DUTIES

AND

PROCEDURES MANUAL

UTAH SECTION

AMERICAN SOCIETY OF CIVIL ENGINEERS

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ACKNOWLEDGEMENTS

The Utah Section of the American Society of Civil engineers has no paid staff. As such, it achieves only those things undertaken by its members, on their own time and usually at their own expense. Such is the case with this manual. We acknowledge the initiative and great effort of the Past-President's Council of the Utah Section who originally assembled this document and those who helped revise it. As individual members take their turn in positions of leadership in the Section and Branches, this manual originally conceived and written in 1989-1990 has been a great aid to understanding the organization and individual roles. This manual will be expanded and revised periodically, but it would not exist at all were it not for the foresight of these experienced leaders. The Section and its future leaders are in their debt. The original authors of this are as follows:

Richard Heap
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This manual may have been forgotten or lost without the continuation of the Past-President’s Council. The people responsible for the update of the 2012 edition are as follows:

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Craig Bagley
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Forward

This manual has been prepared and updated by the Utah Section Past-President's Council to define the organization, duties and procedural elements of the Utah Section of ASCE. It is intended that each officer and committee chairperson should receive and become familiar with the manual and carry out the responsibilities outlined herein. This manual is to become a part of each committee's file and be transmitted to the new chairperson or officer at the Section annual meeting. This will provide the continuity which is essential to maintain effective workings in succeeding years.

This manual is a guideline. Binding ASCE regulations for the Utah Sections and Branches are found in the Utah Constitutions and Bylaws, included in the Appendix. Vital information concerning society organization and policy is found in the ASCE Official Register, published annually. Each officer should obtain a current copy of the Register from headquarters and become familiar with its contents. The latest edition of the Register can be downloaded at http://www.asce.org/or/

It is anticipated that this manual will be updated every even year in order to keep it current with the activities of the Section. All recommendations for revisions to the manual should be addressed to the Secretary of the Utah Section. The Section Secretary will coordinate with the Past-President's Council, and other interested persons in the preparation of any proposed revisions, which will then be presented for consideration and possible adoption by the Section Board of Directors.
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PART A - UTAH SECTION
SECTION I
SECTION DATA AND BOUNDARY

General

Section established in 1916

Member of the Utah Engineers Council

Tax ID # 23-7381232

The Utah Section is a member of the Region 8 Board of Governors

The Utah Section’s boundary is that of the State of Utah

Subsidiary Organizations

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

Branches

Branches are the main subsidiary organizations of the Section. The Branches have been organized into four geographic regions (see map) and are described below:

- Northern Utah Branch (Counties of Box Elder, Cache, Rich, Morgan, and Weber)
- Wasatch Front Branch (Counties of Tooele, Davis, Salt Lake, Summit)
- Central Utah Branch (Counties of Juab, Millard, Utah, Sanpete, Sevier Wasatch, Duchesne, Carbon, Emery, Grand, Uinta, and Daggett)
- Southern Utah Branch (Counties of Beaver, Piute, Wayne, San Juan, Iron, Garfield, Washington, Kane)

Other Subsidiary Organizations:

Younger Member Forum

Geotechnical Institute

Structural Engineering Institute
SECTION II
INTRODUCTION

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

1. Dedication of individual members to goals of the organization.
2. The clarity with which the goals are stated.
3. The officer's sensitivity to the needs of members.
4. Organization and distribution of duties to officers and other volunteers.
5. Division of responsibility among volunteers.
6. Leadership style of the officers in charge.

The Utah Section of the American Society of Civil Engineers is governed by a Board of Directors composed of 11 voting members:

- Immediate Past-President
- President
- President-Elect
- Secretary-Treasurer
- Utah Engineers Council Representative
- President of the Northern Utah Branch
- President of the Wasatch Front Branch
- President of the Central Utah Branch
- President of the Southern Utah Branch
- Geo-Institute Chairman
- Structural Engineering Institute Chairman
- President of the Younger Member Forum

The Utah Section Constitution and Bylaws are the authority under which the Section operates. Responsibility for the Section’s policies and activities rest with the Board. The President-Elect sequentially becomes the President and then the Immediate Past-President, thus serving three years. The Secretary-Treasurer serves a two-year term. All members of the Board are voting members and should actively participate in all Board decisions.

Most of the work, for a successful section, is accomplished through Branches, several committees and technical groups. Each committee is headed by a chairperson who is appointed by the President. The committee works under the direction of the President, or another member of the Board who has been delegated that responsibility, and consists of as many members as deemed desirable or necessary to carry out the mission of the committee.
Technical groups are organized with the approval of National, are headed by a chairperson appointed by the President, and include as many members of the Section as may have an interest in that specialty of engineering. Activities of technical groups are subject to the control of the Section. Each technical group has contact with the Board through a specified Board member. To the degree possible, Board members are assigned responsibility for those technical groups of the greatest interest to them.

The Utah Section is divided into four Branches. The Section is responsible for the annual meeting and supervising technical groups, whereas, the Branches are responsible for regular meetings, as established by their respective Constitutions and Bylaws, and other associated activities.

Each Branch has at least one accredited university Student Chapter or “Club” within its boundaries and should support the activities monetarily and through physical participation. A Faculty Advisor is selected by the Civil Engineering Department Head and is approved by the Branch President. They each serve a term of three years. At least one Practitioner Advisor formerly known as “Section Contact Members” is appointed for each Student Chapter by the Younger Member Forum; they shall serve a term of 1 year. The Practitioner Advisor will provide liaison between the Student Chapter and the Younger Member Forum/Branches/Section.

A proposed Section Budget shall be prepared by the Finance Committee and will be submitted to the board for comment, revision and action at the Section Budget Board Meeting in August. The Section Board will determine the timing and amount of the payment they will receive from the Section. Branch officers are responsible to provide a scholarship award to an accredited university Student Chapter.

The Board started a scholarship fund in 1990. The scholarship award was originally intended to rotate between universities. It is now the policy of the Board to continue to contribute Section funds to this account and distribute a scholarship to each Branch to supplement their own scholarship award.

In 2012 the Board re-established a scholarship nest fund. The intention is to add as much as possible to the fund each year until it is self-supporting.
SECTION III
DUTIES OF THE SECTION PRESIDENT

The President serves as chairperson in conducting Board, and Section meetings and activities. The President assumes office at the annual Section meeting after having been elected to the position of President-Elect, served as the President-Elect for one year, and has attended Region 8 Workshop for Section & Branch Leaders. The term of President is for one year. He/She signs letters being sent by the Section or assigns other board members to do so as conditions indicate; develops agenda for Board meetings, appoints chairpersons of committees and technical groups; serves as executive officer of the Section and as Board contact for one or more committees/technical groups.

The President is the official representative of the Section to the public. The President is the only authorized representative allowed to speak for the Section to the media. The President will be the Section’s official delegate to the ASCE Annual Conference in October. The President and President-elect are the Section’s delegates to the Region 8 Assembly meetings in October and January.

The President will be expected to attend the following ASCE National and Regional meetings:

1. Region 8 Board of Governors Spring Assembly Meeting: 2nd Thursday of January;
2. Region 8 Board of Governors Fall Assembly Meeting: 1st or 2nd Thursday of October;
3. ASCE Annual Convention: 3rd Thursday and Friday of October.

The President will serve as Chairperson of the Finance Committee and shall lead the committee in preparing a Section budget for presentation at the Budget Board Meeting in August. Further detail on the Section Budget is included in the Finance Committee section of this manual.

The President's duties also include:

- Holding monthly Board meetings.
- Responsibility for Section and Technical meetings.
- Preparing the region 8 report for fall meetings.
- Assisting Secretary-Treasurer in the preparation of a final report of Section and Branch activities by soliciting reports from committee/technical group chairpersons, Branch leaders, and Student Chapters.
- Appointing the Board contact representatives to the various committees and technical groups.
- Taking responsibility for oversight of the publication of the monthly newsletter.
- Assisting the President-Elect in committee assignments and in organization for the coming year.
• Preparing a committee assignment list and forwarding it to newsletter editor for publication.
• Maintaining a record of ASCE policies and resolutions.
• Submitting President's Message column to be included in the Section newsletter and organizing other related articles.
• Preparing or approving miscellaneous correspondence for the Section.
• Sending Board meeting agendas to Board members and all committee and technical group chairpersons.
• Ordering plaques for outgoing Past-President of Section and Branches for presentation at Annual Meeting.
• Responsible to visit at least one meeting in each Branch during the year.
• Responsible to meet with the Younger Member Forum leadership twice during the year.
• Responsible to write a technical article representing the Section in the Utah Engineers Council Journal.
SECTION IV
DUTIES OF THE SECTION PRESIDENT - ELECT

The President-Elect is elected by the Section membership and serves a one-year term. The President-Elect acts for the President in his/her absence, otherwise assists the President in carrying out the duties of his/her office, and serves as public relations and membership chairperson. He/She may also be assigned as the Board contact for one or more committees/technical groups. The President-Elect will serve as one of the two delegates to the Region 8 Assembly meetings in October and January. The President-Elect will serve as a member of the Finance Committee and shall assist the committee in preparing a proposed Section budget for presentation at the Budget Board Meeting in August.

