

# AMERICAN SOCIETY OF CIVIL ENGINEERS WISCONSIN SECTION



# ADMINISTRATIVE MANUAL

## NOTICE

This is an updated version of the Section Administrative Manual. It replaces the previous Administrative Manual, which was approved by the Board of Directors in 1975 and amended in 1977, 1984, 1985, 1986, 1988, 1991, 1997, 2002, 2012, 2014, 2015, 2016, 2017 and 2018.

This manual contains revisions to all of the sections, to account for changes in the way the Section conducts business since the previous Administrative Manual update in 2017. The changes were approved by the Board of Directors on September 20, 2018.

It is intended that this Manual be used in conjunction with the Section Yearbook. These documents also relate to the Administration of the Section.

All references to gender herein are intended to cover all members of the Society.

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## SECTION ACTION SCHEDULE

### Every Board Meeting

	<u>Action Required By</u>
Agenda for Board meeting	President
Minutes of previous meeting	Secretary
Treasurer's Report	Treasurer
Written committee reports	Committee chairs

NOTE: Board minutes to be sent to Board of Directors, Branch Presidents, and Secretaries, and the Region 3 Governor, for communication on materials of mutual interest.

### September (after Annual Meeting)

Notice of officers to:	
Board of Directors	Secretary
National ASCE Director of ASCE Geographic Services	Secretary
Region 3 Governor	Secretary
Distribute the action schedule to Branches	Secretary

### October

Submit nominations for Outstanding Civil Engineering Achievement (OCEA) Award to Society by October 1	Jury of Judges
Transfer Treasurer records, including bank signature card to new Treasurer, Committees, Standing Committees and Student Chapters for Annual Report	Treasurer
Audit Treasurer's books	Budget and Finance Committee
Review of annual award submittals for ASCE National for members and younger members	President-Elect
Invitation to national officers to visit to Section Annual Meeting (coordinate with other Sections and/or Branches)	President

### November

Assemble data for Annual Report and submit to Society by November 30	Secretary/Past President
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### December

Submit taxes to ASCE National December 15	Treasurer
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### January

Notices to Student Chapter Faculty Advisors and President of Student Chapters of upcoming OSCES Awards	Secretary
Notice of Individual Merit and Engineering Achievement Awards	President-Elect
Request list of New Life members from Society	Awards Committee

**February**

Compile Outstanding Senior Civil Engineering Student Award nominations, and present to Board of Directors by February 14 Secretary

Confirm Section dues Treasurer

**March**

Spring Technical Conference

Presentation of Life Membership certificates and pins President

Presentation of OSCES Awards President

**April**

Letter to Region 3 Sections for agenda items when hosting Region 3 Council Meeting President

Notify members with delinquent section dues Membership Committee

**May**

Preparation of Budget Treasurer

Appoint Jury of Judges President

Distribute ballots Secretary

**June**

Submit nominations for Individual Merit and Engineering Achievement Awards to Secretary by June 1st Secretary

Approve Budget Board

Receive all ballots for Board of Directors by June 30 Board

**July**

Coordinate nominations for Outstanding Section/Branch and Newsletter to Society which are due October 30 Secretary

Approve Nomination of recipients for the Individual Merit and Engineering Achievement Awards Board

Approve election results for Board of Directors Board

**August**

Prepare yearbook President-Elect

Submit report on achievements and activities to Secretary Standing and Technical Committee Chairs

Appoint chairs of standing committee President-Elect

Submit list of new officers for each Branch, Student Chapter representatives, and also Branch budget sent to Board of Directors Branch Secretaries

**September (Thru Annual Meeting)**

Submit list of new officers for each Branch, Student Chapter representatives, and also Branch budget sent to Board of Directors Branch Secretaries

Annual Meeting: President

President's Report  
Install officers

Certificates of Appreciation  
Distinguished Service Award  
Young Civil Engineer Award  
Engineer in Education  
Engineer in Consulting  
Engineer in Government  
Engineer in Private Practice

Engineering Achievement Awards

Submit nominations for ASCE Excellence in Journalism Award to the Society by September 15th

Distribute Yearbook electronically President-Elect

Submit names for Region 3 Leadership Board Conference Board

Approve meeting dates schedule Board

## **OFFICERS AND DIRECTOR'S DUTIES**

### **PRESIDENT**

#### Function

The President is a member of the Board of Directors of the Section, providing leadership and direction in all Section matters.

#### Responsibility and Authority

The President has a single vote on the Board of Directors, to be cast only in the event of a tie vote by the other Directors. Within the limits of the Section's approved policies, procedures, and programs, the President is responsible for, and vested with attendant authority to accomplish the duties listed.

#### Duties

1. Preside at all meetings of the Board of Directors of the Section and carry out policies established by the Board of Directors and National Society.
2. Supervise and coordinate activities of the Officers of the Section, assigning additional duties as necessary, and assisting in the interpretation of Section policy.
3. Appoint chairpersons from the members to all standing, joint representation, and ad-hoc committees.
4. Serve as ex-officio member of all committees, without vote, and attend committee meetings whenever possible.
5. Write a column for each newsletter.
6. Answer all letters addressed to the Section or ensure that proper answer is sent by the Secretary.
7. Prepare and deliver a report at the Annual Meeting, based on reports submitted by the various Committee Chairpersons and Officers.
8. Appoint, with confirmation of the Board of Directors, delegates to Region 3 meetings, annual Society meetings, and other special meetings or functions.
9. Represent the Section at meetings requiring representation.
10. Appoint, with confirmation of the Board of Directors, one member from each Branch to assist the Chair of the Nominating Committee to review nominations for various individual Section awards, and to nominate individuals as needed.
11. Primary contact for any organization contractual obligated to the Section.

## PRESIDENT-ELECT

### Function

The President-Elect is a member of the Board of Directors of the Section and shall perform all acts of the President in the President's absence, together with such other tasks as may be assigned by the President. The President-Elect serves as Board Contact Member to Public Affairs Committee, Spring Technical Conference Committee and Annual Meeting Committee, providing such guidance, encouragement, and assistance as may be required in their operation.

### Responsibility and Authority

The President-Elect has a single vote on the Board of Directors. Within the limits of the Section's approved policies, procedures, and programs, the President-Elect is responsible for, and vested with attendant authority to accomplish, the duties as listed.

### Duties

1. Serve as Contact Member to the Annual Meeting Committee, Spring Technical Conference Committee and the Public Affairs Committee.
2. Identify, for his/her term of office as President, all standing, joint representation, and ad-hoc committee chairpersons before the Annual Meeting, and announce those appointments upon, or shortly after, assuming the office of President.
3. Be responsible for the preparation of the Yearbook.
4. Solicit content for the newsletter, incorporating information obtained primarily from others, including:
  - a. Announcements of forthcoming Section and/or Branch meetings (Section and/or Branch Presidents or Secretaries).
  - b. A President's Column (Section President).
  - c. Summary of action taken by the Board of Directors (Secretary).
  - d. Official Section Business such as elections, committee reports, special activities, and announcements (Secretary, Committee Chairpersons).
  - e. Reports of previous Standing and Technical Committee meetings and announcements (Committee Chairpersons).
  - f. Member editorials and/or articles (Members).
  - g. Articles and meeting announcements on technical issues and activities (Technical Committee Chairpersons).
  - h. Meeting summaries from Branches (Branch Secretary).
  - i. Other appropriate announcements of National or State Organizations (Organizations).
  - j. Biographical data of all nominees for Section office (Nominating and/or Section Secretary).

Note: Those indicated in parentheses are primarily responsible for furnishing the information.



5. Oversee composition and distribution of the newsletter in electronic format.
6. Annually adopt, with the counsel of the President, specific goals for achievement during the Committee year.
7. At the conclusion of the year, by the Annual Meeting, report to the Secretary on achievements and activities, together with recommendations for the upcoming year.
- 8.

## **PAST PRESIDENT**

### **Function**

The Past President is a member of the Board of Directors of the Section. The Past President serves as Board Contact Member to the Awards Committee, the Nominations Committee, and the Jury of Judges, and, providing such guidance, encouragement, and assistance as may be required for their operation.

### **Responsibility and Authority**

The Past President has a single vote on the Board of Directors. Within the limits of the Section's approved policies, procedures, and programs, the Past President is responsible for, and vested with authority to accomplish, the duties listed herein.

### **Duties**

1. Provide liaison between the Board of Directors and the Awards Committee and attend meetings as required to be fully informed as to their activities, problems, and programs.
2. Assist the Committees in accomplishment of their programs, make observations on their adequacy and performances, and receive and recommend for approval any proposals for changes.
3. Interpret, define, and clarify questions relating to the function, purposes, and recommended operations of the Committees.
4. Review the budget for any special committee activities and obtain Board of Directors approval of items not previously authorized.
5. Ensure the preparation and submittal of annual reports by the above Committees and assist the Secretary in the preparation of the Annual Report.
6. Be Chairperson of the Jury of Judges unless the President chooses to appoint another ASCE member as Chairperson.
7. Review Administrative Manual for necessary updates.

## SECRETARY

### Function

The Secretary is a member of the Board of Directors of the Section. The Secretary carries on Section correspondence and maintains files of Section activities.

### Responsibility and Authority

The Secretary has a single vote on the Board of Directors. Within the limits of the Section's approved policies, procedures, and programs, the Secretary is responsible for, and vested with attendant authority to accomplish, the duties listed.

### Duties

1. Receive and transmit all Section correspondence, acting on the routine correspondence or referring it to the appropriate Section officer or committee, and referring that which is not routine to the Board of Directors (copy to President in advance).
2. Maintain the Section files. Records shall be retained as a part of the files. Records are archived at Marquette University and ASCE Collaborate.
3. Authorize all requests for use of the Section roster, conferring with the President if necessary.
4. Transmit reports to the Region 3 Coordinator of the Society as required to keep headquarters informed.
5. Act as Treasurer in the absence of the Treasurer with the approval of the Board.

### Monthly Duties

1. Responsible for the oversight of preparing the agenda and minutes of each Board meeting and transmit approved minutes to the Region 3 Director, the Board of Directors, and others as directed.
2. Present to the Board and answer for the Board, correspondence requiring Board notification or action as directed.
3. Forward information on Board actions to the Newsletter Editor.

### Annual Duties

1. September           Distribute action schedule to branches.
2. October             Remove routine correspondence from Section files, keeping only important items as necessary.
3. October             Prepare a list of all Section and Branch officers and all Section standing and technical committee officers indicating the contact addresses and telephone, and e-mail numbers and supply a copy of the list to all officers of the Section and Branches and all standing and technical committee chairpersons.
4. October             Update the historical list of committee appointments indicating the names of each individual who serves on a committee.

5. October                    Begin compilation and assembly of the Annual Report in cooperation with the Past President. The Annual Report should follow the format furnished by headquarters.
6. November 30            Submit Annual Report to headquarters.
7. December                Ensure that announcements are included in the January newsletter regarding the Young Civil Engineer of the Year, Journalism Award, Distinguished Service Awards, Individual Merit Awards, and Engineering Achievement Awards. The announcements should also set deadlines of June 1 for submissions to the Secretary.
8. January                    Send a letter to the faculty advisor and President of Student Chapters requesting the designation of a student to receive the Outstanding Senior Civil Engineering Student award(s) to be presented at the Spring Technical Conference.
9. June                        Arrange for the sending of ballots listing all nominees in the Section.
10. June                      Forward the nominations for Individual Merit Awards and Engineering Achievement Awards to the Jury of Judges.
11. June                        Send to the Editor for the summer newsletter, the list of official nominees for each office and the Board of Directors. Also to be included is a call for additional nominations in conformance with the Bylaws of the Section.

#### Term of Office

For administrative continuity, the Secretary normally serves three consecutive one-year terms. The terms should be staggered so that both a new Treasurer and a new Secretary do not begin a term simultaneously.

## TREASURER

### Function

The Treasurer is a member of the Board of Directors of the Section, and shall directly control all fiscal transactions. The Treasurer serves as Board Contact Member to the Budget and Finance Committee, providing such guidance, encouragement, and assistance as may be required in its operation.

### Responsibility and Authority

The Treasurer has a single vote on the Board of Directors. Within the limits of the Section's approved policies, procedures, and programs, the Treasurer is responsible for, and vested with attendant authority to accomplish, the duties as listed.

### General Duties

1. Receive, control, and disburse Section funds, as well as prepare and maintain financial records and reports.
2. Provide liaison between the Board of Directors and the Budget and Finance Committee, and attend meetings of the Committee as required to be fully informed as to its activities, problems, and programs.
3. Assist the Committee in accomplishment of its programs, make observations on its adequacy and performance, and receive and recommend for approval any proposals for changes.
4. Interpret, define, and clarify questions relating to function, purposes and recommended operations of the Committee.
5. Review the budget for any special Committee activity and obtain Board of Directors' approval of items not previously authorized.
6. Ensure the preparation and submittal of an annual tax form and receiving the Branches of the Section annual tax forms.
7. Act as Secretary in the absence of the Secretary with the approval of the Board.
8. Provide liaison between the Board of Directors and the Annual Meeting and Spring Technical Conference Committee of the appropriate Branch, and keep the Board of Directors informed of the planning and arrangements for the Annual Meeting.

