



VERMONT SECTION CONSTITUTION

Article 1: General

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

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

Article 2: Area and Membership

2.1 Area. The area of the Vermont Section shall be the State of Vermont.

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

2.3 Subscribing Members. All members of the Society, of all grades, who subscribe to the Constitution and Bylaws of the Vermont Section, who have paid the current dues of the Section or who are exempt by Article 4, shall be Subscribing Members of the Section.

2.3.1 Rights of Subscribing Members. Only Subscribing Members who meet the requirements of the Society's governing documents shall be eligible to vote in Vermont Section elections, to hold Vermont Section office, to serve on Vermont Section committees, or to represent the Vermont Section officially.

2.3.2 Termination of Rights for Non-payment of Dues. Subscribing membership ceases for any member whose dues are more than 6 months in arrears.

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

Article 3: Separation from Membership

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

Article 4: Dues

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

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

Article 5: Management

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

5.2 *Advisors.* The Board of Directors shall appoint a panel of Advisors to assist the Board. Advisors will attend Board of Directors meetings and participate in discussions. At a minimum, the panel of Advisors will include the Newsletter Editor, Webmaster, Membership Chair, and a Practitioner Advisor from each ASCE Student Chapter within the Section, and the President or Chair of each subsidiary organization.

Article 6: Officers and Directors

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

6.2 *Directors.* There shall be 3 elected Directors to include two (2) Vermont Delegates to the New England Council and a Vermont Section Younger Member.

6.3 *Board of Directors.* The Board of Directors shall consist of the Officers, the elected Directors, the latest active and available resident Past-President of the Vermont Section, and the President or Chair of each Subsidiary Organization.

Article 7: Elections

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

Article 8: Meetings

8.1 *Membership Meetings*

8.1.1 *Annual Meeting.* The Annual Meeting of the Vermont Section shall be held on such date and at such place as the Board of Directors designate.

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

8.1.3 *Meeting Notice.* Notice of call for a meeting shall be sent to all Subscribing Members not less than 20 days in advance of the meeting date.

8.2 *Board of Directors Meetings.*

8.2.1 *Meeting Frequency.* The Board of Directors shall hold at least six (6) meetings annually.

8.2.2 *Meeting Notice.* Notice of call for a meeting shall be sent not less than ten (10) days in advance of the meeting date.

Article 9: Subsidiary Organizations and Committees

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

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

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

Article 10: Administrative Provisions

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

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

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

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

Article 11: Amendments

11.1. *Amendment of the Constitution.*

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

11.1.1.1 *Section Board of Directors.* A two-thirds (2/3) vote of the members of the Vermont Section Board of Directors present at a duly constituted Board meeting, where a quorum is in attendance, provided

that a written notice containing the text of the proposed amendment is published to the membership at least thirty (30) days in advance of the meeting.

11.1.1.2 *Written Petition.* A Written Petition submitted to the Vermont Section Secretary, containing the text of the amendment, signed by not less than 50 Subscribing Members of the Vermont Section.

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

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

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

VERMONT SECTION BYLAWS

Article 1: General

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

Article 2: Area and Membership

Not used.

Article 3: Separation from Membership

Not used.

Article 4: Dues

4.1 *Annual Dues.* The Annual Dues for members of the Vermont Section shall be 20.00 dollars payable in U.S. currency in advance of January 1st.

Article 5: Management

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

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

Article 6: Officers and Directors

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

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

- | | |
|-----------------------|----------------------------------------|
| (a) President | One Year |
| (b) President Elect | One Year |
| (c) Secretary | Two Years (alternating with Treasurer) |
| (d) Treasurer | Two Years (alternating with Secretary) |
| (e) Section Directors | Two Years (staggered terms) |
| (f) Young Member | One Year |

6.3 Vacancies. A vacancy in the office of President shall be filled by the President-elect. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

6.4 Limitation on Terms. No member shall serve in one elected office other than that of Secretary and/or Treasurer for more than two (2) successive elected terms.

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

Article 7: Elections

7.1 Nominating Committee. The Nominating Committee shall choose one (1) or more candidates for election to each office prescribed by the Constitution, except the office of President, and obtain the consent of nominees to serve if elected. In addition, candidates may be nominated by written petition containing ten (10) signatures of Subscribing Members. The Nominating Committee shall publish notice of open positions to the Section membership and set the date by which nominations must be received.