The President-elect will be expected to attend the following ASCE National and Regional meetings:

1. Presidents & Governors Forum Headquarters Orientation: 3rd Sunday and Monday of September;
2. Region 8 Board of Governors Spring Assembly Meeting: 2nd Thursday of January;
3. Region 8 Board of Governors Fall Assembly Meeting: 1st or 2nd Thursday of October;
4. Region 8 Workshop for Section and Branch Leaders: 2nd Friday in January.

As membership chairperson, the President-Elect is responsible for contacting new National members assigned to the local Section, but not located within the boundaries of any branch, sending out publications and information on the Utah Section and forwarding membership packets furnished by National to prospective new members. The Secretary-Treasurer periodically receives a list of newly assigned Section members and should make this list available to the President-Elect. Each new assigned member should be sent a welcome letter.

As public relations chairperson, the President-Elect assists civil engineers in becoming more recognized by preparing news releases pertaining to the installation of new Section and Branch officers, awards, or other items where members or their projects are honored or recognized. These releases will be submitted to the Section President for release to the public.

All new Committee Chairpersons should be selected by the President-Elect before he/she takes office as President at the annual meeting, so programs can be established for the coming year. Board Contact Members and Past Committee Chairpersons can be of assistance in this process.

The President-Elect is responsible for making all arrangements for the Annual Meeting including venues, technical tours, meeting/meal specifics, speakers, guests and presenters. Additionally, the President-Elect is responsible for sending out notices for the Annual meeting at least 30 days prior to the meeting. Arrangements for the annual meeting should be initiated at least three months prior to the meeting.
The President-Elect is responsible for writing at least one technical article for the Section newsletter.

NOTE: The position of President-Elect is as much a learning position as it is a serving position. The person chosen for this position must be committed to investing significant time and effort in researching, discussing, reading, and querying current, past and present section and branch officers, so as to be fully prepared to assume the role and responsibilities of President.
SECTION V
DUTIES OF THE SECTION SECRETARY-TREASURER

The Secretary-Treasurer is elected by the Section membership to a two-year term of office in even-numbered years, and is responsible for the Section's records and finances. He/She keeps minutes of all Board and Section meetings, provides copies of Board meeting minutes to members of the Board and committee/technical group chairpersons, and writes summary reports of Section accomplishments for submission to National ASCE Headquarters. He/She responds to communications directed to the Secretary-Treasurer.

The Secretary-Treasurer is responsible for handling the funds of the Section, assuring their safety and prudent use. He/She pays Section obligations under the direction of the Board and keeps the Board apprised of whether expenditures of the Section are in accordance with the budget approved by the Board. The Secretary-Treasurer recommends, and with approval of the Board, and invests Section funds. The Secretary-Treasurer will serve as a member of the Finance Committee and shall draft the committee’s report on the upcoming year’s proposed Section budget for presentation at the Budget Board Meeting in August.

The Secretary-Treasurer shall maintain the Section's checking and savings accounts in a bank or savings institution of his/her choice. Invested Section funds are maintained as directed by the Board.

For tax purposes the local Utah Section is covered under Section 501 (C) (3) of the U.S. IRS Code because of its educational activities. National files a joint tax return each year for most Sections, including Utah. If the Section receives tax forms and IRS correspondence, it is to be sent to the Controller at National with a request that he/she take appropriate action on the matter.

The Secretary-Treasurer's duties include:

- Receiving monthly lists of current Section members and new Section members from National and forwarding them to the Section President-Elect.
- Responsibility for forwarding the Section and Branch to the newsletter editor.
- To maintain a current electronic list of all the Section members and member contact information
- To email the Section newsletter to all Section members
- To compile and provide Section newsletter information to the Newsletter Editor at least three days prior to publications
- To start in October to prepare the Section Annual Report for the previous fiscal year for submittal to National Headquarters by November 15.
- To hold a Finance Committee tax meeting in December
- Receive lists of new local dues paying members beginning in November of each year.
• Assisting the President and President-Elect in preparing the Section reports for the Region 8 Assembly meetings in January and October;
• Annually updating the "Duties and Procedures Manual" as directed by the Past-President's Council for ratification by the Section Board of Directors. Disseminate updated portions of the manual to those who have copies.
• Annually updating list of past officers found in the Appendix of this manual.
SECTION VI

DUTIES OF THE SECTION IMMEDIATE PAST-PRESIDENT

The Immediate Past-President assists the President, serving as a source of information and guidance, as requested. He/She serves as chairperson of the Awards Committee and may also serve as Board contact for one or more other committees/technical groups. The Section President automatically assumes this office immediately after serving his/her term as President, and serves in this capacity for one year.

The Immediate Past-President's duties also include:

- Serving as Chairman of the Past-President's Council.
- Responsibility for the technical activities at the Annual Section Meeting.
- As Chairperson of the Awards Committee, responsibility for selection of an ASCE Engineer of the Year and Engineering, Educator of the Year. These people are honored at the Section Annual Meeting. Responsibility for submission of nomination forms and other pertinent information regarding these engineers to the Utah Engineer's Council for these two awards by the following January 1.
- As Chairperson of the Awards Committee, responsibility for selection of an ASCE Project of the Year.
- Serves as Representative to the Utah Engineer's Council, if no other Representative is specifically named.
- Section fundraising.

The Immediate Past-President will be expected to assume the role of President if the duties of the President cannot be fulfilled. This includes serving the Past-President term for the president who was not able to fulfill that role.

NOTE: The Immediate Past-President should be as active as that of the President-Elect and President. The Immediate Past-President needs to be aware of all the activities of the Section and be an active member of the Board. He/She should be prepared to take over the role of President with short or no notice. The Immediate Past-President should be prepared to continue that role if a successor cannot fulfill those duties.
SECTION VII

REPRESENTATIVE TO THE UTAH ENGINEER’S COUNCIL

The Utah Engineer's Council (UEC) is an organization made up of various engineering and science societies in Utah. As one of the larger member societies on the UEC Council, ASCE has typically played an active and important role in the Council. UEC’s purpose is to promote cooperation among the various branches of engineering and science in Utah. In addition, develop recommendations regarding public policies wherein the application of the art and science of engineering will contribute to the general welfare of the community. Its primary functions include the planning and coordination of annual Engineering Week activities (usually held during the week of President's Day in February), awarding of annual engineering scholarships, fostering coordination and communication between the various engineering societies, coordination with the Utah Division of Occupational and Professional Licensing, Representative Committee for Professional Engineers and Land Surveyors, on the activities of the Representative Committee and the filling of vacancies on the Committee, and participating in other similar issues and activities common to the engineering profession.

The UEC covers its basic operating expenses through the assessment of dues to the member societies. These dues are based on the total number of membership of each society. Engineering Week, scholarship, and other expenses are supported through an annual fund raising drive.

The Section representative to the Utah Engineer's Council is appointed by the Section President, and serves a term of two years. If a Representative is not appointed, the current Immediate Past-President assumes this assignment by default. The Representative's duties include:

- Attending monthly UEC meetings.
- Active participation, on behalf of ASCE, in the planning and execution of annual Engineering Week activities, including the sale of Engineering Week Banquet tickets to interested members of ASCE.
- Participation on a committee as a chair or member
- Reporting to the UEC pertinent information about upcoming Section and Branch activities and meetings.
- Keeping Section officers and the newsletter editor appraised of UEC activities.
- Coordination of the submission of ASCE's nominees for Engineer of the Year and Engineering Educator of the Year and Fresh Face of the Year. Selection of the nominees is the responsibility of the Immediate Past-President and the Awards Committee.
SECTION VIII
DUTIES OF THE COMMITTEE CHAIRPERSON

Each committee has a responsibility to carry out its purpose on behalf of the Section. The committee chairperson should understand responsibility of the Committee and organize it to ensure that the responsibility is fulfilled. He/She staffs the committee with Section members under the direction of the Board of Directors. Pertinent facts relating to the operation of their committee should be made known to the Board either through the Board contact or in person, if appropriate. Committee chairpersons have responsibility at the end of their term of office to submit to the Secretary-Treasurer a written summary of the year's activities and a budget request for the upcoming year.
SECTION IX
COMMITTEE COMPOSITION AND DUTIES

PAST-PRESIDENT’S COUNCIL

The Past-President's Council shall be composed of Past-Presidents of the Section who are willing to serve. The President and Secretary-Treasurer of the Section shall be ex-officio members of the Council and the Immediate Past-President shall serve as chairperson. The Council shall serve as the Awards Committee, shall oversee modifications to the "Duties and Procedures Manual" in conjunction with the Section Board and Secretary, and shall otherwise assist and advise the Board when called upon. The Past-President's Council will be expected to meet at least twice a year, once in person.

