made during the year, interest earned, amount awarded, and recipient(s) of scholarship awards. Provides an accounting report to the President.⁷
- Preparing the Section's annual budget and referring to the Board for approval. Ideally, the first draft of the budget should be submitted to the Board by the August Board meeting so that the amount of Section dues can be established and transmitted to National for collection.
- Issue IRS 1096 & 1099 for contracting services over \$600.00 per year.

Note: For tax purposes, the local Section is covered under Section 501(C3) because of its educational activities. National files a joint tax return each year for most Sections, including the Tacoma-Olympia Section. If the Section receives tax forms and IRS correspondence, it is to be sent to the Controller at National for disposition.

The form of the budget submitted to the Board follows the format established by National in that there are certain accounting categories for which funds are budgeted. The submitted budget should also include a comparison of the previous year's expenditures and receipts to those proposed for the new budget.

The major sources of funds are:

1. Allotments from National based on the previous year's Section dues paying Members as reported in the Annual Report plus additional funds for the student chapters. Currently, the amount received is \$4.00 per dues paying member, and \$50.00 for each section.
2. Interest is received on the checking, savings, and any investment accounts.
3. Scholarship funds are received for the Horace J. Whitacre Scholarship Fund. (See Section XIV.)

⁷ 11/24/87

4. Local dues income is collected by National. The amount passed to the Section depends upon Associate Members, Affiliate Members, Members, Student Members, and Fellows paying local dues on the National notice.
5. Miscellaneous.

The major expenditure items include:

1. Postage and newsletter costs. There are normally ten newsletter mailings per year.
2. Payment to the Pacific Northwest Council at the per capita rate established by PNC for every dues paying Section Member as reported on the Annual Report.
3. Plaques and certificates given out by the Section.
4. Funds budgeted for Board-authorized delegates' travel and out-of-pocket expenses to ASCE conventions and/or meetings. (See Section XIII)
5. AELC and special allotments authorized by the Board.
6. Dinner dance may require seed money and/or subsidy.

The budget shall include a reserve equal to at least 25 percent of the total budgeted expenditures.⁸

⁸ 10/21/87

SECTION VIII

DUTIES OF THE DIRECTOR

All Directors serve as members of the Board assisting the President as assigned. Each one serves as Board contact for one or more committees. The Director elected in odd years will serve as Board contact for the House Committee and for the Annual Meeting Committee. The Director elected in even years will serve as Board contact for the Education Committee and for the Summer Field Trip Committee.

SECTION IX

DUTIES OF IMMEDIATE PAST-PRESIDENT

The Immediate Past President assists the President serving as source of information and guidance, as requested.⁹ He/she has responsibility for nominations for awards and activities of the Past Presidents Committee, serving as the chair of those committees. He/she serves as Board contact for the Awards, Nominating, and Past Presidents Committees and may serve as Board contact for other committees. He/she is responsible for calling the first meeting of the Nominating Committee.

If the elected President must vacate that office during his/her term, the Immediate Past President shall serve an additional term in that office for the next year.

SECTION X

DUTIES OF COMMITTEE CHAIRS

Each committee has a responsibility to carry out its purpose on behalf of the Section. The committee chairs should make sure he/she understands that responsibility is fulfilled. Appropriate pertinent facts should be made known to the Board of Directors either through the Board contact or in person, if appropriate. Committee chairs have responsibility to submit budget requests to the Treasurer by October 1 each year and to provide the Secretary with a summary of the year's activities by November 1 for inclusion in the Annual Report. Committee Chairs are encouraged to attend Board of Director meetings.

⁹ 5/31/88

SECTION XI

DUTIES OF STANDING COMMITTEES

1. ANNUAL MEETING COMMITTEE

The Annual Meeting Committee shall be responsible for all aspects of the October annual meeting. The chair will be appointed by the President, and the Board contact member will be the Director elected in odd years. In lieu of naming a committee chair, that Director will be responsible for the meeting.

The date of the meeting is usually the second Friday in October but must be scheduled prior to the fall meeting of the PNC. Care in selection of the meeting date, is required, so to not conflict with other technical and professional organizations' traditional meetings at this same time, such as the American Public Works Association (APWA) and the Consulting Engineers Council (CEC), etc.