7.2 Ballots. The Secretary shall send a ballot containing the list of all nominees, petition nominees, and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the Section at least twenty (20) days prior to the Annual Meeting. Ballots shall be sent utilizing an electronic web-based voting service, with automatic tallying capabilities, except that any Subscribing Member who has not provided a valid e-mail address for Section communications shall receive a paper ballot by mail.

7.2.1 Tallying the Ballots. Electronic votes shall be tallied automatically through the use of an electronic web-based voting service. All paper ballots forwarded and received by mail should be tallied by the Section Secretary and added to the final tally from the web-base voting service.

Results shall be obtained immediately prior to, the Annual Meeting. For each office the candidate receiving the highest number of votes cast shall be declared elected.

Article 8: Meetings

8.1 Membership Meetings

8.1.1 Frequency of Other Meetings. In addition to the Annual Meeting, at least five (5) meetings shall be held each year at regular intervals.

8.1.2 Quorum at Section Meeting. Ten (10) Subscribing Members shall constitute a quorum for transacting business at a meeting of the Vermont Section.

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

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

Article 9: Subsidiary Organizations and Committees

9.1 Subsidiary Organizations.

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

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

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

9.1.3.1 Proposal. A new Branch may be proposed by submission of a written proposal to the Section Board of Directors with the name,

objective, officers, and brief comments on how the new Branch will be of advantage to members in the area.

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

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

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

9.1.3.5 *Region Approval.* Upon Vermont Section Board of Directors' approval, the proposal and petition shall be submitted to the Region Board of Governors for review and final approval.

9.1.4 *Technical Groups.* Technical Groups or local Institute Chapters shall be created in accordance with the following requirements:

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

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

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

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

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

9.1.7 *Annual Report.* Each Subsidiary Organization President or Chair shall submit an annual written report to the Vermont Section Board of Directors on the activities and programs of the organization. This Annual

Report, including a financial statement, shall be suitable for incorporation into the Vermont Section's Annual Report.

9.1.8 *Level of Activity.* Each Subsidiary Organization shall hold a minimum of one (1) event per year. Any Subsidiary Organization that does not maintain the minimum activity level for two (2) successive years, or does not have ten (10) Subscribing Members on its rolls for two (2) successive years, shall be automatically disbanded. Assets of a disbanded Subsidiary Organization shall be assumed by the Vermont Section.

9.2 *Standing Committees.* Standing committees include the following: Nominating Committee and Audit Committee.

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

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

Article 10: Administrative Provisions

Not used.

Article 11: Amendments

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

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

11.1.2 *Approval.* The proposed Bylaws amendment(s) shall be approved by not less than a majority of the Board of Directors and submitted to the Society's Committee on Geographic Units for review and approval.

11.1.2 *Notice and Adoption.* Upon approval by the Committee on Geographic Units, the proposed Bylaws amendment(s) may be adopted by a two-thirds (2/3) vote of the Vermont Section Board of Directors present at a duly constituted Board meeting, where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment(s) is published to the Section membership at least thirty (30) days in advance of the meeting.

PART II

**OFFICERS, BOARD OF DIRECTORS
and SECTION DIRECTORS**

PRESIDENT

Function: The President is the senior executive officer and Chair of the Board of Directors. The President Provides leadership in all Section activities and is a voting member of the Board of Directors.

Duties:

1. Ensure the policies established by the Canons, the Board of Directors, and the Society are affected.
2. Preside, with voting privilege, at all meetings of the Membership and the Board of Directors when present.
3. Supervise and coordinate the activities of the several officers, delegating additional duties as necessary.
4. Correspond with Society officials and other organizations or individuals, as required. These include but are not limited to (ACEC, ACEC, AGC, AIAVT, ITE, VT, SEAVT, VSE, ICC, VSPE)
5. Serve as Board Contact Member as deemed necessary.
6. Coordinate the Board of Directors decisions regarding the distribution of the Section's financial contributions.
7. Provide a written agenda at all meetings of the Board of Directors. Run the meeting as per the agenda.
8. Prepare and update the Section's yearly Events Schedule and the listing of the Board of Directors, and notify action officers.
9. Delegate organization and coordination of monthly meetings, guest speakers and present speaker with certificate of recognition and/or gift.
10. Maintain contact with Regional and National leadership and administration and communicate Regional and National Leadership initiatives to the Board of Directors and the Vermont Section Members.
11. The President is the Keeper of the Vermont Section ASCE banner. The President ensures the banner is displayed at all dinner meetings.
12. Maintain the President's administrative records and ensure these records are passed on to the incoming President.