AWARDS COMMITTEE

The Past-President's Council shall serve as the Awards Committee, with the Immediate Past-President as Committee Chairperson. The Awards Committee will meet at least once a year in March or April. It shall be the duty of the Awards Committee to receive grants, gifts and bequests; to award such fellowships, scholarships, and prizes as may be established; and to administer such funds as may accrue thereby.

Rules and criteria shall be established 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.

Individuals who have given service beyond what is normally expected shall be selected by the Awards Committee to receive the "Civil" Award (Council of Individuals Valiantly Improving Life) and shall be given a pin and honored at the Annual Meeting.

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.

The Awards Committee shall select an ASCE "Engineer of the Year", "Engineering Educator of the Year", and “Fresh Face in Engineering” each year. These engineers shall be selected in April to be honored at the Section Annual Meeting, and their names submitted to the Utah Engineer's Council by November 1st as the ASCE nominees for the annual UEC awards banquet. The UEC awards are presented at the Engineers Week Banquet in February. The Awards Committee may also select an "Engineering Project of the Year" for recognition at the Annual Meeting. The section awards committee supports the Region 8 award program.
The Chairperson of the Awards Committee shall annually update the list of past awards recipients found Section VI of the Appendix of this manual.

**NOMINATING AND ELECTION COMMITTEE**

The Nominating and Election Committee consists of at least three members appointed by the President. They shall be appointed by March 1st but in no case later than 45 days prior to the Annual meeting.

It is duty of the Nominating and Election Committee to obtain the nominations for all Branch and Section positions and to conduct the elections.

The Nominating and Election Committee shall submit to the President and Secretary in April a written report approved by the Committee, listing at least two nominees for each of the offices of President-Elect, and Secretary-Treasurer (when applicable) for the Branch and Section positions up for election. The nominees shall be subscribing members of the Utah Section who are of any membership grade within the Society.

The nominees must consent to the nomination, fill out and sign the Nomination and Acceptance form. A list of the nominees shall be communicated to the entire subscribing membership in a ballot, either electronic or paper, at least 20 days prior to the annual meeting, as outlined in Article II, Section 1 of the Constitution Bylaws. The ballots need to be submitted to the Secretary-Treasurer with enough time to be sent to the membership by the third week in April. Two weeks will be given for the election period.

The Nominating and Election Committee shall submit to the President and Secretary in April a written report approved by the committee, listing the winners of the election for each of the offices of President-Elect, and Secretary-Treasurer (when applicable) for the Branch and Section positions.

**HISTORY AND HERITAGE COMMITTEE**

The History and Heritage Committee consists of Section members appointed by the Board. Each member serves a term of three years. The Committee shall maintain the file of post records and matters of historical interest, and should coordinate with pertinent historical committees at National and other local historical societies or organizations. Permanent files of the Utah Section are located electronically at the Sandy offices of McNeil Engineering.

**STATE AND GOVERNMENT RELATIONS COMMITTEE**

The State and Government Relations Committee will be the member’s resource for staying informed and getting involved with the elected and appointed officials in the state. The Committee will be a high-functioning and respected legislative resource that is consistently relied upon to
develop, comment on and support legislation that impacts the public health and safety. The Committee will be the Sections representation to the elected and appointed officials in the state.

FINANCE COMMITTEE

The Finance Committee consists of the Immediate Past-President, President-Elect, President and the Secretary-Treasurer. Every other year, the exiting Secretary-Treasurer will act as an advisor to the Finance Committee and will attend the Finance Committee Budget meeting in July. The current President will serve as the Committee Chairperson. It shall be the duty of the Finance Committee to review the previous year’s budget, to establish the upcoming budget, to present and report their findings to the Board of Directors, prepare the Section’s tax return, and the financial section of the Annual Section Report due in November.

The Finance Committee shall meet in July to fulfill the duty of reviewing the previous year’s Section budget and to draft the upcoming Section budget. Additionally, in keeping with the bylaws, the Finance Committee shall review and prepare for approval of each subsidiary organization’s budget. The Finance Committee will submit to the Board of Directors a written budget proposal for consideration and action in the Section Budget Board Meeting in August.

The Finance Committee shall meet in December to review and approve the section tax return prepared by the Committee Chairperson. The tax return shall be ready to submit to the ASCE National Finance Department no later than January 15.

It shall be the duty of all the members of the Finance Committee to read and understand the ASCE Section Financial Manual. This is updated by the ASCE National Finance Department periodically. The most current version can be found at:

https://files.asce.org/xythoswfs/webui/_xy-131500_1-t_XjZZjtD1

with the password “ascesections”.

The Branches shall report their financial records to the Finance Committee Chair no later than the last Friday in October.

COMMUNITY SERVICE COMMITTEE

One of ASCE's national strategic goals is to enhance recognition of civil engineering as a highly respected profession and a desirable and rewarding career. It is our professional duty and obligation to engage in public service as an essential means of practicing civic leadership outside of our employment toward the goal of improving our image. The Community Service Committee will be responsible for achieving these goals for the Section. The Committee will provide an opportunity for the Section members to volunteer in public service to provide an expanded perspective that helps visualize and implement better civil works.
OTHER COMMITTEES

The Board of Directors may establish other committees to fulfill specific purposes, as needed. Such committees may include Continuing Education, Professional Practice, Program, or Public Information.
SECTION X
SUBSIDIARY ORGANIZATIONS

BRANCHES

See PART A - SECTION I for Branch boundaries and descriptions; PART B for duties.

YOUNGER MEMBER FORUM

The Utah Section Younger Member Forum (YMF) provides services to younger engineers (35 years or younger) and engineering students throughout the Section. The YMF will enhance their understanding of their career in the Civil Engineering profession and assist in the transition from Student Member to Associate Member to Member status in ASCE. The YMF will be responsible for all Younger Member activities of the Section. The responsibilities of the YMF are as outlined in the YMF Bylaws and include, but are not limited to:

- Arranging meetings of Younger Members.
- Coordinating Younger Member activities of the Section.
- Facilitating the exchange of information from the YMF to and from the Branch/Section.
- Preparing a budget for the YMF.
- Sending a representative to the Western Region Younger Member Council Meeting.
- Providing Practitioner Advisor for the Student Chapters.
- Advising the Section Board on Younger Member areas of interest.

GEO-INSTITUTE – UTAH CHAPTER

The Geo-Institute provides members with opportunities to expand and share their knowledge and expertise of geotechnical engineering and geotechnical construction, particularly as it relates to the environment of the Utah Section. The Geo-Institute aims to accomplish this through technical lectures and specialty seminars.

STRUCTURAL ENGINEERING INSTITUTE – UTAH CHAPTER

The Structural Engineering Institute provides members with opportunities to expand and share their knowledge and expertise of structural engineering, particularly as it relates to the environment of the Utah Section. The Structural Engineering Institute aims to accomplish this through technical lectures and specialty seminars.
SECTION XI
NEWSLETTER EDITOR

The Newsletter Editor shall be responsible for the publication of the Section's ten monthly newsletters. The newsletter shall be called “The Civil Source”. The work includes gathering and receiving various articles such as monthly programs, meeting announcements, committee announcements, and activities of the National Society, the Utah Section, the local Branches, and the Utah Engineer's Council; determining which items are to be included in the newsletter; editing; providing art work; and, assembling and delivering the newsletter for publication. The newsletter is to be sent electronically to all members of the Utah Section.

Any major changes in the general format of the newsletter should be approved by the Board. Any inserts in the newsletter must receive the approval of the Section's President or, preferably, the Board. It should be remembered that the newsletter's purpose is to inform the Section's members of meetings, actions and activities of the American Society of Civil Engineers. Its purpose is not for promotion of individual firms or members of the Section other than through standard columns that may be approved from time to time by the Board through the President.

Several items shall be furnished the editor on a routine basis from officers of the Section or Branch or appropriate committee chairpersons. Those items include:

- Meeting announcement, which includes date, time, program, etc., furnished by the chairperson of the Program Committee from each Branch.
- An article on the previous month's program and speaker, furnished by the Branch Secretary-Treasurer or other designated officer or committee chairperson.
- Business card advertisements, furnished by the Section Secretary-Treasurer upon receipt of the yearly advertisement fee.
- Minutes of Board meetings or a brief summary of the Board's action, furnished by the Section Secretary-Treasurer.
- Announcements of meetings, programs and activities of the Section's various committees, furnished by the chairperson of the committee.
- Announcements relating to Region 8, generally initiated by an officer of the council or the President or President-Elect of the Section, who are official delegates to the Council.
- University activities relating to Student Chapters, furnished by the Faculty Advisor or Younger Member Forum.
- An article covering a technical Civil Engineering issue.

