

# Connecticut Society of Civil Engineers Section

## American Society of Civil Engineers



# ***OPERATIONS MANUAL***

*This manual is the property of CSCE. It is distributed by the Section Secretary to duly elected Officers and members of the Board of Directors of the Section. Upon completion of the terms of office of such officers and members, this copy of the Operations Manual is returned to the Section Secretary.*

*Revision to be approved by CSCE Board of Directors*

*Revised 2019*

## FOREWORD

This Manual comprises the Operations Manual for the Connecticut Society of Civil Engineers Section of the American Society of Civil Engineers. It has been prepared to provide guidance for the management of the Section. The Manual is intended as an aid to the Officers, Committees and Technical Group Chairpersons in carrying out their work and in coordinating programs with the Section. It is also intended to assist prospective committee members in selecting committees which might best utilize their experience and interests.

The Manual will be updated periodically as the need arises. A standing subcommittee consisting of the President, Director I, and Secretary are responsible for keeping the Manual current. Suggested changes and/or additions to the Manual should be presented to the Board for approval. The outgoing Secretary will incorporate the approved changes and/or additions and distribute copies of the Revised Operations Manual at the following Strategic Planning Meeting.

Prepared May 1991  
William F. Kay, Jr., Vice President

Updated May 1993  
James M. Randazzo, Vice President

Updated November 1996  
Mario Ricozzi, President-Elect  
Shahvir M. Vimadalal, Vice President

Updated August 1999  
Daniel P. Foley, President-Elect  
Thomas W. Nolan, Secretary

Updated December 31, 2007  
James L. Silva, President-Elect  
Ronald J. Nault, Secretary

Updated January 2019  
Kassim Tarhini, Past President  
Sara Ramsbottom, Past President  
Christopher Beaulieu, Past President

Updated April 2019  
Brianna Maljanian, Secretary

Updated February 04, 2022  
CSCE Board – Vote to add Appendix Y

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<sup>1</sup> Appendices X & Y added to Operations Manual list of Appendices on 3/28/22.



## SECTION OBJECTIVES

The objective of the American Society of Civil Engineers (ASCE) is "the advancement of the science and profession of engineering to enhance the welfare of mankind".

The general aims of the Section are as stated in Article 2 of the Section Constitution. The objectives of the Section are: the professional improvement of its members, the advancement of engineering knowledge, the cultivation of friendly relations among engineers and persons of practical science, the maintenance of high professional standards, to promote civil engineering education, to foster student membership and participation in professional activities of the Section, and cooperation with other engineering societies, in a manner consistent with the objective of the American Society of Civil Engineers.

The Connecticut Society of Civil Engineers Section of ASCE (CSCE) aims to enhance the professional growth of its individual members, to act as an interface between individual members of the Section, to act as the local representative of the civil engineering profession to the public, and to encourage individual and Section participation in public affairs. General aims of the Section related to public affairs include stimulating professional involvement by individual members as concerned, active citizens at all levels of government; encouraging a spirit of public service in conscious recognition of the profession's obligation to society; promoting collective Section action at the national and local levels in public matters involving civil engineering or related interests through which can be demonstrated the constructive concern of the civil engineering profession; developing public service forums and positions locally and nationally on matters of importance to the community; and promoting individual and collective action of the CSCE membership to improve citizen understanding of the civil engineering profession.