13. Serve as delegate member to the New England Council of ASCE.
14. Delegate attendees for Regional and National meetings to include but not be limited to:
 - a. Regional Assemble (Spring and Fall)
 - b. Legislative Fly-in
 - c. Headquarters Orientation
 - d. National Convention
 - e. Workshop for Section and Branch Leaders
15. Make sure meeting reminders are sent out to the membership.
16. Keep our email distribution list up-to-date.
17. Make sure we have a representative at the Day Under the Dome event.
18. Make sure the Student Practitioner Advisors are keeping constant contact with the schools.
19. Participate in Leadership conference calls with Nationals bi-annually (they will contact you about this).
20. Make sure our Section is involved with ASCE National President elections and endorse a candidate every year.
21. Keep up-to-date with the National yearly action calendar.
22. Prepare the President's message for the monthly newsletter.
23. Review Newsletter prior to distribution by Newsletter Editor.

PRESIDENT- ELECT

Function: The President-Elect is the acting President in the absence of the President. The President-Elect shall prepare fully for the impending term of the section and is a voting member of the Board of Directors.

Duties:

1. Serve in the absence of the president at functions and meetings.
2. Serve as the ASCE representative on the VSPE-Vermont management committee for the National Engineers Week.
3. Prepare, no later than September 30th, the annual update to the Vermont Section Operating Handbook.
 - a. Is the Keeper of the Operating Handbook and the edits during the year.
 - b. Ensures the incoming President-Elect receives the appropriate editable document and originals of the Handbook.
4. Assist the President in the planning of the monthly dinner meetings, and coordinate meal location and arrangements.
5. Organize the gift and presentation to the outgoing President at the May Dinner Meeting including ordering the plaque and pin.
6. Prepare the ballot each March and distribute through the preferred method to the Vermont Membership.
7. Prepare the BOD induction at the Annual May Meeting
8. Prepare ASCE Fellow Member applications.
9. Enter our Section for the Newsletter award from Nationals every year.
10. Enter our Section for the Website award from Nationals every year.
11. Fill out the leadership report for National for the ASCE Yearly Register.
12. Maintain VT ASCE Calendar in coordination with the President.

13. Make preliminary plans and preparations in order to be able to serve as the President in the most efficient manner in the upcoming term.

14. Organize all incoming Advertisements:

- a. Email our advertisers a month in advance of their expiring ads.
- b. Updating the advertisement spreadsheet.
- c. Upload the advertiser's logo to the room.
- d. Email newsletter editor, webmaster, and treasurer about the new ad.

SECRETARY

Function: The secretary is the administrator of the Section and with the advice of the President, as necessary, oversees all promulgations of the Section's Canons. The Secretary is a voting member of the Board of Director's.

Duties:

1. Maintain the Vermont Section's Secretary files and documentation including the Annual Reports, copies of all newsletters, list of guest speakers, current mailing addresses and other documents as appropriate, for a minimum of five years time.
2. Record minutes of all action taken at meetings and board meetings
3. Assist the president in preparing meeting agendas
4. Assist the President and Vice-President in preparation and distribution of the State Society Directory and Handbook.
5. Handles routine correspondence between meetings that does not require formal approval of the BOD.
6. Invite Life Members to our annual May meeting.
7. Make sure the Engineer and Young Engineer of the Year nomination applications are filled out and submitted.
8. Maintain and have a copy of the Officers List and the current Vermont ASCE Handbook at all meetings.
9. Assist the Vice-President in preparation of the Ballot.
10. Coordinate with and perform tasks per the President and Vice-President regarding monthly membership meetings. This includes but is not limited to: taking RSVPs, Preparing PDH certificates, making name tags, confirmation of RSVPs with event locations, and maintenance of historical data for membership meetings, maintain a list of RSVPs and Life member attendees for each meeting.

TREASURER

Function: The Treasurer is the controller of the Section's funds and documents or procedures related thereto. The Treasurer is a voting member of the Board of Directors.