### Monthly Duties

1. Furnish a monthly financial statement to the Board of Directors listing the types and amounts of income and expenses and indicating previous and present balances. The format for the report should show for each income and expense category; (a) the budgeted amount, (b) and amount for the monthly period covered by the report, and (c) the year-to-date amount. The Treasurer may combine the July and August reports.
2. Reconcile the monthly bank statement with the Section account records.
3. Coordinate the collection of receipts for the Section's Annual Meetings and Spring Technical Conferences with the Chairperson for those particular events.
4. Receive all monies collected by the cashier, preferably in person, and deposit same in the checking account.

5. Make all disbursements by check including those in connection with costs at the Annual Meeting and Spring Technical Conference.

#### Annual Duties

1. September Update the signature cards with names of new officers after the Annual Meeting for both the savings and checking accounts, postal accounts, and certificates of deposits. The savings account requires four signatures on the card with one required to withdraw. The checking account requires four signatures on the card with one required to withdraw (normally the Treasurer). Write Matthew Rynish honorarium check as requested by the Northwest branch to a qualified candidate selected by the Northwest branch.
2. September 30 The books shall be closed after this date for purposes of the annual financial report and audit.
3. October The financial record and accounts shall be turned over to the Budget and Finance Committee for a sufficient time for their audit. After the audit, the annual financial report shall be prepared and submitted to the Board of Directors at its November meeting.
4. January Allotment check received from the Society and is forwarded to the Treasurer. As this is a substantial sum, care is to be exercised to process and deposit immediately.
5. February Subject to approval by the Section Board, the Treasurer will forward \$325.00 directly to each Student Chapter. The Section also gives a special allotment of \$75.00 to each Student Chapter to be used to encourage attendance of Student Chapter members at Section/Branch dinner meetings and functions during the school year.

Subject to approval by the Section Board, these special allotments are distributed as follows:

- a) \$300.00 is sent to the Southeast Branch. (\$100.00 for the Marquette Student Chapter, \$100.00 for the University of Wisconsin-Milwaukee Student Chapter and \$100.00 for the Milwaukee School of Engineering Student Chapter.)
- b) \$200.00 is sent to the Southwest Branch. (\$100.00 for the University of Wisconsin-Madison Student Chapter, and \$100.00 for the University of Wisconsin-Platteville Student Chapter.)

The Board of Directors reserves the right to modify the values provided. Any modifications in value require a Board of Director vote and a one year waiting period before the values go into effect.

6. In February, the Wisconsin Section sends a check to the Branches in an amount based on the following:
  - a) An allotment of \$500.00 per Branch.
  - b) An allotment of \$6.00 for each Branch member who has paid Wisconsin Section dues for the previous year. Report from National as of December 31 will determine number of members.
  - c) Send Branch scholarship funds after names are received.
7. The Board of Directors reserves the right to modify the values provided. Any modifications in value require a Board of Director vote and a one year waiting period before the values go into effect.

8. With the approval of the Board of Directors, issue honorarium checks in an amount to be determined as part of the annual approved budget to each person receiving the Outstanding Senior Civil Engineering Student Award. Section may award up to two students per participating school.
9. In April, the Treasurer shall meet with the Budget and Finance Committee to review the expenditures for the year and prepare a proposed budget for the coming year. The budget and a proposed dues structure shall be submitted to the Board prior to May 31 of each, for approval by July 31 of each year. The budget and specific line items will meet the requirements of ASCE National.

#### Term of Office

For fiscal continuity, the Treasurer normally serves three consecutive one-year terms. The terms should be staggered so that both a new Secretary and a new Treasurer do not begin a term simultaneously.

## **BRANCH DIRECTORS**

### Function

Branch Directors are members of the Board of Directors of the Section. They provide liaison with the Branches.

### Responsibility and Authority

The Directors have single votes on the Board of Directors. Within the limits of the Section's approved policies, procedures, and programs, the Directors are responsible for, and vested with authority to accomplish, the duties listed herein.

In order to provide continuous liaison with the Board of Directors, the Branch may name an alternate to attend the Board of Directors meeting if the Branch Director is unable to attend. The alternate shall have the same single vote in the Branch Director's absence.

### Duties

1. They shall provide liaison between the Board of Directors and their respective Branches and shall attend meetings of the Branches as required to be fully informed as to their activities, problems, and programs.
2. They shall inform the Board of Directors about Branch activities and inform the Branch Board of Directors about Section activities, policies, and directives.
3. They shall ensure the preparation and submittal of annual reports and tax forms to the Section by the Branches when required by the Section Board of Directors.

### Term of Office

The terms of office for Directors from Branches shall be as determined by the Branches, which terms shall begin at the close of the Annual Meeting and continue until their successors are installed.



## **DIRECTORS AT LARGE**

### Function

Directors at Large are members of the Board of Directors of the Wisconsin Section, ASCE. The Directors at Large serve as Board Contact Members to the, standing, technical, and other assigned Committees, providing such guidance, encouragement, and assistance as may be required for their operation.

### Responsibility and Authority

Directors at Large each have a single vote on the Board of Directors. Within the limits of the Section's approved policies, procedures, and programs, the Directors are responsible for, and vested with authority to accomplish, the duties listed herein.

### Duties

1. Provide liaison between the Board of Directors and the, standing and technical Committees, and shall attend meetings of these Committees as required to be fully informed as to their activities, problems, and programs.
2. They shall assist the Committees in accomplishment of their programs, make observations on their adequacy and performances, and receive and recommend for approval any proposals for changes.
3. They shall interpret, define, and clarify questions relating to the functions, purposes and recommended operations of the Committees.
4. They shall review the budgets for any special Committee activities and obtain Board of Directors approval of items not previously authorized.
5. They shall ensure the preparation and submittal of required annual reports by the above Committees.

### Term of Office

The terms of office for Directors at Large shall be two (2) years, which terms shall begin at the close of the Annual Meeting and continue until their successors are installed. One-half of the Directors at Large shall be elected annually

**BOARD CONTACT MEMBER ASSIGNMENTS**  
**TO STANDING, AD-HOC AND TECHNICAL COMMITTEES**

President:  
Ad-Hoc Committees

President-Elect:  
Annual Meeting/Spring Technical Conference  
Public Affairs  
Yearbook

President-Elect:  
Newsletter

Treasurer:  
Budget and Finance

Past President:  
Awards  
Jury of Judges

Directors at Large:  
History and Heritage  
Membership  
Technical Committees

Branch Directors:  
Fox River Valley Branch  
Southwest Branch  
Northwest Branch  
Southeast Branch

**GENERAL GUIDELINES REGARDING COMMITTEES  
AND COMMITTEE PERSONNEL**

1. Committee members shall be Subscribing Members of the Section. (Subscribing Members are members of all grades who subscribe to the Constitution and Bylaws of the Wisconsin Section and who have paid the current dues of the Section.)
2. Annually, the President shall appoint chairpersons of each Standing and Ad-Hoc Committee. In so doing, the President shall consult with chairpersons regarding their continuing or their successors and regarding members to serve on their committees. New committee chairpersons should generally be selected from the previous year's committee personnel.
3. In making committee personnel appointments, consideration shall be given to factors pertinent to the specific committee and the overall Section committee structure. These factors include grade of membership in the Society, geographic distribution, area of practice and expertise, interest and ability, and past performance.
4. Where the number of members serving on committees has been specified, it shall be deemed advisory rather than required. Committees may be larger or smaller, as necessary.
5. Each Standing Committee shall have a member from the Board of Directors who shall be designated Board Contact Member. The Board Contact Member shall not serve as committee chairperson, and shall be responsible for reporting committee activities to the Board. Board Contact Members, not pre-designated in the Administrative Manual, shall be appointed by the President with confirmation by the Board of Directors.
6. Ad-Hoc and Joint Representation Committees shall report to the President.
7. Administrative procedures shall be prepared for all Standing Committees as an aid to their operations.
8. Annually, Standing Committees shall adopt, with the counsel of the President, specific goals for achievement during the year. A report on achievement and activities, together with recommendations for the coming year, shall be submitted by the committee chairperson to the Secretary at the end of the year.

**COMMITTEE DUTIES**  
**ANNUAL MEETING COMMITTEE**

Objectives

The Committee shall be responsible for the overall program execution, finances, and activities of the Section Annual Meeting to be held in September of each year.

Introduction

In September of each year, the Section holds an Annual Meeting, on an informal rotation plan between Branches, to bring together all of its members. This provides an opportunity for members to join with other civil engineers on an informal basis, attend technical sessions and general sessions, and participate in the discussions of papers, common problems and solutions, both of a local and national scale.

The Annual Meeting shall be a self-supporting activity. Pricing policies should be consistent with anticipated costs and registrations to maximize attendance of members in all grades from student to life. During budgeting, a contingency line item of \$500 to \$1,000 should be included in the expenses to cover unexpected costs, such as a lack of participation of meeting attendees, exhibitors, or corporate sponsors.

When administrative services are under contract by the Section, the planning committee may utilize the administrative services and shall include extra cost to cover the fees of the administrative services.

The following table provides guidelines for registration fees for various categories of meeting attendees. These are guidelines only, and the organizing committee should use its discretion based on established meeting budgets and expected expenses.

Guidelines for registration fees:

Category	Fees as related to member fees
Members	100%
Student members	0-20%
Life members	0-100%
New life members	0%
Non members <sup>1</sup>	100% + \$25
Engineering Achievement award winners <sup>2</sup>	0% (max. 1 per project)
All other award winners <sup>2</sup>	0%
Speakers	0%
Exhibitors <sup>3</sup>	0%
Luncheon Program Only	Facility lunch cost

<sup>1</sup> Non-member additional costs match Wisconsin Section dues

<sup>2</sup> Awards at Annual Meeting are for Excellence in Journalism, Individual Merit (Education, Consulting Practice, Government Service, and Private Industry), Young Engineer of the Year, Distinguished Service, and Engineering Achievement. Historically, individual award winners have been granted complimentary registration for the Annual Meeting, plus one additional complimentary registration to the awards luncheon for a guest. For engineering achievement award winners, one complimentary registration has been provided to the engineering firm that won the award. All other attendees (owner, contractor, guests, etc.) would need to register and pay for the awards luncheon. It is recommended that the engineering firm that won the engineering achievement award choose how to cover the cost of their client and others on the project team.

<sup>3</sup> Exhibitor fee is typically between \$300 and \$500 and includes all amenities, including parking pass and either the luncheon or evening program for one individual. The fee can be reduced if the exhibitor does not

want to attend the evening program. Additional individuals should only be charged the cost for either the luncheon or evening program.

The success of the Annual Meeting depends directly on its content and quality, location, timing, support, and publicity. Individuals attend for many reasons: to learn of new engineering/professional developments, enhance problem solving capabilities, participate in developing solutions to problems, exchange different views, associate with colleagues, etc. The Annual Meeting should appeal to these various interests.

#### Example Host Locations

2017	2020	2023	2026
Northwest	Southeast	Southwest	Fox Valley
2018	2021	2024	2027
Fox Valley	Northwest	Southeast	Southwest
2019	2022	2025	2028
Southwest	Fox Valley	Northwest	Southeast

#### Duties and Responsibilities

The Annual Meeting Committee shall supervise the entire meeting program to assure that objectives, schedules, and budget commitments are met, as follows:

##### 1. Committee Responsibility

The General Chairperson is responsible for the coordination of the entire meeting and for selection of committee members. The committee should consist of at least five planning members and three day of event volunteers. The five main roles of the planning committee are:

- Chairperson (General)
- Technical Professional
- Attendance Promotion/ Publicity
- Administrative Services Operation
- Exhibitor and Sponsor Support/Volunteers

##### 2. Chairperson

The General Chairperson is responsible for establishing the initial contract with the hotel (or other meeting facility) and determining a date for the event which is typically a Friday in September. Once the date and location is determined the chairperson coordinates with the Section President to send an invitation to the Society President-Elect to the event.

Local Convention and Visitor Bureaus (CVB) may be a good resource when trying to determine a venue for the event. CVBs are able to provide a local facilities guide with lists of options for accommodations and event spacing. CVBs can also act as an intermediary between the planning committee and potential venues by distributing requests for proposals, checking hotel availability, and arranging for site visits.

The chairperson also develops the initial budget for the event and plans a schedule for the Annual Meeting Committee's planning meetings. The chairperson writes the agendas for those meeting and assigns a committee member to take the meeting minutes. The chairperson also is the contact for the Section and should take part in a few of the section meetings to provide a progress update on the planning process. After the completion of the event the chair shall prepare a report of the financial breakdown as well as the lessons learned of the event.

Past reports are available for use in getting started.

##### 3. Technical/Professional

The program committee is responsible for contacting the technical committee chairs or institute chairs for assistance in developing session topics. The planning committee shall choose a method of

presentation and establish a communication network for the speakers' participation. The Section Technical Committee chairs should provide technical/professional assistance and guidance with ideas on program format and technical content. The committee should also be responsible for the planning and development of any proposed tours. Typically the technical committee chairs or institute chairs present the speakers at the sessions. It is the program committee's responsibility to verify each session will have someone to present the speakers. At least one person should be assigned to be the contact between the planning committee and the technical committee chairs or institute chairs.