## PART 1 - SECTION MANAGEMENT

## 1.1 SECTION ORGANIZATION AND MANAGEMENT

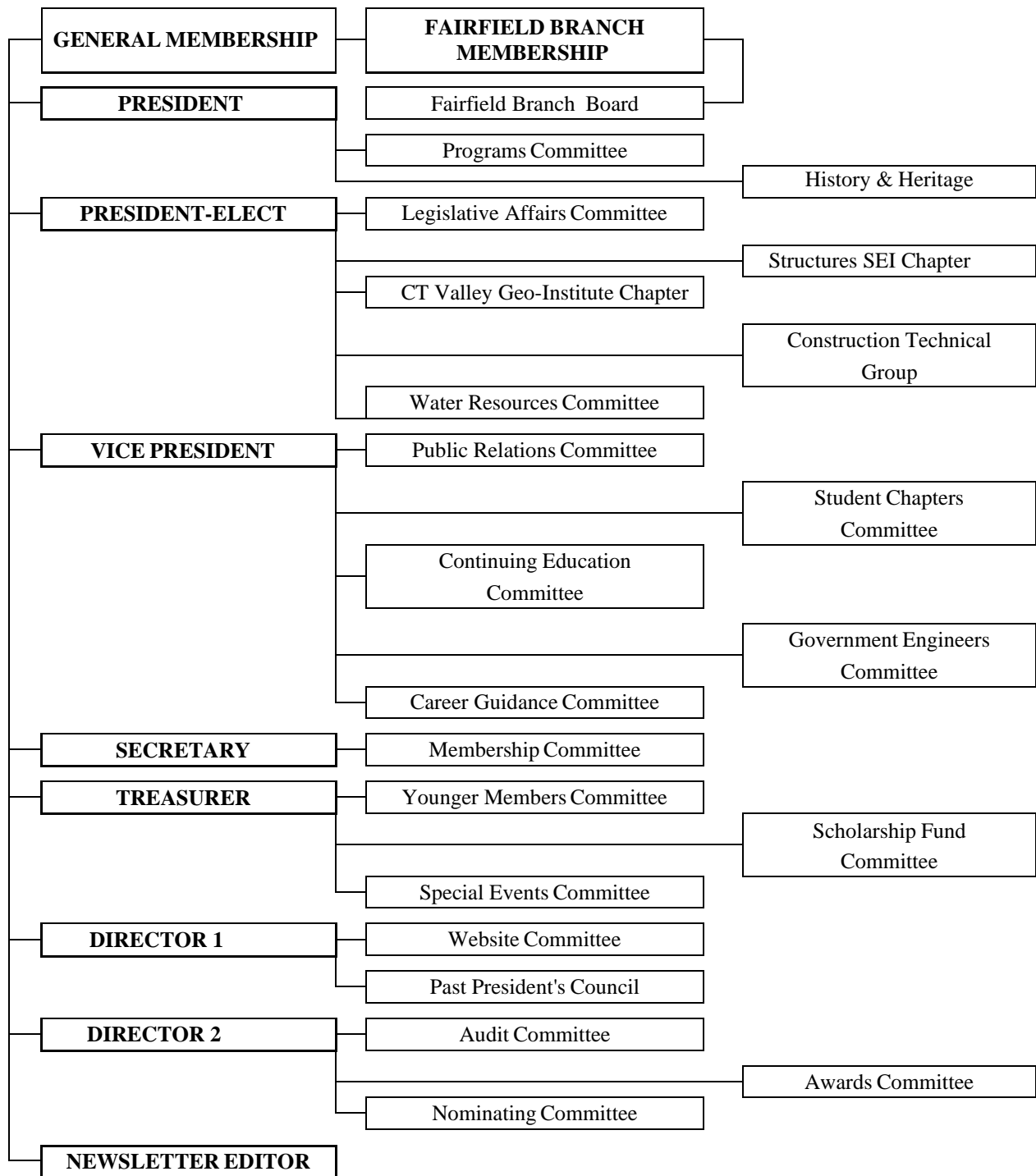
The organization diagram of the CSCE is shown in the accompanying Figure 1. General management of the Section is provided by the Executive Board or Board of Directors (hereinafter referred to as the Board). The Board is composed of the officers of the Section per Article 6 of CSCE Constitution including two Directors, who shall be the two immediate Past Presidents. The Board manages the affairs of the Section. It is responsible to see that all activities are carried on in compliance with the intent and spirit of the Constitution and By-Laws of the Society and Section. All Board activities are part of an open record. Periodic reports are made to the Section membership via the Newsletter and announcements at the Section meetings. The Board normally meets once every other month throughout the year.

The Section officers include the President, President-Elect, Vice-President, Secretary, Treasurer, Newsletter Editor and two Directors. All officers are announced at the April meeting, sworn to office at the May meeting and prior to the Annual Planning Meeting. All officers shall be elected for a one year term. The Fairfield Branch President, Younger Members President, and Connecticut Valley Geo-Institute Chapter Chairperson are Board Representatives and considered non-voting Officers per Article 6.3 of CSCE Constitution.