The Annual Committee may be held in conjunction with the Society of American Military Engineers.

Details to be considered include tickets and ticket distribution, public relations, letters of invitation to National and Zone IV officers, installation of new officers, entertainment, program, master of ceremonies, meal, location, table arrangements, and door prizes. All arrangements shall be approved by the Board of Directors.

2. AUDIT COMMITTEE

The Audit Committee is responsible for auditing the Section's financial books for the entire year. The Treasurer is responsible for initiating this audit by contacting the chairman of the Audit Committee. The Audit Committee generally checks spot entries in the journal, the report of the number of dues paying members versus actual receipts, the balance in the various accounts, including checking, savings, and investment versus the various reports prepared by the Treasurer, and generally accounts for the accuracy of the expenditures and receipts for the entire year. The Committee also checks the amount expended versus the actual budget. The audit generally can be conducted in two or three hours. A report of the Audit Committee's findings is submitted to the Board of Directors. The audit should take place in October or November. A copy of the audit report should be sent to the Treasurer and Secretary prior to submitting the Annual Report to National. The chair is appointed by the President, and the Board contact member will be the Treasurer.

3. AWARDS COMMITTEE

The Awards Committee shall be composed of three resident Past Presidents of the Section who are willing to serve. The President and Treasurer of the Section shall be an ex-official members of the Committee and the Immediate Past President shall serve as chair and the Board contact member.

It shall be the duty of the Awards Committee to receive grants, gifts and bequests; to award such fellowships, scholarships (see Section XIV), and prizes as may be established; and to administer such funds as may accrue thereby.

The Awards Committee shall establish rules and criteria for awards as necessary to meet the wishes of donors and to satisfy the requirements of colleges, universities or industries involved.

The Awards Committee shall initiate and distribute petitions for Honorary Members of ASCE as appropriate.

In addition, there are several National awards that Section Members may be nominated for. The awards are listed in the Official Register together with a description and pertinent details.

4. EDUCATION COMMITTEE

The Education Committee is responsible for administering Section, PNC, and National Civil Engineering educational programs and activities at the junior high, high school, community college, college, university, and graduate center levels. The chair for the Committee will be appointed by the President and the Board contact member will be the Director elected in even years. Members of the Committee will include the St. Martins' College Student Chapter Contact Members and the St. Martins' Faculty Advisor.

The Committee awards the Horace J. Whitacre Scholarship (see Section XIV) to a student in Civil Engineering at St. Martins' College whose residence is within the Tacoma-Olympia Section boundary. The Committee selects attendee of the Zone IV Student Management Conference. The attendee will normally be the faculty advisor or Student Chapter Contact Member.

Activities to be considered by the Committee will include the following:

- Placement of ASCE magazine in Section high schools through member contacts.
- Organizing or coordinating speeches for educational institutions.
- Maintaining a slide/tape presentation.
- Arranging for students to attend Section dinner meetings.

Student Chapter Contact Members

Two persons are appointed as Student Chapter Contact Members by the National Board of Directors upon recommendation of the Director of District 12. The Director shall obtain nominations from the Section Board and shall seek the advice of the Civil Engineering Department of St. Martin's College. They are responsible for working with the faculty and students at St. Martins' College in order to establish a program that meets the needs of future civil engineers. They may take up issues that relate to budgets, salaries, equipment, courses, etc. They also assist in matters of accreditation, guidance of students, guidance of student chapters and continuing education. They further act on behalf of the Section to exchange views between educators and practitioners.

Faculty Advisor

A Faculty Advisor serves as an advisor for the St. Martins' Student Chapter. He/she is appointed by the National Board of Directors upon recommendation of the Director of District 12. The District 12 Director shall obtain nominations from the Section Board. The term of the appointment is for three years beginning July 1 of the year of the appointment. The Director will usually seek the advice of the Civil Engineering Department Chairman in making his/her appointment.