#### 4. Attendance Promotion/Publicity

The attendance promotion chairperson is responsible for developing a promotion program that will attract members to the Annual Meeting. An attendance promotion program should consist of an appropriate mix of news coverage, promotional mailings, and direct appeal to key persons. Past brochures are available for editing and should be used as a guideline to the length of sessions as well the typical format for the day. A brochure to be used for Professional Development Hours (PDHs) should also be created for use the day of the event. The Section is responsible for the awards ceremony during lunch, however the attendance chairperson shall coordinate the time allotted with the section.

In an effort to promote collaboration with Engineers Without Borders (EWB), the Wisconsin Section provides a standing invitation to EWB to present at the Annual Meeting. The Chair of the Annual Meeting Committee should confirm with the EWB-USA Wisconsin State Representative their interest and availability to present at the Annual Meeting.

#### 5. Administrative Services/Operations

A committee member should be in charge of any coordination with the hotel staff as well as handling registrations, nametags, receipts, and collecting payment from the attendees. This committee member also works with the section on making sure that the facilities are ready for the Board of Directors meeting the night before the Annual Meeting itself. This includes a meeting room with conference call abilities as well as light snacks and beverages for the board. This person and the general chair should attend the section meeting for at least the portion relating to the Annual Meeting itself.

#### 6. Exhibitor/Sponsor Support and Volunteers

The Annual Meeting typically has exhibitors display their products during the snack breaks between sessions. These exhibitors help reduce the costs to the membership in exchange for being able to promote their product to a very specific audience. Corporate sponsors are also typically used to help reduce the cost to the membership in exchange for displaying their company's name at the Annual Meeting. A committee member should be assigned to coordinate with exhibitors and sponsors well in advance of the Annual Meeting. The member should assist exhibitors with any of their needs setting up and tearing down. This person should also be in charge of day of event volunteers.

The day of event volunteers typically assist with room monitoring to notify the speakers of time remaining and to answer any questions of the attendees. Additionally one volunteer should be assigned to take pictures at the event, specifically for the award winners.

In an effort to promote collaboration with Engineers Without Borders (EWB), the Wisconsin Section provides a standing invitation to EWB to exhibit at the Annual Meeting. The Wisconsin Section will account for one free table in the exhibitor area for EWB. The Chair of the Annual Meeting Committee should confirm with the EWB-USA Wisconsin State Representative their interest and availability to exhibit at the Annual Meeting.

#### 7. Review and Approval Process

The location and venue of the meeting should be submitted to the Section's Board of Directors 12 months before the Annual Meeting. As soon as the proposal is approved, final planning can begin.

The Board of Directors will review the meeting proposal and forward comments and/or suggestions to the Section's President-Elect. Resolution of any differences between the Board of Directors and the Organizing Committee stemming from the review will be handled by the President-Elect.

## 8. Financing

When the Annual Meeting budget has been approved by the Board of Directors, the Section will be in a position to assume financial responsibility for the meeting. This is subject to budgetary control of all commitments made and Section review of any changes from the accepted budget. Any decisions affecting the financing of the Annual Meeting, such as a substantial change in the preliminary budget, must be reported to the Board of Directors.

The Section will act as custodian for all Annual Meeting funds and no separate accounts or funds shall be maintained for any purpose by the Annual Meeting Committee. The planning committee may use their Branch's treasury in lieu of the Section during the planning process. If this option is chosen, detailed information of the money spent and incoming money shall be provided to the Section. After the event any profit or loss will be reported to the Section and transferred accordingly.

The Annual Meeting Chairperson will be responsible for compiling an Annual Meeting Financial Report. This report shall be developed as soon as possible after the meeting, allowing a reasonable time for payment of approved bills. To the extent possible, all invoices should be submitted to the Section Treasurer within 30 days of the meeting.

## 9. Typical Planning Schedule for Annual Meeting

Target Timeline		Function Accomplished
14 months before	<b>July</b>	Submit proposal for Annual Meeting to Board of Directors.  Create a preliminary budget based on previous years expenditures and preliminary costs from the facility to be submitted with the proposal
12 months before	<b>September</b>	Attend the Annual Meeting and Board of Directors meeting the night before. Take notes for improvement for the following year.  Proposal is approved by the Board of Directors
11 months before	<b>October</b>	After approval, all conference committee appointments and/or assignments are made and confirmed.  Appointments and assignments are listed with names, email addresses, telephone numbers and distributed by Annual Meeting General Chairperson, to all committee members, Board of Directors, Host Branch Board of Directors, and other Branch Presidents.  Create a save the date information to include in the Section and Branch newsletters. and Section website  Adjust preliminary budget as needed
10 months before	<b>November</b>	Organizational meeting is held of full committee to determine overall program, review assignments and schedules. National theme for coming year should be considered for a focal point of meeting.  Prepare a draft meeting schedule for planning meetings based on upcoming tasks  Begin brainstorming for a general speaker  Adjust schedule and budget as needed

Target Timeline		Function Accomplished
8 months before	<b>January</b>	<p>Confirm General Speaker for the event</p> <p>Determine a list of potential exhibitors and sponsors and prepare draft letters</p> <p>Establish a means for registration (on-line, paper, email, etc)</p> <p>Adjust schedule and budget as needed</p>
6 months before	<b>March</b>	<p>Attend the Spring Technical Conference</p> <p>Coordinate with conference chair to pick up the lanyards, nametag holders, walkie talkies and other shared conference materials</p> <p>Introduce yourself to the technical committee or institute chairs</p> <p>Two weeks after the Spring Technical Conference follow up with the technical chairs/ institute chairs to see if they have any speakers in mind for the Annual Meeting. Give them the anticipated time frames to get speakers, abstracts and bios from their respective groups.</p> <p>Get catering menu from the meeting facility</p>
5 months before	<b>April</b>	<p>Follow up with technical chairs/ institute chairs on potential speakers. Collect abstracts and bios.</p> <p>Begin putting together the promotional brochure</p> <p>Send letters to exhibitors and sponsors and track exhibitor registrations</p> <p>Determine catering and menu options</p>
4 months before	<b>May</b>	<p>Brainstorm speaker gifts and volunteer apparel. (Both are optional but encouraged)</p> <p>Follow up with technical chairs/ institute chairs on potential speakers. Collect abstracts and bios.</p> <p>Put together the promotional brochure</p> <p>Track exhibitor registrations</p> <p>Update budget and schedule as needed</p>
3 months before	<b>June</b>	<p>Follow up with technical chairs/ institute chairs on potential speakers. Collect abstracts and bios.</p> <p>Confirm menu with facility</p> <p>Finalize the promotional brochure</p> <p>Send to section's printing group and obtain the list of addresses from the section</p> <p>Mail the brochure to the section membership</p> <p>Track exhibitor registrations</p> <p>Recruit volunteers to assist with day of operations</p>



Target Timeline		Function Accomplished
2 months before	<b>July</b>	Track attendee registrations Track exhibitor registrations Order speaker gifts and volunteer apparel Create the day of the event program and PDHs Assign volunteers to rooms/ stations/ roles Coordinate AV equipment Adjust the budget and schedule as needed
1 month before	<b>August</b>	Track attendee registrations Track exhibitor registrations Distribute volunteer apparel and assignments Adjust the budget and schedule as needed
2 days before	<b>September</b>	Review operating plans with meeting hotel, special events, and travel arrangements with any speakers and/or national board members
day before	<b>September</b>	Attend the Section Meeting and verify the set up for the following day
Annual Meeting Day	<b>September</b>	Conference
1 week after	<b>September</b>	Send thank you letters to all participants/speakers, special guests, committee chairperson, etc.
2 weeks after	<b>September</b>	Finalize all treasury items with the section, including but not limited to reimbursements, printing costs, income and expenses
4 Months After	<b>December</b>	Prepare Final Report

10. The final committee report will be prepared no later than four months after the Annual Meeting and sent to the Board of Directors. Examples are available from the Board of Directors.

#### Membership

The Annual Meeting Committee shall consist of subcommittees covering the main meeting functions. The chairperson of each subcommittee will constitute the main organizing committee. The General Chairperson is selected and recommended by the host branch to the Board of Directors for approval.

#### Refund Policy

The ASCE Wisconsin Section will work in good faith with the registrant to try and refund conference registration fees if able to. If a registrant is not able to attend the conference because of family emergency, adverse weather, or other logical reason, partial refunds may be provided. If the cancelation is made after the meal count has been given the conference facility, the registrant will be granted only a partial refund. This is because the conference facility will need reimbursement for quoted amount of meals. The registrant will therefore be obligated to pay the cost of the meal(s). The Section or Branch can reimburse the registrant the remainder of the fee, anything above the cost of the meal. In the event that an exhibitor cancels due to weather or other logical reason, the exhibitor will be reimbursed anything above the cost of the meal and any fees for the exhibitor to participate at the facility.

#### Board Contact Member

Treasurer

## AWARDS COMMITTEE

### Objectives

The Committee shall administer the Section Awards Program and shall coordinate the publicizing of all awards received by Section members.

### Duties and Responsibilities

2. The Committee shall administer the Section Awards Program which shall include:
  - a. Prepare mailings and/or newsletter announcements describing the Section Awards Program.
  - b. Upon recommendation of the Board of Directors inform recipients of their awards and invite appropriate people to the award ceremony held in conjunction with the Annual Meeting.
  - c. Prepare a plaque of appreciation for the Section Past President, certificates of appreciation to outgoing Board Members, and awards for presentation at the Annual Meeting.
  - d. To the extent possible, have all invoices for awards, plaques, etc. to the Treasurer before September 30.
  - e. Furnish nomination forms for Individual Merit Awards and Engineering Achievement Awards, upon request.
3. Publicize Life Member Awards. (The certificates are usually mailed (emailed) to the Award's Chair upon the Chair's request in January and presented at the Spring Technical Conference.)
4. Prepare standard letter and mail to nominees who were not chosen as award winners.
5. Prepare standard letter and mail to nominees who were chosen as Engineering Achievement Award winners, requesting a short (no longer than 5 minute) PowerPoint presentation on the project that was selected for the award. Emphasize that this is not to be a marketing presentation but a summary of the project including photographs or text over photographs. PowerPoint presentation should be sent electronically to Awards Committee chairperson or designee.
6. Prepare Certificates of Appreciation for outgoing Board members and order Past President Pin to be presented at the Annual Meeting.
7. At the conclusion of the year, by the Annual Meeting, report to the Secretary on achievements and activities, together with recommendations for the upcoming year.
8. Send an appropriate notification to all new life members designated by the Society, inviting them to receive their awards at the Spring Technical Conference or some other meeting as determined by the Board of Directors and/or by the recipient.

Nomination Forms - See Appendix A

### Membership

The Committee membership shall consist of the four Branch Directors and a Chairperson appointed by the President.

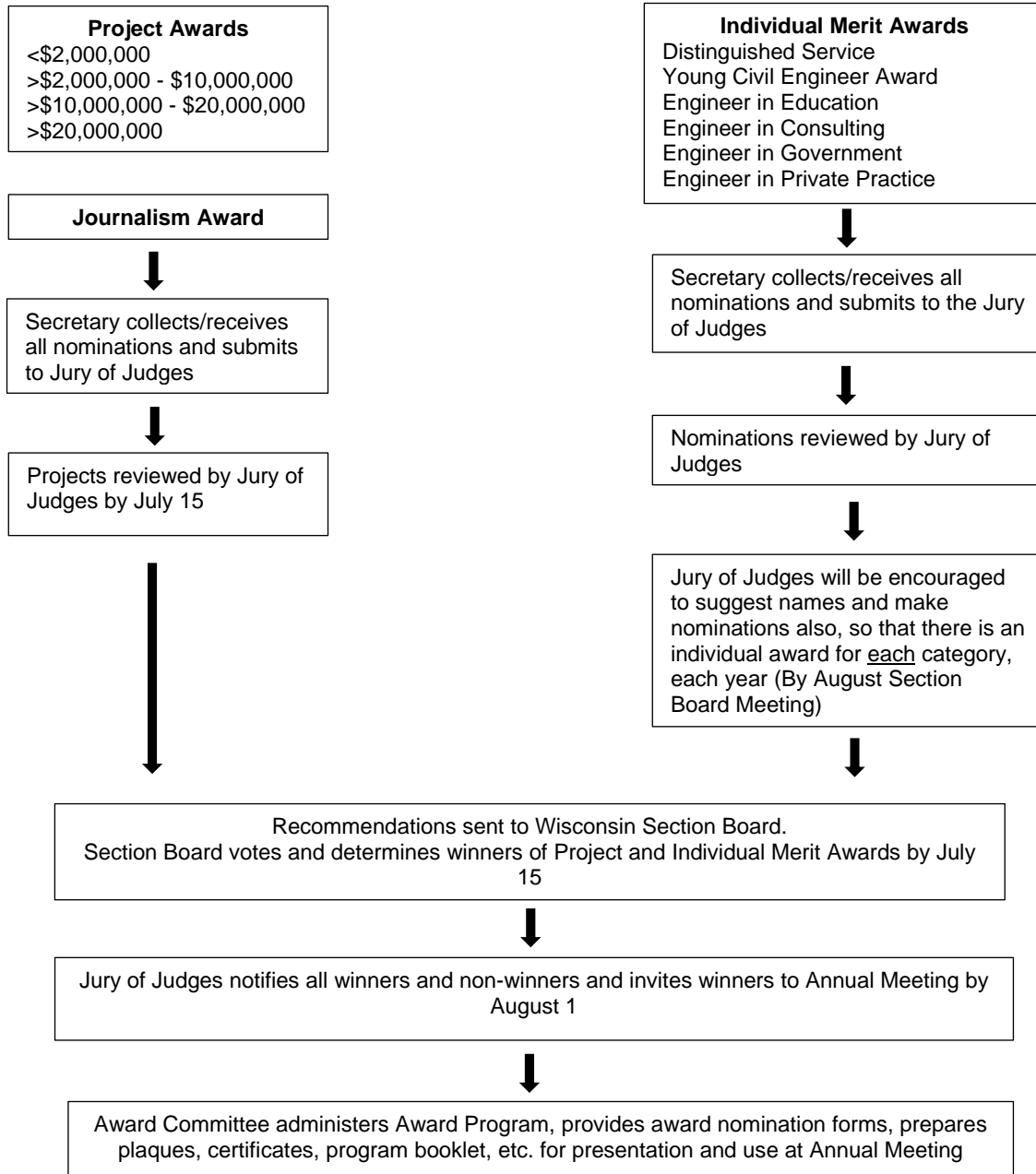
Board Contact Member

Past President

## AWARD SEQUENCE/RESPONSIBILITY

General Membership  
Nominates Projects and Individuals for Various Awards

(Announce Awards Program in newsletters. All nominations are due to the Board by June 1)



## **BUDGET AND FINANCE COMMITTEE**

### Objectives

The Committee shall report on and make recommendations to the Board of Directors on all matters of budget, fiscal management, and financial record keeping.