Duties:

1. Receive, control, and distribute Section funds and accounts payable.
 - a. Newsletter production and mailing expenses.
 - b. National ASCE allotment checks (usually received after ASCE receipt of our Annual Report in November).
 - c. Vermont Section dues from National ASCE.
 - d. Dinner fees and expenses.
 - e. Conference expenses: semi-annual Regional meetings; management, conferences; young member conferences.
 - f. Annual contributions.
2. Prepare and maintain financial records and prepare a written budget report for Board of Director meetings.
3. Develop and distribute the Annual Report to National ASCE on a timely basis (usually in November). The Report also serves as the Section's history of the year's activities.
4. Ensure all financial records are passed on to the incoming Treasurer.
5. Organize and administer the monthly dinner meeting registration table including collecting the meal fees; update the attendance check-off list; pens; bring cash for change and a receipt book; pay the restaurant at the end of the evening; keep all receipts. Notify the President of the number of meeting attendees.
6. Prepare and distribute dues related correspondence, as required, and send follow-up notices to non-payees.
7. Update signature cards at the time of change of President.
8. Distribute PDH forms at dinners, field trips and other Section activities.
9. Keep the stock of ASCE stuff full.
10. Work with President Elect on the business card and employment advertisements, including updating the spreadsheet and cashing the checks.

11. Make sure our annual donations are sent.
12. Send out bills for meeting “no-shows”.
13. Update the “dinner prices” and “meeting list” spreadsheets are up-to-date after each meeting.
14. Keep 7 years of records for the Annual Report.

PAST-PRESIDENT

Function: The Past-President shall provide constructive counseling and guidance to policies of the Board of Directors as they relate to Section and Society procedures. The Past-President is a voting member of the Board of Directors.

Duties:

1. Serves as the chairperson of the Vermont Section Engineer of the Year and Young Engineer of the Year selection committee.
 - a. Ensures the Vermont Section ASCE Engineer of the Year and Young engineer of the Year receive, as a minimum, Framed Certificates of Award.
2. Performs specific tasks and additional duties as delegated by the President.
3. Hold membership drive pizza parties for engineering groups around the state.
4. Organize the Past-President's breakfast.

NEW ENGLAND COUNCIL DELEGATES

Function: The New England Council Delegates serve on the Board of Directors of the Section and are voting members of the Board of Directors.

Duties:

1. Each Section Director serves as a delegate to the New England Council of ASCE.
2. Carry forward to the semi-annual Regional meetings the Section's position on various issues of action and/or discussion, and report back to the Board of Directors.
3. Inform the Board of Directors of upcoming Regional meeting date(s) and agenda.
4. Strive to initiate or perform activities that will advance the objectives of the Council. (Refer to the Council's Constitution).
5. Perform other specific tasks as delegated by the President.
6. Have a knowledge in the current VT legislative issues and actively participate in the Vermont Building Professional Alliance. This group is organized by AIAVT.

YOUNG MEMBER GROUP CHAIRPERSON

Function: The Young Member Group Chairperson shall promote activities and inform of particular interest and value to younger members. The Young Member Group Chairperson shall serve on the Board of Directors of the Section and is a voting member of the Board of Directors.

Duties:

1. Encourage the full professional development of young members, including increased participation in Section activities.
2. Consider and recommend action to the Board of Directors on matters of concern to young members.
3. Maintain liaison on matters of concern with the Younger Member Group.
4. Maintain liaison with ASCE Student Chapters and report to the Board of Directors on Student Chapter activities and issues.
5. Work with the Practitioner Advisors to organize the Annual Student Ski Day Event.
6. Plan events for younger members to network and learn.
7. Attend the National Younger Member Group Conferences.
8. The Young Member Chair is responsible for planning one (1) monthly membership meeting throughout the year.

MEMBERSHIP CHAIRPERSON

Function: Membership Chairperson shall be the main correspondent for the entire Section membership. The Membership Chairperson shall serve on the Board of Directors, but is not a voting member.

Duties:

1. Send welcome emails to new VTASCE members.
2. Keep track of unpaid members and email them about renewing their memberships.
3. Correspond with members concerning their membership status. Report issues with Nationals.
4. Maintain liaison with ASCE Student Chapters and report to the Board of Directors on Student Chapter activities and issues.
5. Keep the membership summary spreadsheet up-to-date.
6. Mail certificates to members.
7. Determine which members do not have up-to-date contact information and work with Nationals to determine their new contact information.