Articles selected for publication in the newsletter are to be of interest to a significant number of members and will not be commercial in nature, other than business card advertisements noted above. The Board 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 final determination.
SECTION XII
STUDENT CHAPTERS

Three Student Chapters and two Student Clubs exist within the Utah Section. The Chapters are located at Utah State University (Northern Utah Branch), University of Utah (Wasatch Front Branch), and Brigham Young University (Central Utah Branch). The Student Clubs are located at Salt Lake Community College (Wasatch Front Branch) and Southern Utah University (Southern Utah Branch). Coordination with these Chapters and Clubs is the responsibility of the Branch within which they are located. Each Chapter is supervised by a Faculty Advisor appointed by the Civil Engineering Department Head and approved by the Branch President. Practitioner Advisors formerly known as “Section Contact Members” are also assigned to a willing member of the Younger Member Forum as defined in the YMF’s Bylaws to serve as liaison with the Student Chapters and to provide such other support as is necessary. Communication with the Practitioner Advisors is the responsibility of the Younger Member Forum. The financial support of the Student Chapters is the responsibility of the Branches.
MAILING LISTS

The Secretary-Treasurer will be the only person permitted direct access to the mailing lists. The Board will approve/disapprove the furnishing of electronic or paper lists of members to requesters. The Board shall be guided by whether or not the proposed electronic or paper distribution 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 to issue such approval/disapproval, the President will do so, using the above as guidelines.

NEWSLETTER

The newsletter shall be furnished electronically to all assigned Utah Section members without regard to their payment of Section or Branch dues.

Articles selected for publication in the newsletter are to be of interest to a significant number of members and will not be commercial in nature, other than business card and other approved advertising. A technical article is to be submitted in the newsletter each month. The Board will determine the acceptability of those articles in accordance with guidelines listed in the "Newsletter Editor" section, above.

TRAVEL REIMBURSEMENT

The Section should reimburse its officers for expenses incurred in connection with their required, official travel and registration to attend the following meetings:

1. Region 8 Spring Assembly Meetings – Section President and President-Elect
2. Region 8 Workshop for Section and Branch Leaders – Section President-Elect
   a. The Section will pay the registration fees ONLY for the Branch President-Elect
3. Presidents and Governors Forum Headquarters Orientation – Section President-Elect
4. ASCE National Annual Conference – Section President

Travel reimbursement should follow National ASCE policy (Rules of Policy & Procedures, Article 8, Section 8.5, of ASCE Official Register: round trip travel costs from Salt Lake City to meeting location (usually airplane coach fare -no local travel costs), and up to a maximum of $135.00 per diem. This is the total that an individual is to be reimbursed. Requests for reimbursements are to
be submitted within 30 days from when the expense was incurred. Receipts or documentation of expenditures are required for reimbursement requests. “Advance” funds should not be requested.

As a matter of note: **ASCE Headquarters** will generally reimburse the following expenses:

**Leadership Conferences**

- One attendee from the Utah Section
- One attendee from each of the branches

  Travel expenses (may be capped depending on location)

**President’s and Governor’s Forum**

$135 total for one person from each section. The Utah Section will generally reimburse the travel expenses for the President to attend the President’s and Governor’s Forum

Refer to the latest Official Registrar for additional information regarding ASCE Headquarters reimbursable expenses.

Please note, individuals are responsible for making up the difference beyond the per diem, what ASCE Headquarters may reimburse, and the actual cost. This may be achieved via sponsorship or individual fundraising. ASCE is a 501c non-profit organization and expenses paid by individuals might be tax deductible.
As part of the national governance of ASCE, the membership is partitioned into “Regions” that are management entities of the Society. Ten geographic regions include all Society members; nine in the United States and Puerto Rico, and one for the international members. Sections, Branches, and all other geographic units fall within these regions.

Geographic Regions have been organized to provide input to the Board of Direction, facilitate communication, help implement the Society’s Strategic Plan, promote leadership development, support the local geographic units, and improve member service within the Society.

The Utah Section is in Region 8 along with the following Sections:

Alaska, Arizona, Columbia, Hawaii, Inland Empire, Montana, Nevada, Oregon, Southern Idaho, and Tacoma-Olympia

Business of the Region consists of determining a Regional budget; sharing reports by National and Section officers; and, the consideration of changes in the policies and procedures of ASCE.

The Section has two voting delegates who sit in the Region 8 assembly and are required to attend the Spring and Fall assembly meetings. The delegates are to be the Section President and Section President-Elect.

Continuity of representation is important if the Section is to become knowledgeable about national issues and to present the Utah Section position on these issues.

An annual fee of $500.00 plus seventy fifty cents per member assigned is charged to each Section for operation of the Region.

Each Section has the opportunity to volunteer to host the Fall Regional Assembly meeting. Typically the host section is expected to arrange the location and facilities for the meetings, host an ice breaker dinner and awards banquet.
### SECTION XV
### CALENDAR

<table>
<thead>
<tr>
<th>DATE</th>
<th>TASK</th>
<th>RESPONSIBLE OFFICER</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTHLY</td>
<td>Board Meetings (September – May)</td>
<td>Section President</td>
</tr>
<tr>
<td>MONTHLY</td>
<td>Section President’s Message (Civil Source)</td>
<td>Section President</td>
</tr>
<tr>
<td>MONTHLY</td>
<td>Branch announcements, Branch Reports</td>
<td>Branch Presidents</td>
</tr>
<tr>
<td>MONTHLY</td>
<td>Branch meeting summaries</td>
<td></td>
</tr>
<tr>
<td>MONTHLY</td>
<td>Civil Source Technical Article</td>
<td>Section President Section President-Elect Branch President YMF President</td>
</tr>
<tr>
<td>MONTHLY</td>
<td>Committee Meetings</td>
<td>Committee Chair</td>
</tr>
<tr>
<td>July</td>
<td>Newly Elected Officers Orientation</td>
<td>Immediate Past-President</td>
</tr>
<tr>
<td>July</td>
<td>Finance Committee Budget Meeting</td>
<td>Secretary-Treasurer</td>
</tr>
<tr>
<td>July 1</td>
<td>Student chapter practitioner advisor term begins</td>
<td>Appointment by YMF President</td>
</tr>
<tr>
<td>2nd week in July</td>
<td>Transfer of information date</td>
<td>All</td>
</tr>
<tr>
<td></td>
<td>Pass information (emails, logins, records) to the next officer</td>
<td></td>
</tr>
<tr>
<td>August 1</td>
<td>Appoint UEC Representative (Odd Years)</td>
<td>Section President</td>
</tr>
<tr>
<td></td>
<td>Appoint or renew committee chairpersons</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appoint or renew newsletter editor</td>
<td></td>
</tr>
<tr>
<td>2nd Friday in August</td>
<td>Board Budget Meeting</td>
<td>President/Secretary-Treasurer</td>
</tr>
<tr>
<td>August</td>
<td>Prepare Region 8 Assembly Meeting report</td>
<td>Section President</td>
</tr>
<tr>
<td>Last Wednesday in August</td>
<td>Reminder for first newsletter articles sent out</td>
<td>Secretary-Treasurer</td>
</tr>
<tr>
<td>2nd week in September</td>
<td>The first newsletter is to be published</td>
<td>Secretary-Treasurer</td>
</tr>
<tr>
<td>September</td>
<td>Past-President’s Council Meeting</td>
<td>Immediate Past-President</td>
</tr>
<tr>
<td>September</td>
<td>Presidents and Governors Forum HQ</td>
<td>Section President-Elect</td>
</tr>
</tbody>
</table>