## 1.2 ORGANIZATION CHART

The organization chart for the CSCE is located on the following page.





### 1.3 DUTIES OF ELECTED OFFICERS

#### 1.3.1 President

The President shall have general supervision of the affairs of the section and shall:

- a. Preside at all meetings of the Section and the Board. Schedule the initial annual planning meeting in June or July for the following year.
- b. Serve on the Legislative Affairs and Public Relations Committees.
- c. Appoint Committee members, Chairpersons, and provide direction regarding Committee functions and responsibilities.
- d. Provide guidance to Technical Groups or Chapters concerning their activities as they relate to other Section activities.
- e. Serve as Section Delegate or appoint delegates to ASCE Region 1 Council, the New England Council, and ASCE Conferences (with the consent of the Board).
- f. Serve as the Board Contact for all Programs Committee, History and Heritage Committee, Technical Chapters, and Fairfield Branch.
- g. Oversee the arrangements for the Annual Achievement of Civil Engineering (ACE) Awards Meeting of the Section, which include inviting the presenter, new ASCE President-Elect Official, elected officials, and CSCE Life Members to be the Section's guests.
- h. Assists in the preparation of annual report of Section activities for distribution to ASCE National. Immediate past-president and secretary assist in the preparation of such report.
- i. Supervise and coordinate the activities of paid help. Approve submitted invoices so that the Treasurer pays in a timely fashion.

#### 1.3.2 President-Elect:

The President-Elect is responsible for assisting the President with their duties and shall:

- a. Serve as the presiding officer of the Section in the temporary absence of the President.
- b. Serve as the Chair of the Legislative Affairs Committee.
- c. Serve on the Public Relations Committee.
- d. Serve as the Board Contact for Construction and Water Resource Committees, Structures SEI Chapter, and Connecticut Valley Geo-

Institute Chapter.

- e. Serve as Section Delegate to the New England Council and/or ASCE Region 1 meeting.
- f. Plan the Section Agenda for the following year in preparation to serve as President.

1.3.3 Vice President -- The Vice-President performs the duties of the President, in the absence of the President and the President-Elect. In addition, the Vice-President:

- a. Serves as the Chair of Membership Committee. Maintain records from ASCE National of the payment of the individual members' dues. Determine the Section Members who are eligible to become life members.
- b. Serves as the Chair for Student Chapters Committee.
- c. Serve as the Chair of the Public Relations Committee.
- d. Serve on the Legislative Affairs Committee.
- e. Serve as the Board Contact for Government Engineers and Continuing Education Committees.
- f. Serve as Section Delegate to ASCE Region 1 or New England Council.
- g. Oversee Student Awards and Scholarships.
- h. Become familiar with overall activities and procedures of the Section to be fully prepared to serve as President-Elect.

1.3.4 Secretary

The Secretary should be thoroughly familiar with the current ASCE Official Register and encourage each of the other Members of the Board to do likewise. The Secretary should coordinate Board activities with the Administrative Assistant to:

- a. Assist the President in preparing the Annual Report - The forms for the Annual Report are no longer distributed by mail, and are online. The completed report covers the year from October 1 to September 30 and is due at ASCE by the end of November. Some of the information will be in the records kept by the Administrative Assistant; but, additional information is needed from other sources. One example is the financial statement that must be supplied by the Treasurer.

The local dues and Section allotment that ASCE collects will not be

forwarded to the Section until they receive the Annual Report. Copies of the Annual Report should be sent to Board Members, Fairfield Branch President, and ASCE Region 1 Director.

- b. Correspondence received from ASCE should be reviewed and appropriate articles prepared for the Newsletter. Copies should be routed to appropriate individuals/committees for action.
- c. Serve as the Board Contact for the Membership Committee.
- d. Coordinate with Administrative Assistant to incorporate approved changes and/or additions to the Operations Manual biennially at the end of their term and distribute Revised Operations Manual at the following Annual Planning Meeting.
- e. Coordinate with Administrative Assistant to update and maintain CSCE letterhead and distribute to Board Members and Committee, Group and Institute Chairs as necessary.