GOVERNMENT RELATIONS CHAIRPERSON

Function: Government Relations Chairperson shall be the main correspondent for all the government related activities and issues for the section. The Government Relations Chairperson shall serve on the Board of Directors, but is not a voting member.

Duties:

1. Coordinate effort to update the Vermont State Infrastructure Report Card.
2. Deliver and promote Vermont State and National Infrastructure Report Cards.
3. Serve as the section's designated government relations contact. Act as liaison to the ASCE State Government Relations Committee.
4. Track legislation and activities of the state licensing board.
5. Promote ASCE's priority issues related to civil engineering profession to state elected officials and office holders including state licensing boards.
6. Organize testimony before the legislature. Identify key section members or other experts to publicly state ASCE's position.
7. Make the Section aware of government relations activities. Work with president, webmaster, and newsletter editor to promote activities and issues. Work with National's resources to further promote government relations activities and issues.
8. Consider holding an annual legislative day at the state capitol. Possibly partner with other organizations.
9. Ensure participation from key Section members in the National Fly-in event. Approximately every other year attend this event representing the Section.
10. Organize a Section Government Relations Committee to assist with any or all tasks related to government relations.

WEBMASTER

Function: Webmaster shall keep the website up-to-date and perform monthly updates. The Webmaster shall serve on the Board of Directors but is not a voting member.

Duties:

- 1.Keep in contact with the web designer.
- 2.Work with President Elect for the advertisements, including updating the spreadsheet and updating the website.
- 3.Update the website monthly.
- 4.Upload the Newsletter to the website.
- 5.Add Board of Director's information to the website.
- 6.Add all upcoming event and meeting information to the website.

NEWSLETTER EDITOR

Function: Newsletter Editor shall compose a monthly newsletter for distribution to our membership. The Newsletter Editor shall serve on the Board of Directors, but is not a voting member.

Duties:

1. Send the newsletter out monthly. Include the following:
 - a. President's Message
 - b. Other Vermont society events and issues
 - c. All VTASCE events and issues
 - d. Important ASCE National events and issues
 - e. Board of Directors contact information
 - f. Advertisements
2. Work with President Elect for the advertisement, including updating the spreadsheet and keeping the newsletter up-to-date.

STUDENT PRACTITIONER ADVISORS

Function: Student Practitioner Advisors shall maintain close contact with the Vermont engineering schools. The Student Practitioner Advisors shall serve on the Board of Directors of the Section, but are not voting members.

Duties:

1. Maintain contact with the students and faculty advisors at the engineering schools in Vermont.
2. Convey issues to the student chapters that the Section is focusing on.
3. Convey issues to the Section that the student chapters are focusing on.
4. Make sure the schools receive support if they need it from the Section.
5. Work with the Younger Member Group Chairperson to organize the Annual Student Ski Day Event, including fundraising.

PART III

SUBSIDIARY ORGANIZATIONS

Student Chapters and Clubs

PART IV
PROGRAMS

**Vermont Engineer of the Year and
Young Engineer of the Year**

2010 - Engineer of the Year Award Nomination Form Checklist

1. Return original application and nomination package and four copies to the chair of the Engineer of the Year Selection Committee listed below for receipt no later than **Friday, January 15, 2010**:

Mr. Robert Wernecke, P. E.
206 Pine Hill Drive
West Berlin, VT 05663
Email: rwernecke@innevi.com

Note: Instead of mailing four copies of the original application and nomination package, you may submit your application and nomination package electronically no later than Friday, January 15, 2010 **in pdf format only** to rwernecke@innevi.com. The paper original of the application and one paper copy of the nomination package **must** follow by mail to the above address.

2. Provide a brief biographical sketch of employment and experience since formal education.

3. Attach the following as the basis for nomination of the candidate. This information should appear in a format similar to that outlined.

A. Education and Collegiate Achievements

Include undergraduate and advanced degrees (date, major, institution, and GPA for each), honorary societies (society, office held) scholastic awards, organizations (name, office held), and other activities.

B. Professional and Technical Society Activities (national, state and chapter levels).

List offices held and committee assignments, and awards at each level.

C. Continuing Competence

List graduate studies (courses, dates) short courses and seminars, and papers published (article, journal, and date)

D. Engineering Achievements

Include current position (title, company or institution), responsibilities (number of subordinates, annual budget), accountability (position, function, nature of challenge) patents applied for and awarded.

E. Professional Experience and Engineering Contributions

Dates of employment, employer/location, and description of duties.

