

**VERMONT SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS**

OPERATING HANDBOOK
(Updated November 29, 2001)

VERMONT SECTION ASCE

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PART I

CANONS

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VERMONT SECTION A.S.C.E.

CONSTITUTION

ARTICLE I. NAME AND OBJECTIVE

- Section 1. The name of this organization shall be the Vermont Section, American Society of Civil Engineers.
- Section 2. The objective of the Vermont Section shall be the advancement of the science and profession of engineering, in a manner consistent with the objectives of the American Society of Civil Engineers.

ARTICLE II. AREA AND MEMBERSHIP

- Section 1. The area represented by the Vermont Section shall be the entire state of Vermont.
- Section 2. All members of the American Society of Civil Engineers of all grades, who subscribe to the Constitution and By-laws of the Vermont Section, who have paid the current dues of the Section or who are exempt by the Article III, shall be Subscribing Members of the Section. All other members of the American Society of Civil Engineers of all grades, whose addresses are within the boundaries of the Section, shall be Assigned Members of the Section.
- Section 3. 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 By-laws of the 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, such as Life Members, shall also be exempt from payment of dues in the Section.

ARTICLE IV. OFFICERS AND GOVERNING BODY

- Section 1. The officers of this Section shall be a President, a President-Elect, a Secretary, a Treasurer, two Section Directors, and the most recent Past-President, still a current member of ASCE.
- Section 2. The governing body of the Section shall be a Board of Directors consisting of the officers, a Young Member Representative and the President or Chairperson of each subsidiary organization.

NOTE: Details regarding election, succession, and other procedures are covered in the By-laws.

ARTICLE V. MEETINGS

- Section 1. The Annual Meeting shall be held on such date and at such place as the Board of Directors designate. 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 subscribing members.

ARTICLE VI. AMENDMENTS

- Section 1. This Constitution may be amended only by the following procedure:
- (a) A proposed amendment to this constitution must be submitted to Section Secretary in a written petition signed by not less than 15 subscribing members of the Section.
 - (b) The proposed amendment shall be cleared through the ASCE Committee on Sections and District Councils before being voted upon.
 - (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 subscribing members, voting, and the approval of the ASCE Committee on Sections and District Councils.

ARTICLE VII. BY-LAWS

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

ARTICLE VIII. 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, and the Section shall not participate in, or intervene in (including the publishing of distributing of statements), any political campaign on behalf of 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.

ARTICLE IX. SUBSIDIARY ORGANIZATIONS

- Section 1. Subsidiary organizations may be formed within the Vermont Section, to facilitate to the carrying out of 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 By-laws.
- Section 2. The President or Chairperson of each subsidiary organization shall be a Member of the Section's Board of Directors.
- Section 3. Subsidiary organizations shall adopt By-laws consistent with this Constitution.

Ratified April 3, 1995

Donald E. Phillips, P.E.
President

VERMONT SECTION A.S.C.E.

BY-LAWS
ARTICLE 1. DUES

Section 1. The annual dues for members of the Vermont Section shall be ten dollars (\$10.00) payable in advance on January 1.

ARTICLE II. OFFICERS, TERMS, AND VACANCIES

Section 1. The term of office for each officer shall be:

- (a) President, One Year
- (b) Past-President One Year
- (c) President Elect, One Year
- (d) Secretary, Two Years
- (e) Treasurer, Two Years
- (f) Section Directors Two Years (staggered terms)

The terms for Secretary and Treasurer shall expire on alternate years. Terms shall begin at the close of the Annual Meeting and continue until their successors are elected and assume the offices.

Section 2. A vacancy in the office of the President shall be filled by the President-Elect. Other vacancies shall be filled for the unexpired term by Appointment by the Board of Directors.

Section 3. No member shall serve in one elected office other than that of Secretary and/or Treasurer for more than two successive elected terms.

ARTICLE III. NOMINATION AND ELECTION OF OFFICERS

Section 1. The Nominating Committee of the Section shall be a standing committee. It shall consist of the Board of Directors plus other duly selected members.

Section 2. The Nominating Committee shall choose one or more candidates for election to each office, except the office of President, prescribed by the Constitution 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.