### Duties and Responsibilities

The Committee shall:

1. Conduct an annual audit to reconcile the Section records and may engage a professional auditor for formal audit of the records when directed by the Board of Directors. The interval of formal audit shall be established to avoid overlap in the office of Treasurer.
2. At intervals not to exceed six months, review the budget and financial condition of the Section and report its findings to the Board of Directors together with appropriate recommendations.
3. Be available for counsel and otherwise assist the Treasurer as required.
4. From time to time, make recommendations to the Board on matters of fiscal policy and investments as conditions warrant.
5. In April, review the annual budget as developed by the Treasurer for the coming year and submit it to the Board of Directors for information at the May meeting and for approval at their June meeting, together with any related recommendations.
6. Submit to the Secretary a roster containing the names, addresses, and business and home telephone, fax and e-mail numbers of all Committee members.
7. Annually adopt, with the counsel of the President, specific goals for achievement during the Committee year.
8. Perform such other duties as the Board of Directors may assign.
9. At the conclusion of the year, by the Annual Meeting, report to the Secretary on achievements and activities, together with recommendations for the upcoming year.

### Membership

The membership of the Committee shall consist of two past officers or directors, and two members.

The terms of appointment shall be for one year commencing at the Annual Meeting.

The President shall appoint a chairperson.

### Board Contact Members

Treasurer

## **HISTORY AND HERITAGE COMMITTEE**

### Objectives

The Committee shall encourage civil engineers to be aware of their heritage and thereby become increasingly appreciative of the contributions that the profession has made, is making, and will continue to make in enhancing the welfare of mankind and increase public awareness of the civil engineers' contributions to the progress and development of the State, nation, and society in general.

### Duties and Responsibilities

The Committee shall:

1. Study local civil engineering landmarks and select for recommendation to the Section's Board of Directors those projects which the Committee believes have made a significant contribution to society and to the civil engineering profession, and are thereby worthy of designation as a Local Historic Civil Engineering Landmark (LHCEL) by the Section.
2. Cooperate with the State Liaison Officers of the National Landmarks Program of the National Park Service and local historical groups in selecting candidate projects.
3. Cooperate with historical societies to develop and disseminate information concerning civil engineering.
4. Be alert for and recommend potential nominees (both people and structures) for national recognition.
5. Maintain a documented roster of Historic Civil Engineering Landmarks suitable for publication in the Section Yearbook and for use of engineers, students, historians, and others, such as those who reside or travel in the vicinity of the landmarks.
6. Prepare and promote inclusion of information on Historic Civil Engineering Landmarks in guidebooks and maps used by the general public.
7. Encourage the preservation of Historic Civil Engineering Landmarks.
8. Maintain the Committee file in the possession of the Chairperson for reference by the Committee and other Section officers and members as required.
9. Submit to the Secretary a roster containing the names, addresses, business and home telephone numbers and fax numbers and e-mail addresses of all Committee members.
10. Annually adopt, with the counsel of the President, specific goals for achievement during the Committee year.
11. Annually update the Historic Civil Engineering Landmarks roster and furnish a copy to the Secretary with the annual report.
12. Perform such other duties as the Board of Directors may assign.
13. At the conclusion of the year, by the Annual Meeting, report to the Secretary on achievements and activities, together with recommendations for the upcoming year.
14. The Committee shall receive from the Section and Branches all records for archiving at Marquette University Library, and shall interface with this library for this record safekeeping.

The Committee shall, in cooperation with the library, screen all records for appropriate archiving.

Members

Shall include a chairperson selected by the President. Chairperson shall select other members as appropriate.

Board Contact Member

Secretary

## **PUBLIC AFFAIRS COMMITTEE**

### Objectives

The Committee shall be responsible for analyzing proposed legislation, and matters and projects of concern to the public and promoting action in a spirit of public service.

### Duties and Responsibilities

The Committee shall:

1. Encourage professional involvement by individual members of the Society as concerned active citizens in the affairs of their local communities, and in state, national, and international matters.
2. Encourage collective society action at the national and local levels in public matters involving civil engineering, or civil engineering-related interests, actions which are in the public interest, constructive, cooperate with other engineering societies, and demonstrate the concern of the civil engineer.
3. As individuals, cooperate in the activities of the WSPE Legislative Cabinet, and present the views of the Section in Cabinet deliberations.
4. On legislative matters pertaining to the engineers licensing law, and other matters of Civil Engineering concern on which consensus cannot be reached with the Committee, consult with the Board of Directors before agreeing to a position.
5. Encourage a spirit of public service in conscious recognition of the profession's obligation to society.
6. Encourage public service forums and development of positions locally and nationally on environmental problems, urban problems, and other matters of importance to the community.
7. Submit to the Secretary a roster containing the names, addresses, and business, home, e-mail and fax telephone numbers of all Committee members.
8. Annually adopt, with the counsel of the President, specific goals for achievement during the Committee year.
9. At the conclusion of the year, by the Annual Meeting, report to the Secretary on achievements and activities, together with recommendations for the upcoming year.
10. Perform such other duties as the Board of Directors may assign.

### Membership

The President shall appoint a chairperson.

### Board Contact Member

President-Elect



## SPRING TECHNICAL CONFERENCE COMMITTEE

### Objectives

The Committee shall be responsible for the overall program execution, finances, and activities of the Section Spring Technical Conference, typically held in March of each year.

### Introduction

The Section holds a Spring Technical Conference, on an informal rotation plan between Branches, to bring together all of its members. This provides an opportunity for members to join with other civil engineers on an informal basis, attend technical sessions and general sessions, and participate in the discussions of papers, common problems and solutions, both of a local and national scale.

The Spring Technical Conference shall be a self-supporting activity. Pricing policies should be consistent with anticipated costs and registrations to maximize attendance of members in all grades from student to life. During budgeting, a contingency line item of \$500 to \$1,000 should be included in the expenses to cover unexpected costs, such as a lack of participation of conference attendees, exhibitors, or corporate sponsors.

When administrative services are under contract by the Section, the planning committee may utilize the administrative services and shall include extra cost to cover the fees of the administrative services.

The following table provides guidelines for registration fees for various categories of meeting attendees. These are guidelines only, and the organizing committee should use its discretion based on established meeting budgets and expected expenses.

Guidelines for registration fees:

Category	Fees as related to member fees
Members	100%
Student members	0-20%
Life members	0-100%
New life members	0%
Non members <sup>1</sup>	100% + \$25
Award winners <sup>2</sup>	0%
Speakers	0%
Exhibitors <sup>3</sup>	0%
Evening Program	Facility banquet cost

<sup>1</sup> Non-member additional costs match Wisconsin Section dues

<sup>2</sup> Awards at Spring Technical Conference are for New Life Members and OSCES. Historically, award winners have been granted complimentary registration for the Spring Technical Conference, plus one additional complimentary registration to the awards evening program for a guest. Consider a maximum of two free evening program-only attendees per award winner to account for family members, friends, etc.

<sup>3</sup> Exhibitor fee is typically between \$300 and \$500 and includes all amenities, including parking pass and either the luncheon or evening program for one individual. The fee can be reduced if the exhibitor does not want to attend the evening program. Additional individuals should only be charged the cost for either the luncheon or evening program.

The success of the Spring Technical Conference depends directly on its content and quality, location, timing, support, and publicity. Individuals attend for many reasons: to learn of new engineering/professional developments, enhance problem solving capabilities, participate in developing solutions to problems, exchange different views, associate with colleagues, etc. The Spring Technical Conference should appeal to these various interests.



<b>Example Host Locations</b>			
2018	2021	2024	2027
Southeast	Southwest	Fox Valley	Northwest
2019	2022	2025	2028
Northwest	Southeast	Southwest	Fox Valley
2020	2023	2026 Southeast	2029
Fox Valley	Northwest		Southwest

### Duties and Responsibilities

The Spring Technical Conference Committee shall supervise the entire conference program to assure that objectives, schedules, and budget commitments are met, as follows:

#### 1. Committee Responsibility

The General Chairperson is responsible for the coordination of the entire conference and for selection of committee members. The committee should consist of at least five planning members and three day of event volunteers. The five main roles of the planning committee are:

- Chairperson (General)
- Technical Professional
- Attendance Promotion/ Publicity
- Administrative Services Operation
- Exhibitor and Sponsor Support/Volunteers

#### 2. Chairperson

The General Chairperson is responsible for establishing the initial contract with the hotel (or other meeting facility) and determining a date for the event which is typically the third Thursday in March. Once the date and location is determined the chairperson coordinates with the section to get a letter out to the national president elect inviting him or her to the event.

Local Convention and Visitor Bureaus (CVB) may be a good resource when trying to determine a venue for the event. CVBs are able to provide a local facilities guide with lists of options for accommodations and event spacing. CVBs can also act as an intermediary between the planning committee and potential venues by distributing requests for proposals, checking hotel availability, and arranging for site visits.

The chairperson also develops the initial budget for the event and plans a schedule for the Spring Technical Conference Committee's planning meetings. The chairperson writes the agendas for those meeting and assigns a committee member to take the meeting minutes. The chairperson also is the contact for the Section and should take part in a few of the section meetings to provide a progress update on the planning process. After the completion of the event the chair shall prepare a report of the financial breakdown as well as the lessons learned of the event.

Past reports are available for use in getting started.

#### 3. Technical/Professional

The program committee is responsible for contacting the technical committee chairs or institute chairs for assistance in developing session topics. The planning committee shall choose a method of presentation and establish a communication network for the speakers' participation. The Section Technical Committee chairs should provide technical/professional assistance and guidance with ideas on program format and technical content. The committee should also be responsible for the planning and development of any proposed tours. Typically the technical committee chairs or institute chairs present the speakers at the sessions. It is the program committee's responsibility to verify each session will have someone to present the speakers. At least one person should be assigned to be the contact between the planning committee and the technical committee chairs or institute chairs.

In an effort to promote collaboration with Engineers Without Borders (EWB), the Wisconsin Section provides a standing invitation to EWB to present at the Spring Technical Conference. The Chair of the Spring Technical Conference Committee should confirm with the EWB-USA Wisconsin State Representative their interest and availability to present at the Spring Technical Conference.

#### 4. Attendance Promotion/Publicity

The attendance promotion chairperson is responsible for developing a promotion program that will attract members to the Spring Technical Conference. An attendance promotion program should consist of an appropriate mix of news coverage, promotional mailings, and direct appeal to key persons. Past brochures are available for editing and should be used as a guideline to the length of sessions as well the typical format for the day. A brochure to be used for Professional Development Hours (PDHs) should also be created for use the day of the event. The Wisconsin Section is responsible for the awards ceremony during lunch, however the attendance chair person shall coordinate the time allotted with the section.

#### 5. Administrative Services/Operations

A committee member should be in charge of any coordination with the hotel staff as well as handling registrations, nametags, receipts, and collecting payment from the attendees. This committee member also works with the section on making sure that the facilities are ready for the Board of Directors meeting the night before the Spring Technical Conference itself. This includes a meeting room with conference call abilities as well as light snacks and beverages for the board. This person and the general chair should attend the section meeting for at least the portion relating to the Spring Technical Conference itself.

#### 6. Exhibitor/Sponsor Support and Volunteers

The Spring Technical Conference typically has exhibitors display their products during the snack breaks between sessions. These exhibitors help reduce the costs to the membership in exchange for being able to promote their product to a very specific audience. Corporate sponsors are also typically used to help reduce the cost to the membership in exchange for displaying their company's name at the Spring Technical Conference. A committee member should be assigned to coordinate with exhibitors and sponsors well in advance of the Spring Technical Conference. The member should also assist exhibitors with any of their needs setting up and tearing down. This person should also be in charge of day of event volunteers.