#### 1.3.5 Treasurer

The Treasurer is responsible for maintaining all Section financial Accounts.

- a. The President, Treasurer and Immediate Past Treasurer are authorized signatures for the bank accounts. The Treasurer is responsible for changing authorized signatures each year.
- b. Deposit procedure is as follows:
  - i. Endorse checks on back with rubber stamp with account number.
  - ii. List cash and check totals on a deposit slip.
  - iii. Enter all income in receipts ledger/ spreadsheet (Quicken)
  - iv. Enter deposits in checkbook Accounts Ledger spreadsheet (Quicken).
- c. Coordinate with the Administrative Assistant to maintain Official Section Post Office Box for business correspondence.
- d. Collect Section Dues - ASCE members pay dues directly to ASCE National. ASCE transmits these funds along with a list of members who have paid.
- e. Receive revenues from Programs Committee Chair or from online registration and credit card payments, verify accuracy of collections, deposit funds, and make payment to hosting facility.
- f. Disbursement Policy
  - i. Officers and certain committee members will incur expenses for the Section. These expenses should be reasonable and endorsed by the

- Board.
  - ii. Reimbursement should only be made after receipt of a written claim. The claim should be retained in the Treasury records.
  - iii. Payments should be logged in the payables ledger / spreadsheet (Quicken) in the total column under applicable expense categories.
  - iv. Monthly Board meetings should include a monthly financial statement that shows balanced record of receipts and payments collected and/or disbursed.
- g. Annual Report
- i. ASCE National requires an Annual Report. After receipt of this report, ASCE pays the Section allotment. The Section President and Secretary coordinate the preparation of this report.
  - ii. The Treasurer prepares the financial section of this report. To do this, the books are closed as of September 30. Receipts and payable ledgers are totaled. Expense categories should balance the total of payables. The net of receipts and payables should equal the net change of the banking and postal accounts. These outcomes are compared to the budget and reported to the Board and National.
  - iii. Keep tax exempt status and file tax forms in coordination with ASCE National
- h. Audits
- i. The Second Director presides over the Audit Committee.
  - ii. Auditors should see that recording policies are being followed.
  - iii. Auditors should assure balanced books.
  - iv. Auditors should consider the "reasonableness" of receipts and expenses in light of past trends.
  - v. Auditors should report their results directly to the Board.
  - vi. The incoming Treasurer should audit the books within one month of turnover.
  - vii. The Treasurer shall provide assistance to the Audit Committee during the annual audit of the financial records.
- i. Serve as the Board Contact for the Scholarship Fund and Special Events Committees.
- j. Oversee Scholarship Fund. Along with the Scholarship Fund Chair, submit an Annual Report and recommendation at the Annual Planning Meeting indicating the amount that should be transferred from Grants and Contributions into the CSCE Schwab Scholarship Investment Account.

### 1.3.6 Directors

The Directors consist of the two immediate Past Presidents, and their duties include:

- a. The First Director or immediate Past President serves as Chairperson for the

Web Site and Awards Committees, Past Presidents Council, and serves on the Audit and Nominating Committees.

- b. The Second Director serves as the Chairperson for the Audit and Nominating Committees, and serves on the Awards Committee. The Audit Committee audits the financial accounts of the Section.
- c. Assist other members of the Executive Board in managing the affairs of the Section.
- d. Serve as points of contact for Section members who request information concerning Section organization, membership, activities, and general affairs of the Society.
- e. The First Director shall act as the Board Liaison to other Connecticut engineering societies/groups, and coordinate the Engineer's Week activities for CSCE, including the Joint Meeting.
- f. Provide expertise and support new Officers for various Committee functions as appropriate.