32
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st or 2nd week in October</td>
<td>Region 8 Board of Governors Fall Assembly</td>
<td>President/President Elect</td>
</tr>
<tr>
<td>October</td>
<td>Start preparing annual report to National</td>
<td>Secretary-Treasurer</td>
</tr>
<tr>
<td>October</td>
<td>ASCE National Convention</td>
<td>Section President</td>
</tr>
<tr>
<td>Last Friday in October</td>
<td>Branch financial reports due to Section</td>
<td>Branch Secretary-Treasurers</td>
</tr>
<tr>
<td>November 15</td>
<td>Submit annual report to National</td>
<td>Secretary-Treasurer</td>
</tr>
<tr>
<td>November</td>
<td>UEC Journal article due</td>
<td>Section President/UEC Rep.</td>
</tr>
<tr>
<td>November</td>
<td>Submit nominees for UEC Awards</td>
<td>Section President/UEC Rep.</td>
</tr>
<tr>
<td>December</td>
<td>Finance Committee tax meeting</td>
<td>Secretary-Treasurer</td>
</tr>
<tr>
<td>January</td>
<td>UEC Journal article proof review due back to UEC</td>
<td>Section President/UEC Rep.</td>
</tr>
<tr>
<td>January</td>
<td>Region 8 Assembly meeting</td>
<td>President/President-Elect</td>
</tr>
<tr>
<td>January</td>
<td>Region 8 Leadership Conference</td>
<td>Branch and Section President-Elects</td>
</tr>
<tr>
<td>January 15</td>
<td>Tax return due to ASCE National</td>
<td>Finance Committee</td>
</tr>
<tr>
<td>February</td>
<td>E-Week activities</td>
<td>Section Board/YMF</td>
</tr>
<tr>
<td>February</td>
<td>Nominating and Election Committee Appointed</td>
<td>Section President</td>
</tr>
<tr>
<td>February</td>
<td>Preparation for annual meeting begins</td>
<td>Section President-Elect</td>
</tr>
<tr>
<td>March</td>
<td>Nominations for officers due</td>
<td>Branch Presidents</td>
</tr>
<tr>
<td>March</td>
<td>Nominations for UEC awards due to Awards Committee</td>
<td>Branch Presidents</td>
</tr>
<tr>
<td>April</td>
<td>Nominating Committee Submits Nominees and prepares ballots</td>
<td>Committee Chairperson</td>
</tr>
<tr>
<td>April</td>
<td>Awards Committee determines award winners</td>
<td>Immediate Past-President</td>
</tr>
<tr>
<td>April</td>
<td>Ballots are submitted to Secretary-Treasurer</td>
<td>Committee Chairperson</td>
</tr>
<tr>
<td>April</td>
<td>Ballots for officers are sent out</td>
<td>Secretary-Treasurer</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>May</td>
<td>Order plaques for outgoing officers</td>
<td>Section President</td>
</tr>
<tr>
<td>May</td>
<td>Announcement of election results Announcement of awards winners</td>
<td>Civil Source</td>
</tr>
<tr>
<td>June</td>
<td>Section Annual Meeting Recognition of award winners Installation of new officers</td>
<td>Section President-Elect</td>
</tr>
<tr>
<td>June</td>
<td>Approval of Faculty Advisors (Every third year)</td>
<td>Branch President</td>
</tr>
<tr>
<td>June</td>
<td>Subsidiary organizations to submit proposed annual budget to the finance committee</td>
<td>Branch President/ Subsidiary Organization Chair</td>
</tr>
</tbody>
</table>
SECTION XVI
ANNUAL SECTION MEETING

It will be the responsibility of the Section President-Elect to plan and prepare for the Section Annual Meeting. The meeting is to be held in May or June of each year. The place of the meeting will rotate between the Branch areas in the following order:

Southern Utah
Central Utah
Wasatch Front
Northern Utah

The following will be required agenda items for the Annual Meeting:

- Swearing in of new officers by a national ASCE representative;
- Recognition of Life Members;
- Presentation of the plaques of appreciation for outgoing Section and Branch officers;
- Recognition of annual Branch awards (Engineer of the Year, Engineering Educator of the Year, Fresh Faces);
- Discussion on a national ASCE issue by the chosen national ASCE representative;
- Small introduction by exiting Section President;
- Small talk by incoming Section President.

The Section Annual Meeting shall include a meal and mixer;

At the discretion of the President-Elect (organizer), the meeting may include spouses, life partners, or significant others.

It is a requirement that the Section Annual Meeting has as a keynote speaker a national ASCE representative, Region Governor or higher ranking ASCE leader

The Section Annual Meetings date shall be adjusted to ensure the attendance of a national ASCE representative

The Section Annual Meeting shall be accompanied by a technical tour in the Branch area of some civil engineering relevance and should be coordinated with the national ASCE representative.
The cost of the meeting can be offset by admission cost to attendees. The cost of the functions should be limited to approximately $25/person. The section should budget for any overage.

The Section will pay the fees for the following:

- Incoming and outgoing section officers and their spouses, life partners, or significant others;
- Award recipients spouses, life partners, or significant others
- Life member recipients spouses, life partners, or significant others

The Branches will pay the fees for the following:

- Incoming and outgoing branch officers spouses, life partners, or significant others.

It is the policy of the Section to have only volunteer speakers, however the section may budget funding for travel to ensure attendance of a national ASCE representative.
PART B - BRANCHES
SECTION I
DUTIES OF THE BRANCH PRESIDENT

The Branch President serves as chairperson in conducting monthly Branch Board of Directors, and other Branch meetings. The President assumes this office after having been elected to and serving as Branch President-Elect for one year, has attended Region 8 Workshop for Section & Branch Leaders, and serves a term of one year. He/She serves as executive officer of the Branch, signs letters being sent by the Branch or assigns other board members to do so as conditions indicate, appoints chairpersons of Branch committees, and as Board contact for one or more committee/technical groups.

Funds for operation of the Branch are disbursed to the Branch from the Section on an annual basis, as described in Part A, Section II. These funds include amounts provided by the Branch to the Student Chapter. The Branch President may be required to provide input to the Section President during the budget process, and will participate in budget discussions at the Budget Board Meeting. Once funds are received, the Branch President is responsible to submit to the Branch Board a Branch budget, and oversee its proper use and expenditure.

The president's duties also include:

- Responsibility for Branch meetings. Serving on Section Board of Directors.
- Assisting Secretary-Treasurer in preparing a final report of Branch activities by soliciting reports from committee chairpersons and other Branch officers by October 30.
- Appointing the Board contact representatives to the various committees.
- Assisting the President-Elect in committee assignments and in organization for the coming year.
- Preparing miscellaneous correspondence for the Board.
- Sending Branch Board meeting agendas to all Branch officers and committee chairpersons.
- Authoring at least one technical article for the newsletter.
- Approving the Faculty Advisor for the Student Chapters/Club (every 3 years)
SECTION II
DUTIES OF THE BRANCH PRESIDENT-ELECT

The Branch President-Elect is elected by the Branch membership and serves a one-year term. The President-elect assists the President in supervising and operating the Branch, serves on the Branch Board of Directors, and serves as Branch membership chairperson. He/She may also be assigned as the Branch Board contact for one or more committees.

All Branch committee chairpersons should be selected by the President-Elect before taking office as President at the Section Annual Meeting so programs can be established for the coming year. Past officers and committee chairpersons can be of assistance in the process. The President-Elect is required to attend the Region 8 Workshop for Section & Branch Leaders.

As membership chairperson, the President-Elect is responsible for contacting new ASCE members assigned to the Branch, sending out publications and information on the Branch and forwarding membership packets furnished by National to prospective new members. The Branch Secretary-Treasurer periodically receives a list of newly assigned Branch members and should make this list available to the President-Elect. Each new assigned member should be sent a welcome letter.

Prior to assuming the office of Branch President at the annual meeting, the President-Elect is to have the new committee chairpersons selected and have the proposed budget for the upcoming year prepared for submission to the Section Board of Directors.
SECTION III

DUTIES OF THE BRANCH SECRETARY-TREASURER

The Branch Secretary-Treasurer is elected by the Branch membership, and is responsible for the Branch's records and finances. The term of office is to be determined by the Branch Board of Directors. He/She keeps minutes of all Branch meetings, provides copies of Branch meeting information to the Section Secretary-Treasurer for inclusion in Section files and Annual Report to be submitted to National ASCE Headquarters. He/She responds to communications directed to the Secretary-Treasurer.

The Secretary-Treasurer is responsible for handling the funds of the Branch and assuring their safety and prudent use. He/She pays Branch obligations, in accordance with the budget approved by the Branch Board and keeps them apprised of the status of that budget. The Secretary-Treasurer recommends, and with approval of the Board, invests and maintains Branch funds.

The Secretary-Treasurer shall maintain the Branch's checking and savings accounts in any bank or savings institution, subject to Branch Board approval.

The Secretary-Treasurer's duties also include:

- Serving on the Branch Board of Directors.
- Receiving from National and disseminating, as needed, monthly lists of current and new Branch members.
- Responsibility for forwarding a brief summary of Branch meetings and actions to the Newsletter Editor.
- Updating Branch membership mailing information.
- Assisting Section Secretary-Treasurer in preparing Section Annual Report for submittal to National Headquarters by November 30 by reporting activities of the Branch.
- Notifying Section President-Elect of Branch related items which should be sent to the news media.
- Sending minutes of Board meetings, as applicable, to all Board members and committee chairpersons.
SECTION IV

DUTIES OF THE BRANCH IMMEDIATE PAST-PRESIDENT

The Immediate Past-President assists the President, serving as a source of information and guidance as requested. The Branch President automatically assumes this office immediately after serving his/her term as President, and serves in this capacity for one year. He/She serves on the Branch Board of Directors.

The Immediate Past-President will be expected to assume the role of President if the duties of the President cannot be fulfilled.

This includes serving as the Past-President term for the President who was not able to fulfill that role.

NOTE: The Immediate Past-President should be as active as that of the President-Elect and President. The Immediate Past-President needs to be aware of all the activities of the Branch and be an active member of the Board. He/She should be prepared to take over the role of President with short or no notice. The Immediate Past-President should be prepared to continue that role if a successor cannot fulfill these duties.
SECTION V
FACULTY ADVISOR

A Faculty Advisor serves as an advisor for each Student Chapter/Club. The Faculty Advisors are appointed by Civil Engineering Department Head and shall seek the advice and approval of the Branch President in making the appointment.