The day of event volunteers typically assist with room monitoring to notify the speakers of time remaining and to answer any questions of the attendees. Additionally one volunteer should be assigned to take pictures at the event, specifically for the award winners.

In an effort to promote collaboration with Engineers Without Borders (EWB), the Wisconsin Section provides a standing invitation to EWB to exhibit at the Spring Technical Conference. The Wisconsin Section will account for one free table in the exhibitor area for EWB. The Chair of the Spring Technical Conference Committee should confirm with the EWB-USA Wisconsin State Representative their interest and availability to exhibit at the Spring Technical Conference.

#### 7. Review and Approval Process

The location and venue of the meeting should be submitted to the Section's Board of Directors 12 months before the Spring Technical Conference. As soon as the proposal is approved, final planning can begin.

The Board of Directors will review the meeting proposal and forward comments and/or suggestions to the Section's President-Elect. Resolution of any differences between the Board of Directors and the Organizing Committee stemming from the review will be handled by the President-Elect.

## 8. Financing

When the Spring Technical Conference budget has been approved by the Board of Directors, the Section will be in a position to assume financial responsibility for the meeting. This is subject to budgetary control of all commitments made and Section review of any changes from the accepted budget. Any decisions affecting the financing of the Spring Technical Conference, such as a substantial change in the preliminary budget, must be reported to the Board of Directors.

The Section will act as custodian for all Spring Technical Conference funds and no separate accounts or funds shall be maintained for any purpose by the Spring Technical Conference Planning Committee. The planning committee may use their Branch's treasury in lieu of the sections during the planning process. If this option is chosen, detailed information of the money spent and incoming money shall be provided to the Section. After the event any profit or loss will be reported to the Section and transferred accordingly.

The Spring Technical Conference Chairperson will be responsible for compiling a Spring Technical Conference Financial Report. This report shall be developed as soon as possible after the conference, allowing a reasonable time for payment of approved bills. To the extent possible, all invoices should be submitted to the Section Treasurer within 30 days of the conference.

## 9. Typical Planning Schedule for Spring Technical Conference

Target Timeline		Function Accomplished
14 months before	<b>January</b>	Submit proposal for Spring Technical Conference to Board of Directors.  Create a preliminary budget based on previous years expenditures and preliminary costs from the facility to be submitted with the proposal
12 months before	<b>March</b>	Attend the Spring Technical Conference and Board of Directors Meeting the morning of the conference. Take notes for improvement for the following year.  Proposal is approved by the Board of Directors
11 months before	<b>April</b>	After approval, all conference committee appointments and/or assignments are made and confirmed.  Appointments and assignments are listed with names, email addresses, telephone numbers and distributed by Spring Technical Conference General Chairperson, to all committee members, Board of Directors, Host Branch Board of Directors, and other Branch Presidents.  Create a save the date information to include in the section and branch newsletters.  Adjust preliminary budget as needed
10 months before	<b>May</b>	Organizational meeting is held of full committee to determine overall program, review assignments and schedules. National theme for coming year should be considered for a focal point of meeting.  Prepare a draft meeting schedule for planning meetings based on upcoming tasks  Begin brainstorming for a general speaker  Adjust schedule and budget as needed

<b>Target Timeline</b>		<b>Function Accomplished</b>
8 months before	<b>July</b>	<p>Confirm General Speaker for the event</p> <p>Determine a list of potential exhibitors and sponsors and prepare draft letters</p> <p>Establish a means for registration (on-line, paper, email, etc)</p> <p>Adjust schedule and budget as needed</p>
6 months before	<b>September</b>	<p>Attend the Annual Meeting</p> <p>Coordinate with conference chair to pick up the lanyards, nametag holders, walkie talkies and other shared conference materials</p> <p>Introduce yourself to the technical committee or institute chairs</p> <p>Two Weeks after the Annual Meeting follow up with the technical chairs/ institute chairs to see if they have any speakers in mind for the Spring Technical Conference. Give them the anticipated time frames to get speakers, abstracts and bios from their respective groups.</p> <p>Get catering menu from the conference facility</p>
5 months before	<b>October</b>	<p>Follow up with technical chairs/ institute chairs on potential speakers. Collect abstracts and bios.</p> <p>Begin putting together the promotional brochure</p> <p>Send letters to exhibitors and sponsors and track exhibitor registrations</p> <p>Determine catering and menu options</p>
4 months before	<b>November</b>	<p>Brainstorm speaker gifts and volunteer apparel. (Both are optional but encouraged)</p> <p>Follow up with technical chairs/ institute chairs on potential speakers. Collect abstracts and bios.</p> <p>Put together the promotional brochure</p> <p>Track exhibitor registrations</p> <p>Update budget and schedule as needed</p>
3 months before	<b>December</b>	<p>Follow up with technical chairs/ institute chairs on potential speakers. Collect abstracts and bios.</p> <p>Confirm menu with facility</p> <p>Finalize the promotional brochure</p> <p>Send to section's printing group and obtain the list of addresses from the section</p> <p>Mail the brochure to the section membership</p> <p>Track exhibitor registrations</p> <p>Recruit volunteers to assist with day of operations</p>

Target Timeline		Function Accomplished
2 months before	<b>January</b>	Track attendee registrations Track exhibitor registrations Order speaker gifts and volunteer apparel Create the day of the event program and PDHs Assign volunteers to rooms/ stations/ roles Coordinate AV equipment Adjust the budget and schedule as needed
1 month before	<b>February</b>	Track attendee registrations Track exhibitor registrations Distribute volunteer apparel and assignments Adjust the budget and schedule as needed
2 days before	<b>March</b>	Review operating plans with meeting hotel, special events, and travel arrangements with any speakers and/or national board members
Spring Technical Conference Day	<b>March</b>	Attend the Board of Directors meeting and the Conference
1 week after	<b>March</b>	Send thank you letters to all participants/speakers, special guests, committee chairperson, etc.
2 weeks after	<b>March/ April</b>	Finalize all treasury items with the section, including but not limited to reimbursements, printing costs, income and expenses
4 months After	<b>July</b>	Prepare final report

10. The final committee report will be prepared no later than four months after the Spring Technical Conference and sent to the Board of Directors. Examples are available from the Board of Directors.

### Membership

The Spring Technical Conference Committee shall consist of subcommittees covering the main conference functions. The chairperson of each subcommittee will constitute the main organizing committee. The General Chairperson is selected and recommended by the host branch to the Board of Directors for approval.

### Refund Policy

The ASCE Wisconsin Section will work in good faith with the registrant to try and refund conference registration fees if able to. If a registrant is not able to attend the conference because of family emergency, adverse weather, or other logical reason, partial refunds may be provided. If the cancelation is made after the meal count has been given the conference facility, the registrant will be granted only a partial refund. This is because the conference facility will need reimbursement for quoted amount of meals. The registrant will therefore be obligated to pay the cost of the meal(s). The Section or Branch can reimburse the registrant the remainder of the fee, anything above the cost of the meal. In the event that an exhibitor cancels due to weather or other logical reason, the exhibitor will be reimbursed anything above the cost of the meal and any fees for the exhibitor to participate at the facility.

### Board Contact Member

President-Elect

## YEARBOOK COMMITTEE

### Objectives

The Committee shall be responsible for publishing the Section Yearbook including the roster of members.

### Duties and Responsibilities

The Committee shall:

1. Publish a Section Yearbook (based upon the Section fiscal year of October 1 to September 30) which shall include the following:
  - a. Table of Contents.
  - b. Section and Branch officers, student chapter advisors and contacts, and Section delegates to other groups.
  - c. Standing Committee officers.
  - d. Technical Committee officers.
  - e. Past Presidents, Secretaries and Treasurers of the Section.
  - f. Membership statistics, including a separate roster of Honorary members and newly elected Life Members.
  - g. Constitution and Bylaws of the Section and Branches.
  - h. Past Wisconsin Section Outstanding Civil Engineering Achievement, Young Civil Engineer, Distinguished Service, Individual Merit Awards, Journalism, and National awards.
  - i. Alphabetical roster of members, including membership designation, mailing address, branch designation and indication of dues payment and/or life membership where applicable.
  - j. Any items pertinent to the Wisconsin Section published in the Official Register.
  - k. Other information of interest to members such as Wisconsin Section history and historic civil engineering landmarks.
2. Submit to the Secretary a roster containing the names, addresses, and business, home, e-mail and fax telephone numbers of all Committee members.
3. At the conclusion of the year, report to the Secretary on activities, together with recommendations for the coming year.

### Membership

The President-Elect serves as the editor of the Yearbook. Other members may assist the President-Elect if requested.

### Board Contact Member

President-Elect



## Miscellaneous

The work schedule for the Yearbook is as follows (dates are approximate):

1. August 1 Obtain and prepare an updated listing of the materials for the Yearbook and prepare a final copy for reproduction.
2. August 15 Make advance arrangements with printer for reproduction of the Yearbook after obtaining a reasonable price for the work.
3. August 15 Secretary will furnish a rough draft of an alphabetical listing of members indicating dues payment as of October 1, and an updated life membership roster. Arrange for the typing of the final copy of the alphabetical and life member roster.
4. September 1 Material for Yearbook shall be submitted to the printer. As of September 2013, the Yearbook shall be made available electronically, and not printed in a hard copy paper format.
5. Distribute the Yearbook to Section members electronically.

## **TECHNICAL COMMITTEE AND INSTITUTE CHAPTER ACTIVITIES**

### **A. Organization**

Objective: To establish the Wisconsin Section's role in directing Technical Committee and Institute Chapter activity.

1. President shall contact the chairpersons of the Technical Committees and Institute Chapters to:
  - a. Define the Section's role in coordinating Section Technical Committees/Institute Chapters as outlined in the Administrative Manual.
  - b. Solicit nominations for committee chair.
  - c. Contact shall be made by August 1.
2. Interest in non-existing Technical Committees and Institute Chapters shall be determined through the Section Newsletter.
3. President shall determine appropriate nominations for these new Technical Committees and Institute Chapters if interest exists.
4. All nominations for chairs of Technical Committees and Institute Chapters shall be presented to the Board of Directors for approval at the last Board meeting prior to the Annual Meeting.

### **B. Meetings**

Objective: To encourage participation of all Section members in Technical Committee and Institute Chapter activities.

1. A notice of all Technical Committee and Institute Chapter activities shall be published in the Section Newsletter.
2. Each Technical Committee and Institute Chapter shall develop a mailing list of Wisconsin Section members having an interest in the Committee's/Institute Chapter's activities.
3. If possible, meetings of the Technical Committees and Institute Chapters shall be held in locations involving more than one Branch.
4. Technical meetings shall be held at intervals as determined by the Technical Committee and Institute Chapter.
5. Participate in the Annual Meeting and Spring Technical Conference by providing programs.
6. Maintain liaison with the National Technical Divisions and Institutes for support of Section Technical and Institute Chapter activities.

### **C. Board Contact**

Objective: To maintain close contact with the Technical Committees and Institute Chapters and their activities.

1. A Director at Large shall be named as the Board Contact Member for each Technical Committee and Institute Chapter.

2. Technical Committees and Institute Chapters are encouraged to annually adopt specific goals for achievement during the year.
3. At least quarterly, reports shall be made to the Board Contact Member from the Technical Committees and Institute Chapters describing:
  - a. Activity of the Committee or Institute Chapters.
  - b. Involvement by Wisconsin Section members.
4. The Board Contact Member shall report on Technical Committee and Institute Chapter activities at least semi-annually.
5. The Technical Committee or Institute Chapter chairperson, at the conclusion of the year, and prior to the Annual Meeting, shall report to the Secretary on achievements and activities, together with recommendations for the upcoming year.

## RULES OF PROCEDURE

### Purpose

The purpose of these committees is to develop and exchange information pertaining to, and further interest in, the practice of the Rules of Procedure.

### Members

Any member of the Section is eligible to become an active member.

Only active members may vote or hold office.

### Officers

Officers of the Committee shall be: Chairperson, and may include a Vice-Chairperson, Secretary and Treasurer.

### Elections

By August 15, before the Annual Meeting, the active members of the committee shall submit to the Secretary for the Board of Directors, for its approval, their nominations for a Chair. Additional officers may be elected by the Technical Committee if so desired by the Technical Committee. A vacancy in the chair occurring during the year shall be filled by appointment by the President.

### Meetings and Committees

The Chairperson may, from time to time, call such meetings and appoint such committees as may be deemed desirable for the proper function of the Committee and Institute Chapter.

### Funds

The amount of annual dues, if any, shall be set by the officers of the Committee, and approved by the Board of Directors.

Funds to cover special projects and/or incidental expenses shall be requested of the Section. Funds shall be requested in advance of the project, function or event.

### Amendments

Proposed amendments must be submitted in writing at a meeting of the Committee and Institute Chapter. Each active member shall be notified of the proposed amendment, in writing, not less than one week before the meeting. A two-thirds vote of the members present shall be required for adoption of any amendment.

### Authority

These Rules of Procedure, any amendments thereto, and all matters of policy, including publicity, released and technical reports, shall be submitted to the Board of Directors for its approval before they become effective.

### Other Activities

Technical Committees and Institute Chapters are encouraged to develop position statements or write papers in areas of public policy to inform and educate local, state, and national public officials. Any material developed shall be submitted to the Board of Directors for approval prior to distribution.