The Faculty Advisor should be a full time member of the faculty. The Advisor is the mainstay of the chapter. He/she represents continuity from year to year as chapter members change. He/she keeps in contact with chapter officers, counsels them on plans and operations, attends meetings and offers information and general guidance. In a well organized chapter, his/her work will be mostly advisory with an occasional pep talk to get things started in order to meet a deadline date. The close relationship which usually develops between the Faculty Advisor and the chapter members provides and opportunity for information and personal contact with the teaching staff.

The Faculty Advisor should suggest specific ways that the Contact Members may be helpful to the chapter. Conferences between the student officers, Contact Members and Faculty Advisor are encouraged.

Selects student member to attend Zone IV Student Management Conference.

5. HOUSE COMMITTEE

The House Committee is generally responsible for the arrangements and functioning of the Section's monthly dinner meetings which are held on the second Tuesday of the month, September through May. The committee may also be assigned specific tasks by the President or Board. The purpose of the committee is to insure that the Section has smooth running monthly dinner meetings and that all new members attending those meetings are made to feel welcome and all guests are properly recognized. The chair of the House Committee is (are) appointed by the President, and the Director elected in odd years is the Board contact member. A list of some of the specific responsibilities that go with the House Committee with respect to the running of the monthly meetings are as follows:

General

1. Select menu and price and call the newsletter editor at least three weeks prior to the meeting.
2. Meetings generally alternate between Tacoma and Olympia. Coordinate with Program Committee for the program schedule.
3. Select meeting location and make arrangements appropriate for the meeting and expected attendance.
4. Advise Newsletter Editor.

Reservations

1. Be ready for callers after the Newsletter is mailed.
2. Establish and call key contacts for reservations in each principal member workplace for each meeting.
3. Receive reservations from key contacts.
4. Notify restaurant of reservations when required.

Meeting Preparation

1. Secure appropriate petty cash for change.
2. If required, bring to meeting:
 - a. Projector screen and extension cord, check with Program Committee Chairman and or Speaker.
 - b. Cash box.
 - c. Name tags.
 - d. Extra pens and stick-on guest tags.
 - e. Signs regarding meal price and checks.
 - f. Calculator.
 - g. List of names for reservations and sign-up sheet.
3. Alert Treasurer if an ASCE check will be needed.

Meeting

1. Check with restaurant to confirm everything is okay.
2. Set up.
3. Start taking money at 6:00 (earlier depending on attendance). Student meals are one-half the regular price and speakers are not charged for the meal.
4. Have each individual check their name on reservation list or sign-up sheet.
5. After dinner count cash and balance with attendance.
6. Pay restaurant bill.

After Meeting

Prepare balance sheet for the Treasurer and send him/her left over cash or get a check to cover deficit.

6. INFORMATION COMMITTEE

The Information Committee is responsible for providing information to the news media with respect to the Section's activities. The Committee also makes available to the general public information on the Society which may be requested. The Committee should prepare articles for publication in the local newspapers. It arranges for continuing education courses, special awards given by the Society, appointments of the Section's members to national committees and local commissions and any other matters which may be of interest to the public relating to the works or accomplishments of civil engineers. The Committee is also responsible for dissemination of information to the Section's membership and for gathering information from the membership to be furnished to the Board, PNC, and National Headquarters. The chair will be appointed, and the Board contact member will be the Secretary. The Newsletter Editor is a member of the Committee.

Newsletter Editor

The Newsletter Editor shall be responsible for the publication of the Section's monthly newsletters. The work includes gathering and receiving various articles such as monthly program, meeting announcement, committee announcements, and activities of the National Society, the PNC, and the local Section; determining which items are to be included in the newsletter; editing; providing art work; and assembling and delivering the newsletter to the printer for publication. The Editor is responsible for making sure that the newsletter with the monthly meeting notice is mailed no later than seven days prior to each monthly meeting.

Any inserts in the newsletter must receive the approval of the Section's President. The newsletter's purpose is to inform the Section's members of meetings, actions and activities of the ASCE.