The Faculty Advisor should be a full-time member of the faculty. The Advisor is the mainstay of the Chapter and represents continuity from year to year as Chapter members change. The Advisor keeps in contact with the Chapter officers, counsels them on plans and operations, attends meetings and offers information and general guidance. In a well organized Chapter, the 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 an opportunity for information and personal contact with the teaching staff.

The Faculty Advisor should suggest specific ways that the Practitioner Advisor may be helpful to the Chapter. Conferences between the student officers, Practitioner Advisor and Faculty Advisor are encouraged.
Each Student Chapter has a Practitioner Advisor who serves in an advisory capacity. Each is appointed by the Younger Member Forum according to the YMF’s Bylaws. Terms of the appointments begin July 1 of the year of appointment. The Practitioner Advisor is a non-teaching fellow or member of the society who has a strong interest in ASCE Student Chapter activities.

The Practitioner Advisor is a representative of the profession engaged in active practice rather than in teaching. He/She is the contact between the Student Chapter and the Section. In no sense do they displace the Faculty Advisor, nor detract from his/her responsibilities. His/Her contact with students might include participation in Chapter meetings and an occasional talk with the Faculty Advisors and students. He/She will assist in preparing the year's program by suggesting or securing speakers, by arranging for joint meetings between the Chapters and the Section/Branches/YMF. It is through the Practitioner Advisor that the facilities of the Utah Section are made available to Chapter members. Since support for the Chapters comes through the Branch organization, it is important that the Practitioner Advisor coordinates closely with Branch officers and keep them apprised of Chapter needs and activities. Conferences with the students and the Faculty Advisor are encouraged. Students frequently are reluctant to approach older members of the profession; therefore, the Practitioner Advisor may need to take the initiative for these conferences.
PART C - APPENDIX
<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>1916</td>
<td>E. C. LaRue</td>
<td>U.S. Geological Survey</td>
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<tr>
<td>1917</td>
<td>G. L. Swendson</td>
<td></td>
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<tr>
<td>1918</td>
<td>A. F. Doremus</td>
<td></td>
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<tr>
<td>1919-20</td>
<td>A. B. Villadsen</td>
<td>(Served 2 years)</td>
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<tr>
<td>1921</td>
<td>W. R. Armstrong</td>
<td></td>
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<tr>
<td>1922</td>
<td>B. W. Matheson</td>
<td></td>
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<tr>
<td>1923</td>
<td>H. C. Means</td>
<td>Chief Engineer Utah State Road Commission</td>
</tr>
<tr>
<td>1924</td>
<td>Ora Bundy</td>
<td></td>
</tr>
<tr>
<td>1925</td>
<td>R. K. Brown</td>
<td></td>
</tr>
<tr>
<td>1926</td>
<td>H. S. Kerr</td>
<td>Chief Engineer Utah State Highway Department</td>
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<tr>
<td>1927</td>
<td>E. A. Jacob</td>
<td></td>
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<tr>
<td>1928</td>
<td>Murray Sullivan</td>
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<tr>
<td>1929</td>
<td>George Bacon</td>
<td>Utah State Engineer &amp; Salt Lake City Engineer</td>
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<tr>
<td>1930</td>
<td>Carl Painter</td>
<td>Waterworks Equipment Co.</td>
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<tr>
<td>1931</td>
<td>R. R. Mitchell</td>
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<td>1932</td>
<td>R. B. Ketchum</td>
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<tr>
<td>1933</td>
<td>G. D. Kirkpatrick</td>
<td></td>
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<tr>
<td>1934</td>
<td>A. B. Purton</td>
<td>U.S. Geological Survey</td>
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<tr>
<td>1935</td>
<td>F. M. Allen</td>
<td>Allen Steel Co.</td>
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<tr>
<td>1936</td>
<td>K. C. Wright</td>
<td>Chief Engineer Utah State Road Commission</td>
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<td>1937</td>
<td>O. C. Lockhart</td>
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<tr>
<td>1938</td>
<td>R. A Hart</td>
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<tr>
<td>1939</td>
<td>T. C. Adams</td>
<td>University of Utah</td>
</tr>
<tr>
<td>Year</td>
<td>Name</td>
<td>Affiliation</td>
</tr>
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<tr>
<td>1940</td>
<td>George D. Clyde</td>
<td>(Governor of Utah 1957-1965)</td>
</tr>
<tr>
<td>1941</td>
<td>L. M. Winsor</td>
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<tr>
<td>1942</td>
<td>J. H. Tempest</td>
<td>The Tempest Co.</td>
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<tr>
<td>1943</td>
<td>J. H. Young</td>
<td>U.S. Bureau of Public Roads</td>
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<tr>
<td>1944</td>
<td>A. Diefendorf</td>
<td>University of Utah Department Chair</td>
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<tr>
<td>1945</td>
<td>Harold S. Carter</td>
<td>Salt Lake City Engineer</td>
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<tr>
<td>1946</td>
<td>Robert G. Harding</td>
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<tr>
<td>1948</td>
<td>E. U. Moser</td>
<td>Cache County Surveyor</td>
</tr>
<tr>
<td>1949</td>
<td>Milton T. Wilson</td>
<td>U.S. Geological Survey (ASCE Director 1951-52, one of five organizers of Utah Engineers Council)</td>
</tr>
<tr>
<td>1950</td>
<td>George P. South</td>
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<tr>
<td>1951</td>
<td>Cleve H. Milligan</td>
<td>Utah State University</td>
</tr>
<tr>
<td>1951</td>
<td>R. W. Simpson</td>
<td>Bureau of Public Roads (finished Milligan's term)</td>
</tr>
<tr>
<td>1952</td>
<td>Robert L. Sanks</td>
<td>University of Utah</td>
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<tr>
<td>1953</td>
<td>Clyde D. Gessel</td>
<td>U.S. Bureau of Reclamation (District 11 Director 1965-67)</td>
</tr>
<tr>
<td>1954</td>
<td>Grant K. Borg</td>
<td>University of Utah</td>
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<tr>
<td>1956</td>
<td>Dean K. Fuhriman</td>
<td>Brigham Young University</td>
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<tr>
<td>1957</td>
<td>Ralph E. Spears</td>
<td>Portland Cement Assoc</td>
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<tr>
<td>1958</td>
<td>Vaughn E. Hansen</td>
<td>Utah State University</td>
</tr>
<tr>
<td>1959</td>
<td>Warren D. Curtis</td>
<td>Dames &amp; Moore</td>
</tr>
<tr>
<td>1960</td>
<td>David Lee Sargent</td>
<td>Utah Dept of Highways</td>
</tr>
<tr>
<td>1961</td>
<td>J. Dean Hill</td>
<td>Great Basin Mapping &amp; Surveying</td>
</tr>
</tbody>
</table>
1962  Glenn L. Enke  Brigham Young University
1963  George L. Whitaker  U.S. Geological Survey
1964-65  George B. Gudgell, III  Bush & Gudgell
1965-66  Ralph Rollins  Brigham Young University
1966-67  Keith Hansen
1967-68  Allan Firmage  Brigham Young University
         (International Director 1978-80)
1968-69  George A. Lawrence
1969-70  Calvin G. Clyde  Utah State University
1970-71  Paul Willmore
1971-72  Cecil B. Jacobson  Upper Colorado River Commission
1972-73  Lew A. Wangsgard  Nielson Maxwell & Wangsgaard
1973-74  J. Dean Maxwell
1974-75  Kenneth W. Karren  Brigham Young University
1975-76  Gary Z. Watters  Utah State University
1976-77  LaVere B. Merritt  Brigham Young University
         (District 11 Director 1983-85)
1977-78  Elliot Rich  Utah State University
1978-79  Ellis Armstrong
1979-80  Carl H. Carpenter
1980-81  James R. Barton  Brigham Young University
1981-82  John L. Quick  Bush & Gudgell
1982-83  Chuck Call  Salt Lake City
1983-84  James Denney  Bush & Gudgell (District 11 Director 1992-94)
1984-85  Russell Brown  Rollins Brown & Gunnell
1985-86  Donald Bressler  Chen & Associates
<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1986-87</td>
<td>Richard Heap</td>
<td>Spanish Fork City</td>
</tr>
<tr>
<td>1987-88</td>
<td>Neal Stack</td>
<td>Salt Lake County</td>
</tr>
<tr>
<td>1988-89</td>
<td>Jim Nordquist</td>
<td>Chen &amp; Associates</td>
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<tr>
<td>1989-90</td>
<td>Lynn P. Wallace</td>
<td>Brigham Young University</td>
</tr>
<tr>
<td>1990-91</td>
<td>Jeannine Wirth</td>
<td>HW Lochner</td>
</tr>
<tr>
<td>1991-92</td>
<td>Douglas Little</td>
<td></td>
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<tr>
<td>1992-93</td>
<td>David Jenkins</td>
<td>Sear-Brown Group</td>
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<tr>
<td>1993-94</td>
<td>K. C. Shaw</td>
<td>Geneva Steel</td>
</tr>
<tr>
<td>1994-95</td>
<td>Curt Christensen</td>
<td>Terracon</td>
</tr>
<tr>
<td>1995-96</td>
<td>Stan Postma</td>
<td>CH2M Hill</td>
</tr>
<tr>
<td>1996-97</td>
<td>Carl Cook</td>
<td>Rollins Brown &amp; Gunnell</td>
</tr>
<tr>
<td>1997-98</td>
<td>Blaine Leonard</td>
<td>Utah Department of Transport (District 11 Director 2000-03, Zone 4 Vice President 2004-07, National President-Elect and National President 2008-10)</td>
</tr>
<tr>
<td>1998-99</td>
<td>Dan Woodbury</td>
<td>Carollo Engineers</td>
</tr>
<tr>
<td>1999-00</td>
<td>Shelley Dyer</td>
<td>Logan City</td>
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<tr>
<td>2000-01</td>
<td>Craig Bagley</td>
<td>Bowen Collins</td>
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<tr>
<td>2001-02</td>
<td>Bill Turner</td>
<td>Kleinfelder</td>
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<tr>
<td>2002-03</td>
<td>Kancheepuram &quot;Guna&quot; N. Gunalan</td>
<td>Parsons Brinckerhoff (Region 8 Director)</td>
</tr>
<tr>
<td>2003-04</td>
<td>Christopher Trusty</td>
<td>Eagle Mountain City</td>
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<tr>
<td>2004-05</td>
<td>Matthew Roblez</td>
<td>McNeil Engineering</td>
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<tr>
<td>2005-06</td>
<td>Chris Garris</td>
<td>PSI</td>
</tr>
<tr>
<td>2006-07</td>
<td>Bob Davis</td>
<td>Sunrise Engineering</td>
</tr>
<tr>
<td>2007-08</td>
<td>Brent Packer</td>
<td>Bowen, Collins &amp; Associates</td>
</tr>
<tr>
<td>2008-09</td>
<td>Curt McCuistion</td>
<td>Delcan Corporation</td>
</tr>
<tr>
<td>Year</td>
<td>Name</td>
<td>Company</td>
</tr>
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</tr>
<tr>
<td>2009-10</td>
<td>Matthew Sibul</td>
<td>Utah Transit Authority</td>
</tr>
<tr>
<td>2010-11</td>
<td>Michael McKamey</td>
<td>Ovio Technologies</td>
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<tr>
<td>2011-12</td>
<td>Matthew Roblez</td>
<td>McNeil Engineering</td>
</tr>
<tr>
<td>2012-13</td>
<td>David Eckhoff</td>
<td>EWP/McNeil Engineering</td>
</tr>
<tr>
<td>2013-14</td>
<td>Brian Andrew</td>
<td>Hansen, Allen &amp; Luce</td>
</tr>
<tr>
<td>2014-15</td>
<td>Bob Lamoreaux</td>
<td>Stanley Consultants</td>
</tr>
<tr>
<td>2015-16</td>
<td>Stanley Klemetson</td>
<td>Utah Valley University</td>
</tr>
</tbody>
</table>