#### 1.3.7 Newsletter Editor

The Newsletter Editor's duties consist of the following:

- a. The newsletter editor works closely with the President and the Board to prepare and publish a monthly Newsletter that is posted on CSCE website starting in September through May inclusive. These newsletters should coincide with the program of monthly meetings during this period. Thus, each newsletter should announce a monthly meeting and upcoming events. Of course, the success of a timely and complete newsletter is highly dependent upon the planning of the CSCE Board, Programs Committee Chairperson, and submission of news to the Newsletter Editor from CSCE, Young Members, Committees, Chapters, and ASCE.
- b. The Newsletter Editor must coordinate closely with the President and other Board members so that key news items (e.g., Younger Members news, Annual Report, etc.) are communicated to the membership. The Newsletter Editor shall also seek feature articles for the Newsletter from the members through periodic Newsletter Announcements, and try to publish one feature article per Newsletter.
- c. At the Annual Strategic Planning Meeting, the Newsletter Editor will receive information from the Board and the President about the upcoming year's activities. This information provides an overview of the year's events and

tentative schedule for inclusion in the September Newsletter. Given this information, the Newsletter Editor should publish a schedule of submission for each Newsletter. The schedule should allow a minimum of 2-4 weeks prior to the meeting date being announced.

The Newsletter Editor will prepare an electronic Newsletter that will be posted on CSCE website for all members to view and/or download the file to their computers. It has become a common practice not to mail a hard copy to members in order to reduce mailing expenses.

- d. General suggestion for CSCE Newsletter format that may consist of 4-12 pages; the front page includes a CSCE/ASCE logo and border. Meeting announcements are typically presented on this page. Second and third pages generally include news information, President's Message, and Positions Wanted/Available ads. The last page or back page typically has a brainteaser type problem titled "Technical Turkey" for each month and provides a list of the officers in CSCE. However, the Newsletter Editor in coordination with the Board can modify the content to serve the current needs of CSCE members.
- e. The Newsletter Editor is responsible to coordinate with the Administrative Assistant and treasurer for sending out bills to those that place advertisements or business cards in the CSCE Newsletter. All bills shall be on CSCE stationery. Newsletter advertising information is included in Appendix P.

### 1.3.8 Administrative Assistant

The Administrative Assistant's duties consist of the following:

- a. Keep Section records Complete and maintain accurate information on CSCE website, including:
  - i. Minutes of Executive Board and other special meetings.
  - ii. A file of flyers sent out to the Membership.
  - iii. A list of the attendees at each general meeting.
  - iv. Review the membership list from ASCE National with staff for the additions or deletions of members.
  - v. A list of the current members of Standing Committees.
  - vi. A file of the yearly reports of the Committee Chairpersons.
  - vii. The names of award recipients, including Student Awards and Scholarships, Educator of the Year Award, Civil Engineer of the Year Award, Benjamin Wright Award, President's Awards and Lifetime Service Award.
  - viii. Names, addresses and phone numbers of Student Chapter Advisors and Contact Members.
  - ix. The latest version of the Section Operations Manual, including the Constitution and Bylaws.

- x. Copies of Section correspondence, regardless of which officer is the author.
- b. Maintain a record of approved changes and/or additions to the Section Operations Manual.
- c. Forward a copy of the list of Life Member Certificates received from ASCE to the President. The Administrative Assistant shall request and receive the Life Member names and certificates from ASCE, and shall invite the Life Members to the ACE Awards to receive the certificate and pin in person. If the recipients cannot attend the ACE Awards, then the Administrative Assistant shall mail the certificate and pin after the event.
- d. Incorporate approved changes and/or additions to the Operations Manual biennially at the end of their term and distribute Revised Operations Manual at the following Annual Planning Meeting.
- e. Update and maintain CSCE letterhead and distribute to Board Members and Committee, Group and Institute Chairs as necessary.



## 1.4 SECTION CORRESPONDENCE

### 1.4.1 General

Copies of all Section correspondence shall be sent to the Administrative Assistant by the originator.

### 1.4.2 Section Board Meeting Minutes

Minutes of all Section Board Meetings shall be sent to all Board Members, Committee Chairs, Technical Chapter Chairs, and Faculty Advisors if applicable. A separate copy of the meeting minutes with the treasurer's financial report redacted will be posted to the Section website.

### 1.4.3 Newsletter Announcements

Newsletter Announcements shall be sent to the Newsletter Editor by the respective Newsletter closing dates.