Technical Committees and Institute Chapters are encouraged to participate in National ASCE Technical Committees and activities. The Technical Committees shall submit, as appropriate, the names of members who are suited for National Committee appointment to the Nominations Committee.

**APPENDIX A**

**WISCONSIN SECTION DUES STRUCTURE**

The following schedule of dues for members of the Wisconsin Section is subject to review and modification by the Board of Directors:

Membership Type	Annual Wisconsin Section Dues
Licensed Engineer	\$25
Student	\$0
Affiliate	\$25
Associate	\$25
International	\$25
Fellow	\$25
Life Member	\$25
Distinguished Member	\$25

## **APPENDIX B**

### **AWARD NOMINATION INFORMATION AND FORMS**

#### **DISTINGUISHED SERVICE AWARD**

##### **Wisconsin Section - ASCE**

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To recognize the importance of service to the community and people in general, while attaining a high professional standard of civil engineering conduct, accomplishment, and service, the Wisconsin Board of Directors on June 26, 1975, authorized the establishment of the Distinguished Service Award.

1. This recognition is to be awarded annually to a member of the Wisconsin Section.
2. The candidates will be judged on their attained community service record as well as their professional activities, as measured by:
  - a. Service to the community, both on an individual basis or as part of an organized group.
  - b. An established reputation for professional service.
  - c. Service to the advancement of the engineering profession.
3. Nominations may be made by any member, technical committee, or branch of the Wisconsin Section.
4. Nominations shall be presented in writing, PDF. The Awards Committee will furnish nomination forms, upon request, to any source of nomination.
5. Nominations must be made (PDF emailed) to the Secretary on or before June 1 of each year for referral to the Jury of Judges. The Jury of Judges will submit its recommendations for the award to the Board of Directors for its decision. Presentation of the award will be made at the Annual Meeting of the Section. Publicity on the award shall be withheld until Board approval is obtained.
6. A nominee not selected one year may be renominated in a subsequent year. At the discretion of the Jury of Judges, meritorious nominees, not selected in a given year, may be held over for consideration in the following year.
7. The award, consisting of a plaque or framed certificate inscribed with the name of the recipient and the circumstances of the award, will be prepared by the Awards Committee.

NOMINATION FORM  
DISTINGUISHED SERVICE AWARD  
Wisconsin Section – ASCE

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Submittal Date: \_\_\_\_\_

Nomination of: \_\_\_\_\_

Address: \_\_\_\_\_

**Data Concerning Nominee:**

Date of Birth: \_\_\_\_\_

P.E. Registration Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Period of Professional Practice in Wisconsin: \_\_\_\_\_ to \_\_\_\_\_

Period of Professional Practice Elsewhere: \_\_\_\_\_ to \_\_\_\_\_

Place of Present Practice: \_\_\_\_\_

ASCE Membership Grade: \_\_\_\_\_

**Education:**

College or University: \_\_\_\_\_ Degree: \_\_\_\_\_

\_\_\_\_\_ Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Degree: \_\_\_\_\_

**Attach Sheets with Your Statements on the Following:**

- a. Evidence of service to the community both as an individual or as part of an organized group.
- b. Nature of work establishing nominee's reputation in his/her profession.
- c. Contribution to the advancement of the profession of engineering and service to the professional societies, particularly ASCE.
- d. Other evidences of merit.

**Nomination Submitted By:**

Name: \_\_\_\_\_ ASCE Membership Grade: \_\_\_\_\_

Firm: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*The Nomination Form (PDF copy) is due June 1 and is to be submitted (emailed) to the Section Secretary.*



**WISCONSIN YOUNG CIVIL ENGINEER OF THE YEAR AWARD**  
**Wisconsin Section – ASCE**

To recognize the professional contribution and accomplishments of younger members of the Wisconsin Section - ASCE, the Board of Directors, on January 23, 1975, authorized the establishment of the Wisconsin Young Civil Engineer of the Year Award.

1. This recognition is awarded annually to a member of the Wisconsin Section of ASCE who is 35 years of age or less during the calendar year the award is presented (ie; the individual could turn 36 on or prior to December 31 of the calendar year the award is presented).
2. The candidates will be judged on their attained professional achievement as measured by:

Criteria	Scoring System (Points)
Registration as Engineer-in-Training or Professional Engineer and having practiced in the State of Wisconsin for at least three years during their professional life.	Yes/No
Demonstration of interest in self-improvement through participation in evening courses, workshops, seminars, or other means.	15
Service to the advancement of the profession.	40
Evidence of technical competence, responsibility for significant engineering projects, integrity and high professional ethics.	20
Contributions to public service outside of professional career.	10
Other evidence of merit which, in the judgment of the Award Committee, shall have advanced the Society's objectives.	15
Maximum Points	100
Note: Jury of Judges reviewers shall score each applicant on a scale of 1-5 (5-High/Best and 1-Low) for each criteria using a scoring template in spreadsheet format maintained and updated periodically by the Secretary.	

3. Nominations may be made by any member, technical committee, or branch of the Wisconsin Section.
4. Nominations shall be presented in writing. The Awards Committee will furnish nomination forms, upon request, to any source of nomination.
5. Nominations may be made to the Secretary as a PDF on or before June 1 of each year for referral to the Jury of Judges. The Jury of Judges will submit its recommendations for the award to the Board of Directors for its decision. Presentation of the award will be made at the Annual Meeting of the Section. Publicity on the award shall be withheld until Board approval is obtained.
6. A nominee not selected one year may be renominated a subsequent year. At the discretion of the Jury of Judges, meritorious nominees not selected in a given year may be held over for consideration in the following year.
7. The award, consisting of a plaque or framed certificate inscribed with the name of the recipient and the circumstances of the award, will be prepared by the Awards Committee.

NOMINATION FORM

WISCONSIN YOUNG CIVIL ENGINEER OF THE YEAR AWARD  
Wisconsin Section – ASCE

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Submittal Date: \_\_\_\_\_

Nomination of: \_\_\_\_\_

Address: \_\_\_\_\_

**Data Concerning Nominee:**

Date of Birth: \_\_\_\_\_

EIT or PE Registration Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Period of Professional Practice in Wisconsin: \_\_\_\_\_ to \_\_\_\_\_

**Education:**

College or University: \_\_\_\_\_ Degree: \_\_\_\_\_

\_\_\_\_\_ Degree: \_\_\_\_\_

Other Training (Evening Courses, Workshops, Seminars, etc.)

\_\_\_\_\_

\_\_\_\_\_

(Attach sheet if necessary)

**Attach Sheets with Your Statements on the Following:**

- a. Service to the advancement of the profession.
- b. Evidence of technical competence, responsibility for significant engineering projects, integrity, and high professional ethics.
- c. Contributions to public service outside of professional career.
- d. Other evidence of merit which shall have advanced the Society's objectives.

**Nomination Submitted By:**

Name: \_\_\_\_\_ ASCE Membership Grade: \_\_\_\_\_

Firm: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*The Nomination Form as a PDF is due June 1 and is to be submitted (emailed) to the Section Secretary.*

**ENGINEERING ACHIEVEMENT AWARDS**  
Wisconsin Section – ASCE

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Civil engineering achievements for projects located within the geographical area of the Wisconsin Section are recognized annually by awarding the “Engineering Achievement Awards.” The awards are given for the achievement, not to an individual, so that the many engineers who have worked on the particular projects are recognized as having contributed.

**GENERAL INFORMATION**

1. The awards are made annually for engineering projects that fall into the general category of civil engineering. Only engineering and construction achievements within the geographic confines of the Wisconsin Section are eligible. This includes projects that may be partially located within the Wisconsin Section and partially located in a bordering state or Section. These projects include bridges, dams, and similar structures that span the border between Wisconsin and a bordering state or Section. The construction cost of the project will be considered only to categorize the entries. If no entry is judged deserving of an award in a particular category, no award shall be made. If more than one entry is considered deserving, a maximum of two awards in each category may be made. The project categories are defined as follows:

- Category A: Construction Cost Under \$2,000,000
- Category B: Construction Cost Over \$2,000,000 and Under \$10,000,000
- Category C: Construction Cost Over \$10,000,000 and Under \$20,000,000
- Category D: Construction Cost Over \$20,000,000

2. Basis for the awards within each category is “an engineering project that demonstrates excellence in engineering skills, and represents a significant contribution to engineering progress and society.” In making the selection, the following criteria will form the basis of the evaluation by the Jury of Judges: service to the well-being of people and communities; uniqueness; pioneering aspects in design and construction; economy in initial costs and/or operation and maintenance cost; exceptional use of materials; and a balanced regard for utilitarian and aesthetic values. Nominators must specifically list how the project meets each of these six criteria in the nomination material.
3. The awards are made by action of the Board of Directors upon recommendation of the Jury of Judges. Any recommendation to the Board must be supported by a majority vote of the Jury of Judges. Publicity on the final selections is withheld until Board approval is obtained. If the Jury of Judges determines that a particular project, regardless of category or size, qualifies as an outstanding project, based on superior engineering excellence, it may be designated as the Wisconsin Section ASCE Outstanding Civil Engineering Achievement of the Year.
4. An appropriate plaque, symbolizing the achievement, is awarded the Owner of the project(s) for permanent display. Certificates of merit will be awarded to the Owner, Engineers, Contractors, or others, as may be designated by the Jury of Judges.

**ELIGIBILITY**

Only civil engineering projects meeting the following requirements as of December 31 of the year immediately preceding the nomination year are considered as eligible:

1. Bridges, Tunnels, Roads, eligible when permanent facilities open to the traffic for 90% of the project length.
2. Dams, eligible when ready to take the full design head of water.
3. Buildings and Structures, eligible when ready for use.

4. Airports, Harbors, or Military Development, eligible when the initial project is 75% operational. Individual features of a development may be eligible as they are operational.
5. Water Supply and Waste Disposal Systems, eligible when the initial project is 50% operational. Individual features of a development may be eligible as they are operational.
6. A project that meets the eligibility requirements may be submitted.
7. A project is eligible not more than one year after acceptance by the owner.
8. Eligibility of projects other than those fitting the above categories is determined by the Jury of Judges.

### **NOMINATIONS**

1. Nominations for the annual awards shall be made by a member of the Wisconsin Section.
2. Nominations must be submitted as a PDF to the Wisconsin Section Secretary not later than June 1 of the calendar year covering the achievement award.
3. Each nomination for the Engineering Achievement Awards must be accompanied by documentation on the eligibility of the nomination. The Jury, however, has latitude to consider the merits of the project, and not depend completely on "weight of evidence presented."
4. The Entry Form must be completed and submitted with such supplemental information as may be necessary to describe the project. All sub-consultants who worked on the project shall be listed on the Entry Form; attach additional pages if necessary. Entries must be submitted as 8-1/2" x 11" PDF or equivalent, along with a transmittal letter on the nominator's letterhead. Photographs and/or reduced size plans must be included. Slides, videotape and PowerPoint files are optional supplements to the application. Technical data regarding the project is necessarily required. Entries will not be returned and will become the property of the Section.
5. The entry supplemental information shall be limited as follows:
  - One or two page transmittal letter to the Section Secretary, listing the name and address (including email address) of the person making the nomination.
  - One cover/title page
  - Two page project overview, including date of construction and total cost
  - One page for each of the six evaluation criteria
  - One page summary, explaining why the project should receive an award
  - No more than 15 photographs, 8 1/2" X 11" size or smaller
  - No more than six project plan sheets, 11" X 17" size
6. Each nomination shall be submitted as a PDF to the Section Secretary by June 1.
7. Award winners will be required to provide a PowerPoint presentation not exceeding four minutes for presentation at the Annual Meeting in September. The awards ceremony will be held during the noon luncheon time period and award winners are expected to attend.

### **JUDGING**

1. Judging will be by a Jury of Judges.
2. Nominations are referred to the Judges as soon after June 1 as possible. A report on selection is made by the Chairperson of the Jury for Board action, and presentation of the awards will be made at the Annual Section Meeting by the President of the Section, or a designated representative. The award plaque and certificate will be prepared by the Awards Committee.
3. Final authority for determining eligibility shall be with the Jury of Judges.
4. Action of the Board of Directors on the recommendation of the Jury of Judges shall be considered final.

5. Publicity on the final selections shall be withheld until Board approval is obtained.
6. Jury of Judges reviewers shall score each applicant on a scale of 1-5 (5-High/Best and 1-Low) for each criteria using a scoring template in spreadsheet format maintained and updated from time to time by the Secretary.

ENTRY FORM  
ENGINEERING ACHIEVEMENT AWARDS  
Wisconsin Section – ASCE

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Submittal Date: \_\_\_\_\_

Project Completion Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_

Owner: \_\_\_\_\_

**Project Category (check one):**

- A) Construction Cost Under \$2,000,000 \_\_\_\_\_
- B) Construction Cost Over \$2,000,000 and Under \$10,000,000 \_\_\_\_\_
- C) Construction Cost Over \$10,000,000 and Under \$20,000,000 \_\_\_\_\_
- D) Construction Cost Over \$20,000,000 \_\_\_\_\_

**Design Engineer:** \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Consultants:** \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**General Contractor:** \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

(NOTE: This form may be reproduced, and additional pages may be added as necessary. Additional information may be submitted on your letterhead.)