Several items shall be furnished the Editor on a routine basis from officers of the Section or committee chairs. Those items include:

1. Meeting announcements, which includes, date, time, menu, etc., is furnished by the chair of the House Committee.
2. An article on the monthly program and speaker is furnished by the chair on the Program Committee.
3. Minutes of the Board of Directors or a brief summary of the Board's action shall be furnished by the Secretary.

4. Announcements of meetings, programs and activities of the Section's various committees shall be furnished by the chairs of the committees.
5. Announcements relating to the PNC are generally initiated by an officer of the Council or the President or President-Elect of the Section, who are official delegates to the Council.
6. St. Martins' activities relating to Student Chapters are generally furnished by the Faculty Advisor or Student Chapter Contact Member.
7. Articles selected for publication are to be of interest to a significant number of members and will not be commercial in nature. The Board of Directors will determine the acceptability of those articles which are questioned by the Editor as being commercial in nature. If time does not permit the Board to review the matter, the President will make the determination.
8. President's Message furnished by the President.

7. MEMBERSHIP COMMITTEE

The Committee is responsible for sending out publications and information on the local Section, and forwarding membership packets furnished by National to prospective new members. The committee shall maintain records of the assigned membership and subscribing members of the Section and shall assist other committees of the Section in supplying membership data as requested. A list of new assigned members is received by the Secretary periodically and the new assigned member shall be sent a welcome letter. The Committee shall contact delinquent members and attempt to secure their dues. The President-Elect is the chair and Board contact member for the Committee.

8. NOMINATING COMMITTEE

The Nominating Committee consists of three elected members and the current President and immediate Past-Presidents. The Past-President shall be the Board Contact Member.

The Nominating Committee shall submit to the President a written report approved by all members of the committee, containing at least one nominee for each of the offices of President, President-Elect, Secretary, and Treasurer, two for Director and six for Nominating Committee. The nominees shall be subscribing members and may be of any grade in the Society membership.

The nominees must consent to the nomination and a list of the nominees shall be communicated to the entire subscribing membership in the notice of the March meeting. This must be ready two weeks before the March meeting to make the newsletter deadline. Additional nominations for any office may be submitted from the floor at the March meeting. Nominations may be made by petition and shall be furnished to the Secretary by April 1.

The nominees shall be voted upon by a letter of ballot mailed to the subscribing members of the Section and postmarked no later than April 15. Members shall have until the May meeting to mail ballots to the Nominating Committee which shall serve as a ballot counting committee. The Nominating Committee is responsible for having the ballot printed in time for insertion into the April newsletter. Arrangements for the printing and insertion shall be made with the Section's official printer of the newsletter. Ballots are to be returned to the Secretary.

9. PROGRAM COMMITTEE

A Program Committee is responsible for providing programs for each of the monthly Section meetings from September through May except for the Annual October meeting and a summer family-oriented tour. The program generally lasts approximately 45 minutes to one hour. The programs of the Section meeting greatly affect the attendance at the meetings and also stimulate the interest of the Section's members in ASCE. The subjects of the programs vary; however, it is best if they are of a general nature, which brings in several of the disciplines of civil engineering. In the past, early action has assured strong programs throughout the year. This technique has seemed to work very well. The Board Contact Member shall be the President.

Several meetings are reserved for specific programs. These meetings include:

October:

This is the annual Section meeting to present appropriate awards and to install new officers. Usually, no program is included at this meeting. The annual meeting chair shall recommend the program format.

December:

Joint meeting with the Seattle Section on a rotation basis, in Tacoma on even years and in Seattle on odd years.

February:

This is the meeting which the St. Martins' Student Chapter hosts. It is traditionally held during Engineer's Week and includes the Olympia Chapter of WSPE.

July:

This is the annual summer field trip. The summer field trip chair shall recommend the program format.

The committee should line up the speakers and subjects for each program well in advance of the meetings. The committee is also responsible for seeing what equipment is needed by the speakers and forwarding this information on to the House and Hospitality Committee so that the equipment will be available at the meeting. The committee is responsible for introduction of the speakers and also for making sure that a description of the program gets to the editor of the newsletter in time for publication. The committee chair is responsible for preparing a yearly budget and also forwarding any request for reimbursements for any expenses the committee accrues. It is anticipated that no more than one or two speakers need expenses reimbursed in a year.