### 1.4.4 Public Information

Copies of all Section Monthly Meeting Announcements, Continuing Education Seminar Announcements, Technical Chapter Meeting Announcements, Award Announcements and other public information items shall be sent to the President or Administrative Assistant.

### 1.4.5 Email Correspondence

The President, President-Elect, Vice President, Treasurer, Secretary, Newsletter Editor and Administrative Assistant shall be included on all email correspondence.

For votes that need to occur via email, response is required from above board members within three days of a call to vote. If opposition is not received within the time frame, the Board members shall move forward with majority decision.

## PART 2 - SECTION COMMITTEES

## 2.1 GENERAL INFORMATION CONCERNING SECTION COMMITTEES

### 2.1.1 Introduction

Selected items concerning the organization and staffing of the Section Committees are described below. The procedures noted are common to all committees unless otherwise noted in subsequent portions of the Manual.

### 2.1.2 Appointments

Unless otherwise noted, the Chairpersons and members of the Committees are appointed by the President. The Committee Chairpersons and Executive Board Contacts provide recommendations to the President for appointments to the committees for which they are responsible.

### 2.1.3 Reports

The Chairperson of each committee and technical group is responsible for making periodic reports of the organization's activities to the Executive Board. Reports are made as requested by the Board and at other times as deemed necessary by the Chairperson.

The Chairperson of each committee is responsible for preparing a report of the previous year's activities and proposed activities for the upcoming year. These reports are presented at the annual Strategic Planning Meeting. The report of the past year's activities should include the information necessary for the ASCE Annual Report.

### 2.1.4 Budgets

Each Committee or chapter, which anticipates expending funds, shall submit a budget to the Treasurer before the Strategic Planning Meeting for consideration and approval by the Executive Board.

### 2.1.5 Executive Board Contacts

Each Committee is assigned a member of the Executive Board as shown in Section 1.2, Organization Diagram. The Board Contact attends as able Committee meetings and reports Committee activities to the other Board members.

## 2.2 PROGRAMS COMMITTEE

### 2.2.1 Purpose

To plan, schedule and make necessary arrangements for the Section's monthly dinner meetings.

### 2.2.2 Organization

The Committee consists of a Chairperson, who shall report to the President, plus other members as necessary. Each Student Chapter is considered a standing member of the committee. The Chair of each Technical Group and Committee is considered a standing member of the committee.

### 2.2.3 Meetings

As required to perform the Committee's function, with the initial meeting held no later than July of the year for which the calendar of meetings is being prepared.

### 2.2.4 Procedures

The Chairperson shall attend the Executive Board Annual Planning Meeting in June with the intent that a preliminary schedule of all CSCE monthly dinner meetings be published in the September Newsletter. The Chairperson shall either reconvene the Committee or communicate with other committee members as necessary during the year to update the schedule and coordinate necessary arrangements. The updated meeting schedule and agenda shall be sent to the Newsletter Editor for each deadline.

The Host Student Chapter and/or sponsoring committee or technical group shall provide assistance to the Chair and make arrangements for the activity at their site. The Host Student Chapter will also coordinate with CSCE staff in making reservations for the event as well as providing Student Officers or volunteers during meeting check-in.

### 2.2.5 Financial

Operations of this Committee generally do not require financing. The monthly meetings should be priced to be self-sufficient. The pricing shall include a \$10.00 charge for students. The guest speaker(s) shall not be charged for the meeting. Anticipated student attendance, any expenses for the speaker and meeting shall be included in determining the price for members and guests. The member/guest price should not exceed \$45, non-member price is \$60, unless approved by the Executive Board.

The Scholarship Awards April Meeting shall include complementary registration for Student Award Recipients. The ACE meeting shall include complementary registration for the Benjamin Wright Award Recipient (including one guest), Life Member Award Recipients (including one guest each), Lifetime Service Award Recipient (including one guest), CSCE Executive Board Members, as well as

ASCE National Officers. These expenses shall come out of the Annual Budget and not be included in determining the cost to members.

2.2.6 Record keeping

The Programs Chairperson in coordination with the Administrative Assistant shall complete the pre-paid Meeting Attendance List Form and the Meeting Financial Summary, and forward completed forms to the Treasurer for record keeping and preparation of the Annual Report.