*The entries are due June 1 and are to be submitted as a PDF to the Section Secretary. Each nomination must be accompanied by photographs and/or reduced-size plans, and shall also be accompanied by a transmittal letter listing the name and address of the person making the nomination.*

*If more than 2 plaques are required, please submit \$30 additional per plaque.*

**INDIVIDUAL MERIT AWARD**  
**Wisconsin Section - ASCE**

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Individual civil engineering achievement within the State of Wisconsin is recognized annually by awarding the "Individual Merit Award." This award is given annually to individual Wisconsin Section ASCE members for achievement/service on a particular project or a particular accomplishment.

**GENERAL INFORMATION**

1. Four awards may be made annually. They shall be made in the following categories:
  - a. Engineer in Education
  - b. Engineer in Consulting Practice
  - c. Engineer in Government Service
  - d. Engineer in Private Industry
2. Basis for the awards shall be "for individual achievement/service on a particular project, or for a particular accomplishment that demonstrates excellence in engineering skills and service to the profession." The achievement or service shall be for a definite contribution to civil engineering in either teaching, research, planning, design, construction, or management; this contribution being made in the form of papers or other written presentations, or through notable performance, service, or specific actions which have served to advance the art, science or technology of civil engineering.
3. The award within each category is made by action of the Board of Directors upon recommendation of the Jury of Judges. Any recommendation to the Board must be supported by a majority vote of the Jury of Judges. Publicity on the final selection shall be withheld until Board approval is obtained.
4. An appropriate plaque or certificate, symbolizing the achievement, will be awarded to each individual selected.

**ELIGIBILITY**

Nominees shall be subscribing members of the Wisconsin Section of ASCE.

**NOMINATIONS**

1. Nominations for the awards in the various categories shall be made by a member of the Wisconsin Section.
2. Nominations must be submitted as a PDF to the Secretary not later than June 1 of the calendar year covering the merit award.
3. Entry forms furnished by the Awards Committee shall be completed and submitted with such supplemental information as may be required to document the nomination. Entries must be submitted in 8-1/2" x 11" PDFs. Entries will not be returned and will become the property of the Section.

**JUDGING**

1. Judging will be by a Jury of Judges.
2. Nominations are referred to the Jury of Judges as soon after June 1 of the competition year as possible. A report on selection is made by the Chairperson of the Jury of Judges for Board action, and presentation of the awards will be made at the Annual Section Meeting by the President of the Section, or his designated representative. The award plaque and certificate will be prepared by the Awards Committee.
3. Final authority for determining eligibility shall be with the Jury of Judges.

ENTRY FORM  
INDIVIDUAL MERIT AWARD  
Wisconsin Section - ASCE

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Submittal Date: \_\_\_\_\_

CATEGORY (Indicate One):

- \_\_\_\_\_ Engineer in Education
- \_\_\_\_\_ Engineer in Consulting Practice
- \_\_\_\_\_ Engineer in Government Service
- \_\_\_\_\_ Engineer in Private Industry

Name of Engineer: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

DESCRIPTION OF ACHIEVEMENT (500 words or less - attached)

SUPPLEMENTAL MATERIAL ENCLOSED: Number of Photographs: \_\_\_\_\_

Other: \_\_\_\_\_

**ENTRY SUBMITTED BY:**

Name: \_\_\_\_\_ ASCE Membership Grade: \_\_\_\_\_

Firm: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

*The entries (as a PDF) are due June 1 and are to be submitted (emailed) to the Section Secretary.*



## **OUTSTANDING SENIOR CIVIL ENGINEERING STUDENT AWARDS**

### **Wisconsin Section – ASCE**

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Individual senior civil engineering student achievement within the State of Wisconsin is recognized annually by awarding the “Outstanding Senior Civil Engineering Student Awards.” This award is given annually to individual students for achievement as a civil engineering student in their senior year.

#### **GENERAL INFORMATION**

1. Awards shall be made annually, and offered to students currently enrolled at the following Universities or School:
  - a. Marquette University
  - b. University of Wisconsin - Madison
  - c. University of Wisconsin - Milwaukee
  - d. University of Wisconsin - Platteville
  - e. Milwaukee School of Engineering
2. Basis for the awards shall be “for individual achievement/service that demonstrates excellence in engineering academic achievement and service to the profession.”
3. The awards for the students are made by action of the Board of Directors upon recommendation of the Awards Committee. Recommendations to the Board must be supported with an appropriate description of the academic and service achievement. Publicity on the final selection is withheld until Board approval is obtained.
4. An appropriate certificate, symbolizing the achievement, and a cash award will be awarded to each individual selected. The amount of the cash award will be dependent on the annual budget established by the Board of Directors. Up to two awards of equal value will be presented annually.

#### **ELIGIBILITY**

Nominees shall be subscribing senior student members of the Wisconsin Section of ASCE.

#### **NOMINATIONS**

1. Nominations for the awards on behalf of the Universities/School shall be submitted by the Student Chapter Faculty Advisor.
2. Nominations must be submitted to the Secretary email by the date set by the Secretary, generally before February 14.
3. Framed award certificates will be presented to the applicant.

#### **JUDGING**

1. Judging is the responsibility of the Awards Committee
2. A report on the student nominated by each University/School will be made by the Secretary to the Board of Directors. Presentation of the awards will be made at the Spring Technical Conference or an appropriate Branch or Section Meeting by the President of the Section, or designated representative. The award certificate will be prepared by the Awards Committee.
3. Final authority for determining eligibility shall be with the Board of Directors.

**EXCELLENCE IN JOURNALISM AWARD**  
Wisconsin Section – ASCE

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Superior reporting that enhances public understanding of civil engineering issues in Wisconsin and the impact of civil engineers on this state is recognized annually by awarding the “Excellence in Journalism Award”. This award is given annually to an author or co-authors of a news story worthy of recognition.

**GENERAL INFORMATION**

1. A single award may be made annually.
2. The news stories must:
  - a. Cover all sides of the civil engineering issues fairly
  - b. Accurately describe the engineering project or issue
  - c. Advance public knowledge and understanding of civil engineering in Wisconsin
  - d. Effectively explain how the outcome of an issue benefits the community or the state
  - e. Clearly describe the civil engineer's role
  - f. Include professionals knowledgeable of civil engineering
3. The award is made by action of the Board of Directors upon recommendation of the Jury of Judges. The recommendation to the Board must be supported by a majority vote of the Jury of Judges. Publicity on the final selection is withheld until Board approval is obtained.
4. An appropriate plaque, symbolizing the excellence in journalism, will be awarded to the author or the co-authors selected. The awardee(s) will be invited to attend the Annual Meeting including the banquet to receive the award.
5. If the national eligibility requirements are met, the winning story shall be forwarded by the Secretary of the Section to the Society for entry in the national competition by September 15 of the calendar year covering the award.

**ELIGIBILITY**

1. Articles from general (non-trade) print and website media are eligible. However, TV, motion picture, books, photojournalism, and similar journalistic activities may also be considered (these journalistic activities are, however, not eligible for the ASCE national competition).
2. Stories must appear between March 31 of the current year and April 1 of the previous year.
3. Stories must appear in English and have a Wisconsin context or connection.
4. Single stories or series are eligible. A series counts as a single entry.

Note: For eligibility in the national competition, additionally, at least one author must be a full-time journalist.

**NOMINATIONS**

1. Nominations for the award shall be made by a member of the Wisconsin Section or a Branch. A member or Branch can nominate several stories.
2. Nominations must be submitted as a PDF to the Secretary not later than June 1 of the calendar year covering the award.
3. Entry forms furnished by the Awards Committee shall be completed and submitted with such supplemental information as may be required to document the nomination including up to two single-spaced pages detailing how the entry meets the award criteria. Entries will not be returned and will become the property of the Section.

## **JUDGING**

1. Judging will be by a Jury of Judges. The Chairperson of the Jury may include a non-ASCE member in the Jury for this award who is knowledgeable in journalism at his/her discretion.
2. Nominations will be referred to the Judges immediately after the submittal deadline. A report on selection is made by the Chairperson of the Jury within 15 days for Board action prior to the June 1 deadline for the national competition. The winning entry, if it meets the national eligibility requirements including the national award year (May 1 to April 30), will be automatically submitted to the national competition by the Secretary of the Section.
3. Presentation of the award will be made at the Annual Section Meeting by the President of the Section, or his/her designated representative. The award plaque will be prepared by the Awards Committee.
4. Final authority for determining eligibility shall be with the Jury of Judges.

ENTRY FORM  
EXCELLENCE IN JOURNALISM AWARD  
Wisconsin Section - ASCE

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Submittal Date: \_\_\_\_\_

Name and Address of Wisconsin Section ASCE Member Submitting the Entry:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Name and Address of Author of News Story:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Is the Author of the News Story a Full-Time Journalist? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Media (name of newspaper, website, etc.): \_\_\_\_\_

The following material must be attached to this Entry Form:

1. Documentation which details how the entry meets the award criteria, limited to a maximum of two typed single-spaced, 8-1/2"x11" pages. (This documentation is to be prepared by the ASCE member submitting the entry.)
2. Photocopy of the entire News Story, neatly prepared on 8-1/2"x11" pages.
3. Any other material that will assist the Jury of Judges in evaluating the entry.

*The entries are due June 1 and are to be submitted (emailed) to the Secretary of the Wisconsin Section ASCE, who will forward the entries to the Jury of Judges. Entries will not be returned and will become the property of the Section.*

## WI Section ASCE-Young Civil Engineer of the Year Award Ranking Spreadsheet-TEMPLATE

## Past Presidents

### Review by Jury of Judges

Jury of Judges Membership: last 3 Past-Presidents (ie: reviewers)

Chairperson: Current Past-President

### Instructions:

1. Awards Submittals due to ASCE WI Section Secretary by June 1, annually.
2. ASCE WI Section Secretary Distributes Award Submittals to past 4 Past-Presidents by June 7, annually. Secretary to modify Review/Scoring Template to reflect award submittals received and current Jury of Judges Membership and send with the award application submittals.
3. Send to 4 Past-Presidents in case one of the Past-Presidents doesn't participate in reviews, or if a Past-President is voting on a submittal from an individual or project from their own organization. *Note: If a Past-President would be voting on an individual from his/her own organization, he/she may recuse himself/herself from voting (in the event of a clear conflict of interest acknowledged by a Past-President) on that individual and the 4th Past-President shall assume that Past-President's vote. If 4th Past-President is unavailable, the vote would go to the 5th Past-President, and so on. A decision by a Past-President to recuse himself/herself from voting due to a conflict of interest is solely up to that Past-President. In general, the Wisconsin Section Board trusts that if a Past-President decides to vote, he/she will vote impartially and score each applicant on the merits of each application.*
4. Chairman requests review and scoring by Jury of Judges by June 30, annually.
5. *Review and Scoring:*
  - a. Score each application for each criteria (5-High/Best, 1-Low).
  - b. Add up scores
  - c. Application in each category with lowest weighted score is the winner
  - d. If there is a tie in numeric scoring after receive scores from 5 Reviewers, the Jury of Judges votes to either give awards to each of the tying projects **OR** the winner is decided by a coin-flip performed by the Jury of Judges Chairperson.
  - e. If there is only one applicant for a particular award, each reviewer shall review the application for merit and then vote to SUPPORT or NOT SUPPORT the application.
  - f. Awards Chairperson shall notify both the winners and non-winners for each award. For non-winners, letter shall state that submittal is appreciated, is a worthwhile project, and encourage submittal in future as applicable.

<i>Evaluation Criteria</i>		Applicant #1								Applicant #2								Applicant #3							
EIT and Practice in WI for 3 years (Yes/No)																									
<b>Scoring Criteria (5-High/Best, 1 Low)</b>	<b>Weighted Scoring</b>																								
Demonstration of interest in self-improvement through participation in evening courses, workshops, seminars, or other means.	15%																								
Service to advancement of the profession	40%																								
Evidence of technical competence, responsibility for significant engineering projects, integrity, and high professional ethics.	20%																								
Contributions to public service outside of professional career.	10%																								
Other evidence of merit which shall have advanced the society's objectives	15%																								
<b>Total</b>	<b>100%</b>																								
<b>Ranking (Lowest Weighted Total Score is The Winner)</b>																									

**WI Section ASCE-Individual and Project Awards**  
**Ranking Spreadsheet-TEMPLATE**  
**7/27/2015**

**Past Presidents**

Review by Jury of Judges

Jury of Judges Membership: last 3 Past-Presidents

Chairperson: Current Past-President

Instructions:

1. Awards Submittals due to ASCE WI Section Secretary by June 1, annually. Outstanding Senior Civil Engineering Student Awards are due February 14, annually.
2. ASCE WI Section Secretary Distributes Award Submittals to past 4 Past-Presidents by June 7, annually. Secretary to modify Review/Scoring Template to reflect award submittals received and current Jury of Judges Membership and send with the award application submittals.
3. Send to 6 Past-Presidents in case one of the Past-Presidents doesn't participate in reviews, or if a Past-President is voting on a submittal from an individual or project from their own organization. *Note: If a Past-President would be voting on an individual from his/her own organization, he/she may recuse himself/herself from voting (in the event of a clear conflict of interest acknowledged by a Past-President) on that individual and the 4th Past-President shall assume that Past-President's vote. If 4th Past-President is unavailable, the vote would go to the 5th Past-President, and so on. A decision by a Past-President to recuse himself/herself from voting due to a conflict of interest is solely up to that Past-President. In general, the Wisconsin Section Board trusts that if a Past-President decides to vote, he/she will vote impartially and score each applicant on the merits of each application.*
4. Chairman requests review and scoring by Jury of Judges by June 30, annually.
5. *Review and Scoring:*
  - a. Score each application for each criteria (5-High/Best, 1-Low).
  - b. Add up scores
  - c. Application in each category with lowest score is the winner
  - d. If there is a tie in numeric scoring after receive scores from 5 Reviewers, the Jury of Judges votes to either give awards to each of the tying projects **OR** the winner is decided by a coin-flip performed by the Jury of Judges Chairperson.
  - e. If there is only one applicant for a particular award, each reviewer shall review the application for merit and then vote to SUPPORT or NOT SUPPORT the application.
  - f. Awards Chairperson shall notify both the winners and non-winners for each award. For non-winners, letter shall state that submittal is appreciated, is a worthwhile project, and encourage submittal in future as applicable.