The program committee should provide younger members the opportunity to give a brief technical report at meetings during the social hour.

10. SUMMER FIELD TRIP COMMITTEE

This Committee will be appointed by the President. The Board contact member will be the Director elected on an even year. The Summer Field Trip Committee will be responsible for all details of the trip.

The summer field trip should be of general civil engineering interest but be family oriented. It is usually scheduled for the month of July. Early information on the field trip to the general membership is important and should be arranged with the Newsletter Editor. All details of the trip shall be approved by the Board of Directors.

11. PAST PRESIDENTS COMMITTEE ¹⁰

This committee will be chaired by the Immediate Past President who will also serve as the Board Contact Member. Membership of the committee shall be all Past Presidents.

The committee shall:

- Advise the Board of Directors on specific matters as requested,
- advise in the selection of members for awards,
- assist in the preparation of award recommendations,
- assist in the annual presenting of a Section Outstanding Civil Engineering Achievement (OCEA) award,
- assist in promoting Section membership, and
- make recommendations to the Board on matters that it sees fit.

12. YOUNGER MEMBER FORUM COMMITTEE

The Younger Member Activities Committee will be responsible for all Younger Member (32 years or younger) activities of the Section. The Committee chair shall be appointed by the President; the Board contact member will be the President-Elect.

Responsibilities of the Committee include:

- Arranging for meeting of Younger Members.
- Coordinating Younger Member activities of the Section with those of National ASCE, Zone IV, and PNC.
- Facilitating the exchange of information from the Younger Member group to and from the Section, National ASCE, Zone IV, and PNC.
- Preparing a budget for the Younger Members group and submitting it to the Board of Directors, by September 1.
- It is expected that the Younger Members group will send a representative to the Zone IV Younger Members Annual Meeting.
- Contact member for the student chapter at Saint Martins College.
- Advise the Board of Directors on younger member areas of interest.

¹⁰ 5/31/88

SECTION XII

SPECIAL COMMITTEES

1. BUDGET COMMITTEE

A Budget Committee may be appointed by the President. The Chair will be appointed by the President, and the Board contact member shall be the Treasurer. The Committee will be responsible for preparing a proposed budget for the Section and for suggesting dues amount required to support the budget. The Board of Directors shall approve both the budget and the amount of dues in accordance with Article 3 of the Constitution and Article 1 of the Bylaws.

Guidelines for preparation of the budget and for submittal to the Board are contained in "Duties of the Treasurer."

2. DIRECTORY COMMITTEE

The Directory Committee shall be responsible for periodically publishing a new Directory or Addendum to the previous Directory. The Chair will be appointed by the President, and the Board contact member will be the President-Elect. The Directory, as a minimum, should include a list of officers and committee chairs, membership roster with both business and home address and phone numbers and indicate preferred mailing address, and list of past presidents and recipients of various Section and National awards, and a copy of the Section's Constitution and Bylaws. The chair should coordinate his activities with the Section's President-Elect and Awards Committee to obtain the necessary information. The Committee shall also be responsible for the printing and distribution of the Directory. A budget for this work shall be annually submitted and approved by the Section's Board of Directors.

3. HISTORY COMMITTEE

A Historian may be appointed by the President to maintain the file of past records and matters of historical interest of the Section. If a Historian is appointed, the term should not be less than five years, and the Board contact member shall be the Secretary. If a Section Historian is not appointed, the duties shall be assumed by the Secretary.

4. LEGISLATIVE COMMITTEE

The Legislative Committee functions in the political arena. The Committee can become active in federal, state, county or other governmental issues that are of interest to the profession (such as university engineering budget considerations and environmental issues of significance to the profession). The Chair and the Board contact member for the committee are appointed by the President. The committee is responsible for disseminating information from the AELC (Architects/Engineers Legislative Council) pertaining to state legislation. The chair of the Legislative Committee is responsible for keeping abreast of current activities of the AELC.