- Section 3. The Secretary shall send a letter containing the list of official nominees and a space for a write-in vote for another candidate for each office, to each subscribing member of the Section at least 10 days prior to the annual meeting.
- Section 4. Ballots returned to the Secretary up to the time of counting shall be opened and counted at the Annual Meeting by three tellers appointed by the President. For each office the candidate receiving the highest number of votes cast shall be declared elected.
- Section 5. The President-Elect shall succeed the office of President at the close of the Annual Meeting.

ARTICLE IV. MEETINGS

- Section 1. In addition to the Annual Meeting, at least (7) meetings shall be held each year at regular intervals.

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 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. A majority of the board shall constitute a quorum.

ARTICLE VI. SUBSIDIARY ORGANIZATIONS

- Section 1. 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. By-laws of subsidiary organizations shall be approved by the Vermont Section Board before becoming effective.

- Section 2. Subsidiary organizations may be, but are not limited to, Student Chapters and Clubs, 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. Branches of the Section will be created in accordance with Society guidelines and procedures.
- Section 4. Each subsidiary organization shall submit an annual budget and financial statements to the Board of Directors for approval.
- Section 5. 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. This annual Report, including a financial statement, shall be suitable for incorporation into the Section's Annual Report.
- Section 6. Each subsidiary organization shall hold a minimum of two (2) events per year. Any subsidiary organization that does not maintain activity level for two successive years, or does not have fifteen (15) subscribing members on its rolls, shall be automatically disbanded. Assets of a disbanded subsidiary organization shall be assumed by the Vermont Section.

ARTICLE VII. AMENDMENTS

Section 1. By-laws may be adopted or amended by the following procedure:

- (a) The proposed by-law shall be distributed to the subscribing membership who shall be given the opportunity to vote.
- (b) The proposed amendment shall be voted upon by those subscribing members in attendance at a business meeting if the intent of the proposed amendment was made known to the membership along with the meeting notice.
- (c) To become effective it shall receive an affirmative vote of not less than a majority of the subscribing members voting, and the approval of the ASCE Committee on Sections and District Councils.

Ratified April 3, 1995

Donald E. Phillips, P.E.
President

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.
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.
8. Prepare and update the Section's yearly Events Schedule and the listing of the Board of Directors, and notify action officers.
9. Organize and coordinate guest speakers and present speaker with certificate of recognition and/or gift.
10. The President is the Keeper of the Vermont Section ASCE banner. The President ensures the banner is displayed at all dinner meetings.
11. Maintain the President's administrative records and ensure these records are passed on to the incoming President.
12. Serve as delegate member to the New England Council of ASCE.

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 computer disc 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.

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. Prepare, print, and distribute the monthly newsletter via; e-mail, fax or mail. Maintain a current e-mail, fax and/or mail list.

TREASURER

Function: The Treasurer is the comptroller 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 District 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; bring name tag labels, pens; bring cash for change and a receipt book; pay the restaurant at the end of the evening; keep all receipts. Receive meeting reservations, and notify the President of the number of meeting attendees and meal choices.
 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.

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.

SECTION DIRECTORS

Function: The Section Directors 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 New England Council 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 Council 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.

YOUNG MEMBER REPRESENTATIVE

Function: The Young Member Representative shall promote activities and inform of particular interest and value to younger members. The Young Member Representative 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 Society Committee on Young Members.
 4. Maintain liaison with ASCE Student Chapters and report to the Board of Directors on Student Chapter activities and issues.

PART III

SUBSIDIARY ORGANIZATIONS

Student Chapters and Clubs

PART IV
PROGRAMS

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

2002 - Engineer of the Year Award Nomination Form Checklist

1. Return original application and four copies to the chair of the Engineer of the Year Selection Committee listed below for receipt no later than **January 5, 2002**:
Don Phillips, P.E.
Forcier Aldrich & Associates
6 Market Place, Suite 2
Essex Jct., VT 05452
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), and other activities.
 - B. Professional Society Activities (national, state, and chapter levels).
List offices held and committee assignments, and awards at each level.
 - C. Technical Society Activities.
List offices held and committee assignments.
 - D. Continuing Competence.
List graduate studies (courses, dates) short courses and seminars, and papers published (article, journal, and date).
 - E. 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.
 - F. Professional experience.
Dates of employment, employer/location, description of duties.
 - G. Engineering contributions.
Describe specific engineering contributions and/or advancements made by the candidate over the recent past. Lifetime achievements may be substituted for recent achievements.
 - H. 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.**