	Judges					
	1	2	3	4	5	6
<b>Distinguished Service Award:</b>						
Individual #1						
Individual #2						
<b>Individual Merit Award</b> ( <i>Four Categories: Engineer in Education, Engineer in Consulting Practice, Engineer in Government Service, Engineer in Private Industry</i> )						
Individual #1						
Individual #2						
<b>Outstanding Senior Civil Engineering Student Awards</b>						
Individual #1						
Individual #2						
<b>Excellence in Journalism Award</b>						
Individual #1						
Individual #2						
<b>Engineering Achievement Awards:</b>						
<b>Category A</b>						
1) Project #1						
<b>Scoring Criteria (5-High/Best, 1 Low)</b>						
<i>Well-Being of People/Community:</i>						
<i>Uniqueness:</i>						
<i>Pioneering Design/Construction:</i>						
<i>O&amp;M Economies:</i>						
<i>Exceptional Use of Materials:</i>						
<i>Balanced Utilitarian and Aesthetic Value:</i>						
<b>Total:</b>						



2) Project #2						
<b>Scoring Criteria (5-High/Best, 1 Low)</b>						
Well-Being of People/Community:						
Uniqueness:						
Pioneering Design/Construction:						
O&M Economies:						
Exceptional Use of Materials:						
Balanced Utilitarian and Aesthetic Value:						
<b>Total:</b>						
<b>Category B</b>						
1) Project #1						
<b>Scoring Criteria (5-High/Best, 1 Low)</b>						
Well-Being of People/Community:						
Uniqueness:						
Pioneering Design/Construction:						
O&M Economies:						
Exceptional Use of Materials:						
Balanced Utilitarian and Aesthetic Value:						
<b>Total:</b>						
2) Project #2						
<b>Scoring Criteria (5-High/Best, 1 Low)</b>						
Well-Being of People/Community:						
Uniqueness:						
Pioneering Design/Construction:						
O&M Economies:						
Exceptional Use of Materials:						
Balanced Utilitarian and Aesthetic Value:						
<b>Total:</b>						

<b>Category C</b>						
1) Project #1						
<b>Scoring Criteria (5-High/Best, 1 Low)</b>						
Well-Being of People/Community:						
Uniqueness:						
Pioneering Design/Construction:						
O&M Economies:						
Exceptional Use of Materials:						
Balanced Utilitarian and Aesthetic Value:						
<b>Total:</b>						
2) Project #2						
<b>Scoring Criteria (5-High/Best, 1 Low)</b>						
Well-Being of People/Community:						
Uniqueness:						
Pioneering Design/Construction:						
O&M Economies:						
Exceptional Use of Materials:						
Balanced Utilitarian and Aesthetic Value:						
<b>Total:</b>						
<b>Category D</b>						
1) Project #1						
<b>Scoring Criteria (5-High/Best, 1 Low)</b>						
Well-Being of People/Community:						
Uniqueness:						
Pioneering Design/Construction:						
O&M Economies:						
Exceptional Use of Materials:						
Balanced Utilitarian and Aesthetic Value:						
<b>Total:</b>						
2) Project #2						
<b>Scoring Criteria (5-High/Best, 1 Low)</b>						
Well-Being of People/Community:						
Uniqueness:						
Pioneering Design/Construction:						

<i>O&amp;M Economies:</i>						
<i>Exceptional Use of Materials:</i>						
<i>Balanced Utilitarian and Aesthetic Value:</i>						
<b>Total:</b>						

## **APPENDIX C**

### **WISCONSIN SECTION SOCIAL MEDIA**

Wisconsin Section social media activities will be conducted in accordance with the most current version of the ASCE *Social Media Policies and Best Practices*, specifically that portion which addresses policies for site administrators. Wisconsin Section social media will also be conducted in accordance with the most current version of the ASCE *Rules for Social Media Creation, Moderating, Posting & Commenting*.

Frequency of social media postings will be completed in accordance with the most current version of the ASCE *Minimum Posting Guidelines*.

The Wisconsin Section website address is:

<http://www.ascewi.org>

The website may contain the following information:

- Board of Directors listing
- Section and Branch Officer listing
- Standing Committee Chair listing
- Technical Committee Chair listing
- Student Chapters
- National ASCE Contacts
- Past newsletters
- Past meeting minutes
- Section Award nomination forms
- Spring Technical Conference agenda
- Annual Meeting agenda
- Section History
- Constitution and Bylaws
- Strategic Plan

The website will not contain the following information:

- Advertisements for job openings
- Advertisements for other professional organizations

## ASCE WISCONSIN SECTION POLICY ON SOCIAL MEDIA POSTING

In addition to the guidance provided in the previously-referenced ASCE *Social Media Policies and Best Practices*, this policy is established to provide criteria to the Board of Directors in its review of requests to post information or links on Wisconsin Section social media outlets.

### PRINCIPLES

1. The Board of Directors strives to promote the objective of the Section, i.e., advancement of the science and profession of engineering to enhance the welfare of mankind, and therefore views requests befitting this objective positively.
2. The requests for social media posting may be made by individual members, branches, Section committees, student chapters, younger member groups as well as sister organizations and groups and individuals outside of ASCE.
3. In reviewing such request, the primary criteria to be considered are:
  - a. Potential contribution towards promoting Section objectives, and
  - b. Reasonableness of the request.

### TYPICAL AREAS APPROPRIATE FOR POSTING

Some examples of worthwhile activities that deserve consideration of support by the Board are given below to provide a sense of what promotes the Section objective:

- Activities that promote professional/technical development of members even if it is a subgroup of membership such as a technical committee or student chapter;
- Activities that encourage involvement of younger members;
- Activities that encourage high school students towards civil engineering;
- Activities that encourage civil engineering students towards involvement in professional activities and in ASCE;
- Activities that promote civil engineering as a profession and its image;
- Public service activities that contain a civil engineering component;
- Activities of individuals such as travel to receive awards, leadership workshops, etc.

### MECHANISM FOR SEEKING SUPPORT FROM THE SECTION

To promote planning and efficiency, the individual or group seeking social media posting shall make the request to any member of the Board of Directors. If the request clearly meets the posting guidelines, it will be forwarded to the appropriate individual for posting. If appropriate, the posting request shall be forwarded to the Section President for the President's decision on whether to post the request or place it on the Board agenda.

The goal of this policy is to have a process that can provide a quick response to a posting request in most instances.

## APPENDIX D

### GUIDELINES ON FINANCIAL SUPPORT REQUESTS

These guidelines are established to provide criteria to the Board of Directors in its review of various ad hoc financial support requests submitted.

#### PRINCIPLES

1. The Board of Directors strives to promote the objective of the Section, i.e., advancement of the science and profession of engineering to enhance the welfare of mankind, and therefore views financial requests befitting this objective positively.
2. The requests for financial support in conformity with the Section objective may be made by individual members, branches, Section committees, student chapters, Younger Member Group as well as sister organizations and groups and individuals outside of ASCE.
3. In reviewing such requests, the primary criteria to be considered are:
  - a) potential contribution towards promoting Section objective,
  - b) reasonableness of the amount requested and the financial ability of the Section in meeting the request,
  - c) degree to which the requested amount may be matched by others.

#### TYPICAL AREAS APPROPRIATE FOR SUPPORT

Some examples of worthwhile activities that deserve consideration of support by the Board are given below to provide a sense of what promotes the Section objective:

- Activities that promote professional/technical development of members even if it is a subgroup of membership such as a technical committee or a student chapter,
- Activities that encourage involvement of younger members,
- Activities that encourage high school students towards civil engineering,
- Activities that encourage civil engineering students towards involvement in professional activities and in ASCE,
- Activities that promote civil engineering as a profession and its image,
- Public service activities that contain a civil engineering component,
- Activities of individuals such as travel to receive awards, leadership workshops, etc.

#### MECHANISM FOR SEEKING SUPPORT FROM THE SECTION

To promote planning and efficiency, the branches, technical committees, student chapters and individual members should be invited to submit proposals for financial support prior to the time the Section adopts its budget. This would allow review of most requests at one time for inclusion in the Section budget. Such proposal should indicate purpose, how it contributes to the objective of the section, total anticipated cost, and the amount matched. A certain additional amount should still be included in the Section budget to deal with unexpected submissions received later in the year. In granting the support, the merit of the request in terms of promoting the Section objective should be the overriding concern. Issues of equity between branches, student chapters and committees should not be a stymieing factor in dealing with individual requests. Active and creative proposals should not be held up on this basis and the groups should be encouraged to come forward with worthy ideas. However, an overall equity between these groups could be observed in so far as possible and the support provided for one group for an activity can be made available to other groups if they wish to take advantage of it. The payments should always be on the basis of expense reimbursement or Board authorized amount.

#### NOTICE

Please be aware of any personal data submitted with request for reimbursement, and eliminate personal data from further distribution.

## APPENDIX E

### ASCE WISCONSIN SECTION ALLOTMENTS

#### ASCE WI Section Branch Membership Allotments

Annually, the Wisconsin Section sends a check to the Branches in an amount based on the following:

- a) A fixed allotment of \$500.00 per Branch.
- b) An allotment of \$6.00 for each Regular Member and Younger Member who has paid Wisconsin Section dues based off the national roster at the time the section allocation is computed. Student Members are not included in this allotment

#### ASCE WI Section Branch YMG Allotments

Annually, the Wisconsin Section sends a check to the Branch for Younger Member Group(s) (YMG). Each Branch is responsible for determining the amount to be distributed to each YMG. The allocation from the Section is based on the following:

- a) A fixed allotment of \$200.00 per YMG.
- b) An allotment of \$7.50 for each Younger Member.

#### ASCE WI Section Branch Scholarship Allotments

The Wisconsin Section allocates \$5,000 annually as a total amount to be divided among the four Branches through Branch Scholarship Allotments. Amounts allocated to each Branch are prorated according to the Branch's membership percentage of Regular and Younger members as a percentage of the overall Section Regular and Younger members, using the below formula.

$$\frac{\text{Branch Regular Members} + \text{Branch Younger Members}}{\text{Total Section Regular Members} + \text{Total Section Younger Members}}$$

Note that number of student members or student chapters is not a factor in this calculation.

#### ASCE Student Chapters

Annually, the Wisconsin Section will forward \$325.00 directly to each Student Chapter. Additionally, every Branch with a Student Chapter is given a special allotment of \$100.00 per Student Chapter to be used to encourage Student Chapter members to attend Section/Branch dinner meetings and functions during the school year.

Special allotments are distributed as follows:

- \$300.00 is sent to the Southeast Branch. (\$100.00 for the Marquette Student Chapter, \$100.00 for the University of Wisconsin-Milwaukee Student Chapter and \$100.00 for the Milwaukee School of Engineering Student Chapter.)
- \$200.00 is sent to the Southwest Branch. (\$100.00 for the University of Wisconsin-Madison Student Chapter, and \$100.00 for the University of Wisconsin-Platteville Student Chapter.)

#### Honorariums

The Wisconsin Section shall send a check to the Section Treasurer and Secretary annually for their service. The Section Treasurer will receive coverage of their ASCE National dues and one set of Branch dues. The Section Secretary will receive half the coverage of their ASCE National dues and one set of Branch dues. These amounts are subject to change at the discretion of the Board.

#### Annual Allotment Board Approval

Board approval of the above allotments should be obtained on an annual basis. The below draft motion for Allotment Approval may be used, along with Branch Allotments Worksheet stored at ASCE WI - impact Shared Folder\Treasurer\17-18 Treasurer\ ASCE Wisconsin Section Annual Allocation Worksheet.

#### Draft Motion for Allotment Approval

"The ASCE Wisconsin Section Treasurer motions for the allocation of

- \$a for fixed Branch Membership Allotment,
- \$b for variable Branch Membership Allotment,
- \$c for fixed YMG Membership Allotment,
- \$d for variable YMG Membership Allotment,
- \$e for Branch Scholarship Total Allotment,
- \$f for fixed Student Chapter Allotment,
- \$g for Special Student Chapter Allotment,
- \$h for Secretary Honorarium, and
- \$i for Treasurer Honorarium."