The committee reviews proposed legislation and comments on it as to its effect on the Civil Engineering profession. At times, the committee may request that the Board take an official stance on certain legislation that is being proposed. The committee and its members may also be called upon to testify at Legislative Committee hearings or for other governmental committees. The committee is responsible for establishing a key contact group which would consist of members of the society who have contacts with elected officials and who are available to communicate the position of the Section. The committee should be very active prior to and during the sessions of the state legislature. The committee, at times, seeks the advice of other Section committees that may be more versed on a particular legislation topic.

The AELC holds weekly meetings before, during, and after the state legislative session. The Tacoma-Olympia Section is invited to attend these meetings. The AELC representative is responsible for reporting the status of pending legislation (such as the Engineer's Registration Act, A/E Section Bill) and to poll the Board members of any proposed changes to legislation.

5. PUBLIC INVOLVEMENT COMMITTEE¹¹

"The Committee, working with Sections, Branches, and Councils shall develop policies and implement procedures to encourage professional involvement by members of the Society as concerned citizens in public affairs. It shall be responsible for promoting, encouraging, and implementing the formation of public involvement committees in each Section, Branch and District Council. Activities can range from volunteer efforts on behalf of community service organizations to providing assistance to governmental agencies and community action groups. The Committee shall, on a continuing basis, seek to develop professional program sessions on subjects related to the basic charge of the committee, for presentation at National Meetings of the Society, and articles related to the same charges for consideration by the Editor of the Journal of Professional Issues in Engineering."

6. TECHNICAL ACTIVITIES COMMITTEE

The chair of the Technical Activities Committee shall be appointed by the President. The Board Contact Member is the President.

The Committee is responsible for all Technical Activities of the Section including:

- Coordination with the Technical Activities Committees at the National headquarters' levels.
- Informing the general membership of technical activities, information, and opportunities to serve.
- Forming Section technical activities groups.
- Coordinating Section technical activities with those of the Seattle Section. (Sections may combine activities and groups.)
- Arranging for technical activities meetings, seminars, and training.
- Attending the Zone IV Technical Activities meeting.

7. OTHER COMMITTEES

Other committees shall be appointed by the President as appropriate. Each committee shall have a Board contact member.

¹¹ 10/1/93

SECTION XIII

POLICIES OF EXECUTIVE BOARD

1. The Board of Directors will approve/disapprove the furnishing of mailing lists of Members to requesters. The Board shall be guided by whether or not the proposed mailing will be of technical interest to Members, as well as whether or not such mailing would provide a practical, i.e., geographically and/or timely, convenience to a significant number of members. If time does not permit the Board of Directors to issue such approval/disapproval, the President will do so, using the above as guidelines.
2. The newsletter shall be furnished to all assigned members using first-class mailing without regard to their paying local Section dues.
3. Articles selected for publication in the Newsletter are to be of interest to a significant number of members. The Board of Directors will determine the acceptability of those articles which are questioned by the Editor. If time does not permit the Board of Directors to review the matter, the President will make the determination.
4. The price of meals at the Section's monthly meeting shall be one-half price for the first five students.
5. The Section should reimburse its officers or attendees to the amount permitted by the budget and as authorized in advance of the expenditure by the Board of Directors for travel and out-of-pocket expenses incurred in connection with their required, official travel to attend the following meetings:
 - (a) ASCE Annual Convention (President and one younger member).
 - (b) Two Pacific Northwest Council meetings each year (President and President-Elect, or Board-appointed substitute who are the Section's official delegates).
 - (c) Zone IV Management Conference (Board-appointed two attendees).
 - (d) Zone IV Younger Members Conference (Board-appointed attendee).
 - (e) Zone IV Student Management Conference (student member and one senior member).
 - (f) Zone IV Technical Activities Conference (one member).
6. The member shall prepare an estimate of the trip costs and of out-of-pocket expenses for submittal to the Board for their approval prior to commencing the travel. Reimbursement provided by National Headquarters, ASCE, or the members' agency or firm will be deducted from the total travel and out-of-pocket expenses prior to determining the Section's obligation.¹²

¹² 5/31/88

SECTION XIV ¹³

HORACE J. WHITACRE SCHOLARSHIP

The Horace J. Whitacre Scholarship was endowed by the Tacoma-Olympia Section at St. Martin's College, Olympia, in 1977. The Scholarship was re-chartered in 1987. The fund is owned and administered by St. Martin's College and is to be invested so as to produce annual income to provide scholarship support for one or more Civil Engineering students.