Describe specific engineering contributions and/or advancements made by the candidate over the recent past. Lifetime achievements may be substituted for recent achievements.

F. Civic and Humanitarian Activities

List participation, offices held and committee assignments.

G. Public Stature

Describe how the candidate has achieved public stature in the eyes of those outside the engineering profession for professional and civic achievements.

4. The applicant must be a licensed Professional Engineer.

2010 - Engineer of the Year Award Nomination Form

Please Type

Candidate: _____ Date of Application: _____

Home Address:

Daytime Phone: _____ Fax: _____

Licensure: _____
State Classification License No.

Candidate's Signature: _____
Date: _____

Society _____ Sponsor: _____

Sponsor Representative: _____

Representative's Signature: _____

Address: _____

Daytime Phone: _____ Fax: _____

Please refer to nomination checklist for additional information that should accompany this nomination form.

2010 - Young Engineer of the Year Award Nomination Form Checklist

1. Return original application and nomination package and four copies to the chair of the Engineer of the Year Selection Committee listed below for receipt no later than **Friday, January 15, 2010**:

Mr. Robert Wernecke, P. E.
206 Pine Hill Drive
West Berlin, VT 05663
Email: rwernecke@innevi.com

Note: Instead of mailing four copies of the original application and nomination package, you may submit your application and nomination package electronically no later than Friday, January 15, 2010 **in pdf format only** to rwernecke@innevi.com. The paper original of the application and one paper copy of the nomination package **must** follow by mail to the above address.

2. Provide a brief biographical sketch of employment and experience since formal education.

3. Attach the following as the basis for nomination of the candidate. This information should appear in a format similar to that outlined.

A. Education and Collegiate Achievements

Include undergraduate and advanced degrees (date, major, institution), honorary societies (society, office held) scholastic awards, organizations (name, office held), and other activities.

B. Professional and Technical Society Activities (national, state and chapter levels).

List offices held and committee assignments, and awards at each level.

C. Continuing Competence

List graduate studies (courses, dates) short courses and seminars, and papers published (article, journal, and date)

D. Engineering Achievements

Include current position (title, company or institution), responsibilities (number of subordinates, annual budget), accountability (position, function, nature of challenge) patents applied for and awarded.

E. Professional Experience

Dates of employment, employer/location, description of duties showing evidence of increasing responsibility and complexity.

F. Civic and Humanitarian Activities

List participation, offices held and committee assignments.

4. Applicants must be 35 years of age or younger as of January 1, 2010 to be eligible.

5. Applicants must be a licensed Professional Engineer or Certified Engineer Intern.

2010 - Young Engineer of the Year Award Nomination Form

Please Type

Candidate: _____ Date of Application: _____

Birth Date: _____

Home Address: _____

Daytime Phone: _____ Fax: _____

Licensure: _____
State Classification License No.

Candidate's Signature: _____ Date: _____

Society Sponsor: _____

Sponsor Representative: _____

Representative's Signature: _____

Address: _____

Daytime Phone: _____ Fax: _____

Please refer to nomination checklist for additional information that should accompany this nomination form.

**PART V
ATTACHMENTS**

Vermont Section

AMERICAN SOCIETY OF CIVIL ENGINEERS

President,	Jason R. Booth, P.E., M.ASCE
President-Elect,	Bernie Gagnon, P.E., M.ASCE
Secretary,	Jeff Grace, P.E., M.ASCE
Treasurer,	Jessica Clark, M.ASCE
Past-President,	Amanda Hanaway-Corrente, M. ASCE
Newsletter Editor,	Benjamin D. Heath, E.I., M.ASCE
Webmaster,	Robert Klinefelter, E.I., M.ASCE
NE Council Delegate,	Floyd Sheesley, P.E., M.ASCE
NE Council Delegate,	Eugene Sevi, P.E., M.ASCE
Membership Committee Chair,	Alfred Aponas, E.I., M.ASCE
VTC Practitioner Advisor,	Vacant
UVM Practitioner Advisor,	Erik Alling, E.I., M.ASCE
Norwich Practitioner Advisor,	Jeff Grace, P.E., M.ASCE
Younger Member Committee Chair,	George McCain, E.I., M.ASCE

VERMONT SECTION ASCE
YEARLY EVENTS SCHEDULE

This schedule provides a summary of the Section's recurring events/actions. It is a framework around which the Section's business is conducted.