Photo Taken 1966.


Photo Date: May 17, 2002 (west steps of Salt Lake City/County Building)
AMERICAN SOCIETY OF CIVIL ENGINEERS - UTAH SECTION

AWARDS NOMINATION FORM

Indicate the category this nomination should be considered for by checking the appropriate box below:

☐ ENGINEER OF THE YEAR    ☐ ENGINEER EDUCATOR OF THE YEAR

☐ FRESH FACE

Name:  ___________________________________________________________________

(Nominee’s full name, including middle name and all credentials (e.g. Ph.D., P.E., L.S., M.ASCE)

Preferred Title: ________________________________

__________________________________________________________________________

Work Address: ___________________________________________________________

__________________________________________________________________________

Home Address: __________________________________________________________

__________________________________________________________________________

Phone Numbers: ___________________________  ___________________________   ___________________________

(Home)  (Office)  (E-mail)

Professional Engineer (circle one): YES  NO

ASCE Member (circle one): YES  NO

Section/Branch Location: ______________________________________________________

Other Credentials: __________________________________________________________

Suggested Citation for Selection Process and Announcements (not to exceed 40 words):

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Nominated by (also include ASCE member number): _____________________________
A nomination package should include the following:

- A cover letter, signed by the nominator;
- A completed Nomination Form;
- The Nominee’s curricula vitae or biographical information;
- A recent color photograph of the nominee, head-and-shoulders shot; and

Please be prepared to issue the following upon request:

- Letters of reference with contact information are desired, but not required (maximum of three).

Other information:

- The entire nomination package should not exceed 10 pages.
- Electronic submittals are preferred.
- Submittals should be in Word or a PDF format that readily allows transfer of the nomination content to other documents for the purpose of evaluation and presenting nominee merits in a Section Newsletter.
- The packet of the candidate selected for the Engineer of the Year award will also be submitted for nomination to both the Utah Engineer’s Council as well as to the Region.
- The region 8 awards forms can be found at: [http://www.asce.org/region-8-awards/](http://www.asce.org/region-8-awards/)
AMERICAN SOCIETY OF CIVIL ENGINEERS - UTAH SECTION

OFFICER ACCEPTANCE AND NOMINATION FORM

I, ____________________________, have been nominated for the office of ____________________________ in the (check one)

☐ Utah Section

☐ ____________________________ Branch of the Utah Section

I basically understand the duties and responsibilities of this office. Also, I have been provided with the following resource materials, which I agree to read prior to the election, so that I will be adequately informed to assume my responsibilities upon taking office, should I be elected.

1. Utah Section Constitution
2. Utah Section Bylaws
3. Utah Section Duties and Procedures Manual

s/ ____________________________ Date ____________

Nominated by ____________________________ Date ____________

Note: A copy of this document must be provided to the Utah Section Nominating Committee prior to the pertinent election.
Section and Branch Annual Report
For Fiscal Year 2014 (Oct. 2013 to Sept. 2014)

A Report is required from each Section and each Branch within your Section. Sections are responsible for ensuring the Branch reports are completed and submitted.

Date: 

Name and title of Submitter: 

Section: 

Branch: 

Region #: 

Number of all assigned members: 

Do you outreach to your local Student Member Groups? (Pick One):

Yes [ ] No [ ] No Student Groups in Section [ ] Number of Student Groups 

Assess your Section/Branch Level of Activity (from 1 to 5 with 1 being very active): 

Briefly explain your assessment:

List the winner of your 2014 Project of the Year.

List the winner of your 2014 Civil Engineer of the Year Award.

How can ASCE help your Section/Branch?

List up to 3 successful activities, events, or meetings that occurred this past year to share with other Sections/Branches.

What are the top 3 activities that your Section/Branch is planning for next year?

Please send completed document to Nancy Berson at nberson@asce.org no later than November 30, 2014.
Meeting Agenda

ASCE Utah Section Board Meeting

Date:
Time:
Dial-In Number:
Conference Code:

Invitees

Discussion Items
1. Roll Call

2. Approve previous meeting minutes (5 minutes)

3. President’s Report (15 minutes)

4. Past-president’s report (5 minutes)

5. President-Elect (5 minutes)

6. Secretary- Treasurer Report (5 minutes)

7. Branch Reports (15 minutes)

8. Committee Reports (5 minutes)

9. Civil Source/Other issues (10 minutes)

10. Next Board Meeting/Adjournment
Meeting Minutes

ASCE Utah Section Board of Directors Meeting

Call to Order: A Board of Directors Meeting of the ASCE Utah Section was held on ________________ in person/via teleconference. The meeting convened at _____________. Members of the Board in attendance, and not in attendance are listed below. A quorum was/was not present.

Members in Attendance: Members not in Attendance:

Approval of Minutes

President’s Report

Past President’s Report

Past-Elect’s Report

Secretary-Treasurer’s Report

Branch Reports

Committee Reports

Civil Source

Next Board Meeting

Adjournment
SECTION III
SECTION CONSTITUTION AND BYLAWS
American Society of Civil Engineers

UTAH SECTION
CONSTITUTION

ARTICLE I - NAME AND OBJECTIVE
Section 1 - The name of this organization shall be the Utah Section, American Society of Civil Engineers (hereinafter referred to as the “Utah” Section).

Section 2 - The offices of the Section shall be located in Utah at the address of the current Section President.

Section 3 - The objective of the Utah 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.

ARTICLE II - AREA AND MEMBERSHIP
Section 1 - The area of the Utah Section shall be the entire state of Utah.