Eligibility

A student to be eligible for support from the Scholarship must:

- Be enrolled in the College's Civil Engineering curriculum,
- Be a member in good standing of the Student Chapter of ASCE,
- Show evidence of sound academic performance, maintaining a grade point average of at least 2.50,
- Show evidence of traits to be looked for in members of the professional engineering community, and
- Apply for the scholarship through the Engineering Division to the St. Martin's College Scholarship Committee.

Each recipient will be selected without consideration of financial need, and the financial aid policies of the college will not govern the selection.

Selection of Recipients

The Scholarship recipient(s) is selected in January or February by the College Scholarship Committee and an appointed member of the Section. The Section's appointed member should seek the advice of the Student Chapter Contact Member and the Faculty Advisor relative to the selection of the recipient(s). In addition, he/she should assure that a faculty member of St. Martin's College Civil Engineering Division participates in the selection process as a member of the College Scholarship Committee. The College will identify the funds available each year and notify the Section of the award process. Selection of the awardee(s) will be completed prior to the annual joint meeting of the Section and the Student Chapter. The awards will be made at the annual meeting with a joint presentation by the College and the Section. The Section will provide a plaque to the Student Chapter containing the name of each recipient. The plaque will be presented at each annual meeting to the recipient(s), who will in turn present it to the Student Chapter President.

Section Responsibilities

The letter of agreement between St. Martin's College and the Section and records of the Horace J. Whitacre Scholarship fund are on file with the Secretary of the Section. The Treasurer is authorized to pay to the Scholarship fund all moneys received in contributions or grants. The Treasurer provides for the plaque to be presented to the Student Chapter and for adding the name of each recipient to the plaque.

The Treasurer will prepare an annual accounting of the Scholarship, including the fund's principal, new endowments made during the year, interest earned, amount awarded, and names of the recipient(s) of scholarship awards. The President will forward a copy of the annual accounting to St. Martin's College and secure a statement of concurrence from them. The Secretary will maintain all records of the scholarship. It is important that all contributions to the fund be designated as additions to the endowed principal, otherwise the College may add the contributions to a "current account" and award them as part of a current scholarship. The Section may choose to make scholarship awards separate from the Horace J. Whitacre Scholarship, but such awards need to be properly noted.

Accounting

During the period 1977-87, detailed accounting of the Scholarship was not accomplished. Detailed accounting began in 1988, and the Secretary maintains the accounting records.

In the eventuality that the current engineering program at St. Martin's College should be terminated or substantively changed, or that the College should cease to exist, the corpus of the fund at the time would be transferred to the Tacoma-Olympia Section, ASCE. The Board of Directors will be responsible for rendering the fund to an appropriate institution or organization within the Section's boundaries through which it could be used for a similar purpose. If an appropriate institution or organization does not exist within the Section's boundaries, the Board of Directors may establish and administer a Civil Engineering Scholarship program directly. Funds will be invested so as to produce an annual income which will be awarded as scholarships to high school students enrolling in undergraduate civil engineering programs at accredited colleges or universities.

SECTION XV ¹⁴

OUTSTANDING LOCAL CIVIL ENGINEERING AWARD

The Tacoma-Olympia Section shall annually present a Section Outstanding Civil Engineering Achievement (OCEA) award to recognize outstanding small civil engineering achievements within the geographic area of the Tacoma-Olympia Section.

Section and Award Process:

All members of the Tacoma-Olympia Section are encouraged to nominate projects for consideration. Nominations must be submitted using the standard application form. The form will be provided by Secretary upon request.

The evaluation of nominated projects will be made by the Past-Presidents Committee with final selection made by the Board of Directors of the Tacoma-Olympia Section.

A Plaque to honor the winner of the Section OCEA will be presented at the Tacoma-Olympia Section Annual Meeting. The cost of the plaque is to be covered from Section and National ASCE funds.