2002 - Young Engineer of the Year Award Nomination Form Checklist

1. Return original application and four copies to the chair of the Engineer of the Year Selection Committee listed below for receipt no later than **January 5, 2002**:
Don Phillips, P.E.
Forcier Aldrich & Associates
6 Market Place, Suite 2
Essex Jct., VT 05452
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 Society Activities (national, state and chapter levels).
List offices held and committee assignments, and awards at each level.
 - C. Technical Society Activities
List offices held and committee assignments.
 - D. Civic and Humanitarian Activities
List offices held and committee assignments.
 - E. Continuing Competence
List graduate studies (courses, dates) short courses and seminars, and papers published (article, journal, and date)
 - F. 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.
 - G. Professional Experience
Dates of employment, employer/location, description of duties.
4. **Applicants must be 35 years of age or younger as of January 1, 2002 to be eligible.**
5. **Applicants must be a licensed Professional Engineer or licensed Engineer in Training.**

2002 - Young Engineer of the Year Award Nomination Form

Please Type

Candidate: _____ Date of Application: _____

Home Address: _____

Daytime Phone: _____ Fax: _____

Licensors: _____
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

August 20, 2001

Vermont Section, ASCE: Officers and Directors, 2001 - 2002

Past President:	Russel Ryan, P.E. ConstructWare 43 Giffin Court Colchester, VT 05446	TEL: 846-2376 FAX: E-mail: ryanvt@hotmail.com
President:	Kevin Worden, P.E. Engineering Ventures, Inc. 208 Flynn Avenue, Suite 2A Burlington, VT 05401	TEL: 863-6225 FAX: 863-6306 E-mail: kevinw@engineeringventures.com
President-elect:	David Mitchell, P.E. Engineering Ventures, Inc. 208 Flynn Avenue, Suite 2A Burlington, VT 05401	TEL: 863-6225 FAX: 863-6306 E-mail: davidm@engineeringventures.com
Secretary:	Lynnette Whitney DeWolfe Engineering Associates, Inc. 61 Elm Street Montpelier, VT 05602	TEL: 223-4727 FAX: 223-4740 E-mail: lwhitney@dirsteel.com
Treasurer:	Bruce Eaton Otter Creek Engineering, Inc. 404 East Main Street East Middlebury, VT 05740	TEL: 382-8522 FAX: 382-8640 E-mail: eaton@ottercrk.com
Director, New England Council:	John P. Olson, PH.D, P.E. University of Vermont College of Engineering and Mathematics Civil Engineering Department Burlington, VT 05405-0156	TEL: 656-1927 FAX: 656-8446 E-mail: Olson@emba.uvm.edu
Director, New England Council:	Paul Hobbs, P.E. Engineering Ventures, Inc. 208 Flynn Avenue, Suite 2A Burlington, VT 05401	TEL: 863-6225 FAX: 863-6306 E-mail: paulh@engineeringventures.com
Special Interest Member:	Charles F. Scribner, Ph.D., P.E. Vermont Technical College Randolph Center, VT 05061	TEL: 728-1209 FAX: 728-1506 E-mail: cscribne@vtc.vsc.edu

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, President-Elect
September	3 rd Wednesday Dinner Meeting Joint meeting (golf?) With VSE	President
September	New England District Council 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	President-Elect
October	1 st week; newsletter is out Final coordination of meal and speaker	Secretary President, President-Elect
October	VT ASCE Engineer of the Year and Young Engineer-of-the-Year selection process starts.	Past-President

YEARLY EVENTS SCHEDULE

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October	3 rd Wednesday Dinner Meeting With Norwich Student Chapter	President
October	Contact VSPE E-Week Committee Coordinator	President-Elect
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, President-Elect
	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. Zone Leadership attendees? 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 President-Elect President
January	3 rd Wednesday Dinner Meeting With VSPE	President
January	Zone Leadership Conference	Attendees
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 Present VT ASCE Engineer of yr awards	Past-President
April	1 st week; newsletter out Final coordination of meal speaker	Secretary President, President-Elect
April	3 rd Wednesday Dinner Meeting and/or Technical field trip	President
April	New England District Council 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, President-Elect
May	3 rd Wednesday Dinner Meeting Annual Meeting Present gift to out going President Induction of new Officers	President-Elect Past-President