<u>DATE</u>	<u>EVENT/ACTION</u>	<u>ACTION OFFICER</u>
May	Annual Meeting. Install New Officers	Past-President
May	End of Month: Update check/saving accounts Signature cards.	Treasurer
June	Notify National ASCE, New England District Director, and VSPE of new officers.	President
July	New Board of Directors meeting. New year's schedule; review duties. Select fall speakers.	President
September	1 st week; newsletter is out Final coordination of meal and speaker	Secretary President, Vice President
September	3 rd Wednesday Dinner Meeting Joint meeting (golf?) With VSE	President
September	Region 1 Meeting Prepare semi-annual report	Section Directors & President
September	Contact Upper Valley Section; coordinate November's Meeting	President
September	End of month: Update Operating Handbook Including Student Chapters	Vice President
October	1 st week; newsletter is out Final coordination of meal and speaker	Secretary President, Vice President
October	VT ASCE Engineer of the Year and Young Engineer-of-the-Year selection process starts.	Past-President

YEARLY EVENTS SCHEDULE

Page 2

October	3 rd Wednesday Dinner Meeting With Norwich Student Chapter	President
October	Contact VSPE E-Week Committee Coordinator	Vice President
November	1 st week; newsletter is out Ask for Engineer of year suggestions Final coordination of meal and speaker with Upper Valley Section.	Secretary President, Vice President
	Even Years: Vermont Responsibility Odd Years: Upper Valley Responsibility	President
November	3 rd Wednesday Dinner Meeting With Upper Valley	President
November	Complete Annual Report/mail to National	Secretary/Treasurer
November	Coordinate January's joint meeting with VSPE	President
December	Board of Directors Meeting Select VT ASCE Engineering/Young Engineers of the year. Discuss possible new officers.	President
January	1 st week; newsletter is out Announce E-Week Final coordination with VSPE-Joint Meeting Odd Years: ASCE responsible Even Years: VSPE responsible	Secretary Vice President President
January	3 rd Wednesday Dinner Meeting With VSPE	President
February	1 st week; newsletter out E-Week package of information UVM's E-Week schedule	Secretary
February	E-Week Dinner, Friday night	VSPE

YEARLY EVENTS SCHEDULE

Page 3

February	Board of Director's meeting Remaining year's speakers Names for new officers	President
March	1 st week; newsletter out Dinner at UVM Ballot for new officers Final coordination of meal speaker	Secretary
March	3 rd Wednesday Dinner Meeting	Past-President
April	1 st week; newsletter out Final coordination of meal speaker	Secretary President, Vice President
April	3 rd Wednesday Dinner Meeting and/or Technical field trip	President
April	Region 1 Meeting Prepare semi-annual report	Section Directors & President
May	1 st week; newsletter out Middlebury/Rutland location Announce new officers Final coordination of meal speaker	Secretary President, Vice President
May	3 rd Wednesday Dinner Meeting Annual Meeting Present gift to out going President Induction of new Officers Present VT ASCE Engineer of yr awards	Vice President Past-President

DINNER MEETING CHECKLIST

- a. Make PDHs (Secretary)
- b. Make certificates of appreciation and put into frame
- c. Bring gift for speaker
- d. Order sheet cake for dessert (can save money)
- e. Confirm final number with restaurant (designated meeting coordinator)
- f. Preparing ASCE nametags (Secretary)
- g. Bring projector, power cords, and screen (designated meeting coordinator)
- h. Have someone man the registration desk and collect money (Treasurer)
- i. Bring ASCE Banner and Other ASCE stuff
- j. Bring door prizes
- k. Bring money for change (Treasurer)
- l. Prepare President announcements
- m. Introduce all BOD members (also life members and past-presidents)
- n. Call speaker and make sure they are all set (make sure they are on the RSVP list) (designated meeting coordinator)
- o. Make sure the attendance list total is added to the "dinner prices" spreadsheet and the "Meeting List" spreadsheet (Treasurer)
- p. Pay the restaurant bill (Treasurer)
- q. Send out bills to "no-shows" (Treasurer)
- r. Print and bring RSVP list (Secretary)
- s. Print and bring a list of the current life members (Secretary)

These tasks are included under each individual BoD Members Duties as listed above. Tasks that are not specifically assigned per the Duties listed will be assigned by the President as appropriate.