All entries become the property of the Tacoma-Olympia Section ASCE.

Questions concerning this process should be directed to the current chair of the Past-Presidents Committee.

The entry requirements for the project are as follows:

1. The design must be accomplished under the direction of a civil engineer who is a member of a Section within the geographic area of the Pacific Northwest Council ASCE.
2. The project must be within the geographic area of the Tacoma-Olympia Section.
3. The project must be nominated by a member of the Tacoma-Olympia Section ASCE.
4. The project construction cost is not to exceed \$4 million.
5. The work must be substantially completed within the preceding calendar year.
6. The project must be predominantly a civil engineering work.

Evaluation Criteria:

The evaluation criteria for the project award shall consider the following elements; excellence in design, innovation, compatibility with the environment, contribute to public welfare and/or safety, cost effectiveness, esthetics and effective use of materials and resources.

Schedule:

Activity	Dates
Section Newsletter Nomination Notices	November and December
Receipt of Project Nominations	January 31
Past-President's committee Evaluation	March
Section Board Selection of OCEA Project	April
Plaque Preparation	September 15
Award Presentation (Section Annual Mtg.)	September or October

APPENDIX-A

TACOMA-OLYMPIA SECTION ASCE PAST-PRESIDENTS

Name	Year	Name	Year
Jay L. Stannard	1930	G. Donald Johnson	1970
Ross K. Tiffany	1931	Donald L. Hansen	1971
C. E. Putnam	1932	Lawrence B. Ames	1972
Walter J. Ryan	1933	Hollis R. Goff	1973 *
Willabald A. Kunigk	1934	Charles S. Gloyd	1974 *
G. L. Parker	1935	Lawrence C. Miller	1975
John F. Hart	1936	Oscar R. George	1976 *
Edward C. Dohm	1937	James S. Justus	1977 *
Edward L. Warner	1938	Umesh C Vasishth	1978 *
Ronald C. Knapp	1939	Dennis M. McMenamin	1979
Bert D. Thomas	1940	William M. Whitacre	1980 *
Fred C Dunham	1941	V. William Korf	1981
Lothrop Crosby	1942	Peter H. F. Malsch	1982 *
Charles H. Williams	1943	Kris G. Kauffman	1983 *
C. A. Strong	1944	Lyman F. (Skip) Bush	1984 *
Ralph W. Finke	1945	Donald D. Ernst	1985 *
Freds M. Veatch	1946 *	Karen J. Larkin	1986 *
Charles E. Andrew	1947	Philip J. Carpenter	1987 *
John L. Stackhouse	1948	Daniel H. Brady	1988 *
Arthur Johnson	1949	Wayne T. Gruen	1989 *
John S. Abel	1950	John M. Adsit	1990
Nels E. Olson	1951	William Larkin IV	1991 *
Roy L. Greene	1952	James R. Carlsen	1992 *
Arthur M. Buell	1953	Gary Beckner	1993 *
Horace J . Whitacre	1954	Jerry Hendricks	1994 *
Charles C. McDonald	1955 *	Craig Olson	1995 *
Daniel G. O'Shea	1956 *	Barbara Proft	1996 *
Harold F. Sitts	1957 *	Richard E. Swanson	1997 *
Earl C. Simpson	1958	Rebecca Vader	1998 *
Winfred T. Robertson	1959	Jim Brigham	1999 *
Harold A. Hagestad	1960	Kathy Hargrave	2000 *
John A. Petteys	1961 *	Richard E. Swanson	2001 (1 st 2 nd Term)
Myron D. Calkins	1962	R. Michael Hale	2002 *
Paul E. Meyer	1963	Chris Beckman	2003
Charles C. Nichols	1964	Connie Linden	2004
Thomas W. Anderson	1965 *	Kathy Hargrave	2005 (2 nd Term)
George O. Shanafelt	1966 *	Susan Coffman	2006
Eugene D. Lee	1967 *	R. Michael Hale	2007 (2 nd Term)
Wesley E. Taft	1968 *	Bernie Hargrave	NEXT
Willis E. Horn	1969 *		

* *Received Past-Presidents Pin*