Section 2 - All members of the American Society of Civil Engineers of all grades, who subscribe to the Constitution and Bylaws of the Utah Section, who reside within the boundaries of the State of Utah, and who have paid the current dues of the Section or who are exempt by Article III, shall be Subscribing Members of the Section. All other members of the American Society of Civil Engineers of all grades, whose addresses of record are within the boundaries of the Section, as defined by the Society, shall be Assigned Members of the Section.

Section 3 - Should any member of the Section cease to be a member of the American Society of Civil Engineers, he/she shall at the same time cease to be a member of the Utah Section.

Section 4 - Only Subscribing Members shall have the right to vote, to hold office, to serve on committees, or to represent the Section officially.

ARTICLE III - DUES
Section 1 - There shall be no entrance fee.

Section 2 - Annual dues shall be established by the Bylaws of the Utah Section. Subscribing membership ceases for any member whose dues are more than six (6) months in arrears.

Section 3 - Members exempt from payment of dues in the Society, as Life Members, shall be exempt from payment of dues in the Section.

ARTICLE IV - OFFICERS
Section 1 - The officers of the Utah Section shall be a President, a President-Elect, and a Secretary/Treasurer.

Section 2 - The officers, together with the latest active resident Past-President, Utah Engineer’s Council Representative, and the President or Chairman of each Subsidiary Organization shall constitute a Board of Directors in which the government of the Section shall be vested.

ARTICLE V - MEETINGS
Section 1 - The Section will hold a minimum of one meeting per year. The Annual meeting shall be held on such date and at such place as the Board of Directors designate.

Section 2 - 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.

Section 3 - Notice of call for a meeting shall be mailed to all subscribing members not less than twenty (20) days in advance of the meeting date.

ARTICLE VI - SUBSIDIARY ORGANIZATIONS
Section 1 - Subsidiary organizations may be formed within the Utah Section, to facilitate the carrying out of the objectives of the Section, to promote interest in the Society and to provide to members of the Section a better opportunity for participation in local Section activities in accordance with the provisions of the Bylaws.

Section 2 - The President or Chairman of each subsidiary organization shall be a member of the Section Board of Directors.
Section 3 - Subsidiary organizations shall adopt Bylaws consistent with this Constitution.

ARTICLE VII - AMENDMENTS

Section 1 - This Constitution may be amended only by the following procedure:

(a) A proposed amendment to this Constitution must be submitted to the Section Secretary in a written petition signed by not less than fifteen subscribing members of the Section.

(b) The proposed amendment shall be cleared through the ASCE Council of Vice Presidents before being voted on.

(c) The proposed amendment shall be distributed to the subscribing membership of the Section who shall be given the opportunity to vote.

(d) To become effective, it shall receive an affirmative vote of not less than two-thirds of the return votes by the subscribing members and the approval of the ASCE Council of Vice Presidents.

ARTICLE VIII - BYLAWS

Section 1 - The Section shall adopt Bylaws consistent with this Constitution for the guidance of officers and members.

ARTICLE IX - MISCELLANEOUS PROVISIONS

Section 1 - No part of the net earnings of the Section shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Section shall be carrying on propaganda or otherwise attempting to influence legislation, and the 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.

Section 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 religious, 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 American Society of Civil Engineers.

Amended: August 1999
ARTICLE I - DUES

Section 1 - The annual dues for members of the Utah Section shall be ten dollars ($10.00) payable by all members annually with national dues.

Section 2 - New members affiliating with the Section shall pay current year dues on a pro-rata quarterly basis.

ARTICLE II - OFFICERS, TERMS AND VACANCIES

Section 1 - The term of office of the President and President-Elect of the Section shall be one year, and that of the Secretary-Treasurer, two years. The President-Elect shall become President at the conclusion of his term as President-Elect. The term of each officer shall begin at the close of the Annual Meeting and continue until their successors are elected and assume their offices.

Section 2 - A vacancy in any office shall be filled by the Board of Directors of the Section and the officer so appointed shall hold office until the following Annual Meeting.

ARTICLE III - NOMINATION AND ELECTION OF OFFICERS

Section 1 - Not less than 45 days prior to the Annual Section Meeting, the Board of Directors shall appoint a Nomination Committee of at least three members. The Committee shall nominate one or more qualified members of the Section for each of the offices, except President, to become vacant at the following Annual Meeting and shall certify the same to the Secretary/Treasurer at least 30 days prior to the Annual Meeting. The Secretary/Treasurer shall, at least 20 days prior to the Annual Meeting, send to each subscribing member of the Section a ballot letter containing the names of official nominees and also containing a blank space in which the names of other candidates may be written. Said ballots shall be counted prior to the Annual Meeting. The candidates receiving the highest number of votes for each office shall be declared elected.

Section 2 - Any committee appointed shall have the same tenure of office as the President.

Section 2 - With the exception of an officer serving a partial term due to a vacancy in the office, the President shall be ineligible to election to succeed himself.

ARTICLE IV - MEETINGS

Section 1 - Fifteen (15) subscribing members shall constitute a quorum for transacting business at a meeting of the Section.

Section 2 - All business meetings of the Section and subsidiary organizations and meetings of the Board of Directors shall be governed by Robert’s Rules of Order, Revised, except as provided in the Constitution and Bylaws.

ARTICLE V - BOARD OF DIRECTORS

Section 1 - The government of the Section shall be vested in the Board of Directors.

Section 2 - The Board of Directors shall have control of the property and management of the Section.

Section 3 - The Board of Directors shall oversee the preparation of the Annual Report which shall be submitted to the Society in accordance with published requirements.

Section 4 - The Board of Directors shall have power to invite distinguished visitors as guests to the meetings of the Section at the expense of the Section.

Section 5 - A majority of the Board shall constitute a quorum.

ARTICLE VI - COMMITTEES

Section 1 - Standing Committees as needed shall be appointed by the President with the approval of the Board of Directors. Committees shall consist of a chairperson and vice chairperson and one or more members as recommended by the chairperson.
ARTICLE VII - SUBSIDIARY ORGANIZATIONS

Section 1 - Formation of subsidiary organizations shall be subject to the approval of the Utah Section Board of Directors, the ASCE Council of Vice Presidents, and such other requirements as may be established by the Society. Bylaws of subsidiary organizations shall be approved by the Utah Section Board of Directors before becoming effective.

Section 2 - Subsidiary organizations may be, but are not limited to, Branches, younger member forums, and technical groups. Names of subsidiary organizations shall be as set forth in the Rules of Policy and Procedure of the Society.

Section 3 - Each subsidiary organization shall submit to the Board of Directors for approval:

(a) An annual budget at least 30 days prior to the beginning of the fiscal year.

(b) A financial statement within 30 days following the close of the fiscal year.

Section 4 - Branches of the Section will be created in accordance with the following requirements:

(a) Those proposing a new Branch shall submit a written proposal to the Section Board of Directors with the name, geographical area, objectives, officers, and brief comments on how it will be of advantage to members in the area to have a group.

(b) The written proposal, along with a petition containing a minimum of fifteen (15) signatures of Society members residing in the geographical area shall be submitted to the Section Board of Directors for approval.

(c) A proposed Branch area shall contain a minimum potential of twenty (20) members of the Society.

(d) A proposed Branch must have distinct boundaries by ZIP Code stated in the petition.

(e) Upon Section Board of Directors’ approval, the proposal and petition shall be submitted to the ASCE Council of Vice Presidents for review and final approval.

Section 5 - Technical Groups, Younger Member Forums, and other subsidiary organizations (except Branches) shall be created in accordance with the following requirements:

(a) Not less than fifteen (15) subscribing members of the Section may form a subsidiary organization.

(b) Approval must be obtained from the Section Board of Directors to activate the subsidiary organization.

Section 6 - Each subsidiary organization President or Chairman shall submit an annual written report to the Board of Directors on the activities and programs of the organization within 30 days following the close of the fiscal year. This annual report shall be suitable for incorporation into the Section’s Annual Report to the Society.

Section 7 - Each subsidiary organization shall hold a minimum of two (2) events per year. Any subsidiary organization that does not maintain the minimum activity level for two successive years, or does not have at least ten (10) subscribing members on its rolls, shall be automatically disbanded. Assets of a disbanded subsidiary organization shall be assumed by the Utah Section.

ARTICLE VIII - AMENDMENTS

Section 1 - Bylaws may be amended only by the following procedure:

(a) The proposed Bylaw amendments shall be approved by not less than a majority of the Board of Directors, and submitted to the ASCE Council of Vice Presidents for review and approval.

(b) Upon approval by the ASCE Council of Vice Presidents, the proposed Bylaw amendments shall be distributed to the subscribing membership of the Section who shall be given the opportunity to vote.

(c) The proposed Bylaw amendments may be voted upon by those subscribing members in attendance...
at a business meeting of the Section if the intent of the proposed amendment was made known to the membership along with the meeting notice.

(d) To become effective, the amendments shall receive an affirmative vote of not less than two-thirds of the return votes by the subscribing members.

Amended: August 1999