2.2.7 Collect Meeting Revenues

The Program Chairperson in coordination with the Administrative Assistant staff count receipts and balance with attendance list, and provide funds and list to the Treasurer for deposit. The Treasurer will make payment to the facility.

## 2.3 STUDENT CHAPTERS COMMITTEE

### 2.3.1 Purpose

To maintain communications between the Section and the Student Chapter activities which promote professional, ethical and technical competence in students studying civil engineering. The Committee shall promote continued professional growth by encouraging membership in ASCE. The current Student Chapters include:

University of Connecticut  
University of New Haven  
University of Hartford  
Quinnipiac University  
United States Coast Guard Academy  
Central Connecticut State University

### 2.3.2 Organization

The Vice President will serve as Chairperson. Other members include the Faculty Advisors and Contact Members from each Chapter, and other members identified by the Chairperson and appointed by the President.

### 2.3.3 Meetings

An optional Planning Meeting will be held in September and other meetings are held as required. Student Officers are invited to the Planning Meeting. Each Student Chapter will be asked to provide an Annual Report of their previous year's activities and an outline of their plans for the current year.

### 2.3.4 Procedures

The Faculty Advisor of each university of the Committee is responsible for nominating students for Section and National Awards and Scholarships. The Committee shall review the responsibilities and provide training for Faculty Advisors and Contact Members. When vacancies occur, the committee shall consult with and if requested, assist the Department Chair in filling the vacancy.

### 2.3.5 Financial

Operations of this Committee do not require finances. Requests for funds for Chapter Activities shall be made to the Executive Board in writing by the Student Chapter President or Faculty Advisor, and sent to the Vice President or President. Special disbursements may be available for participation in the ASCE Spring Regional Conference Concrete Canoe Race, steel bridge competition, or other ASCE events. Other special disbursements may be made by the Board, as appropriate, and should be requested by the Student Chapter as early as possible.

### 2.3.6 Student Awards and Scholarships

Student Awards and Scholarships from the Section are described in Appendix E.

## 2.4 MEMBERSHIP COMMITTEE

### 2.4.1 Purpose

To encourage civil engineers to become affiliated with the National ASCE and the CSCE Section.

### 2.4.2 Organization

A Chairperson, who shall report to the Secretary, and not less than three members. At least one member of the Committee is responsible to maximize ASCE or Section membership of:

- i. College seniors who are soon to graduate and recent college graduates.
- ii. Non-subscribing ASCE members residing within the boundaries of the Section.
- iii. Civil Engineers within the Section or Region who are non-ASCE members.

### 2.4.3 Meetings

As required to perform the Committee's function at a frequency of no less than once every three months, excluding the months of June, July and August.

### 2.4.4 Procedures

The Committee is responsible for increasing ASCE and Section membership, and inviting new members to monthly meeting. The Chair shall receive a list of added or unpaid members each month from the Secretary from which they can contact members and encourage them to become active.

### 2.4.5 Financial

The Committee neither receives nor disburses funds.

## 2.5 CONTINUING EDUCATION COMMITTEE

### 2.5.1 Purpose

To formulate and execute Continuing Education activities in the Section consistent with the goals of the Board. The Committee assists other Section committees and the national committee in areas of continuing education. The Committee also sponsors some continuing educational activities that are not sponsored by other Section Committees or Technical Groups.

### 2.5.2 Organization

A Chairperson, who shall report to the Vice President, and at least one other member who is recommended by the Chairperson and appointed by the President.

### 2.5.3 Meetings

Held semi-annually and as required to perform the Committee's function.

### 2.5.4 Procedures

The Committee is responsible for providing at least two seminars per year. Seminars should be of use to the membership and cover topics that are consistent with the current state of the practice. The Committee shall periodically conduct Continuing Education Surveys to determine the members' preferred topics, location, schedules and cost range. Civil Engineering P.E. Review Series shall be offered in the Hartford and New Haven areas in alternate years in September.

The Chairperson shall take the lead role in organizing Continuing Education Seminars along with the sponsoring committee/technical group. The Chairperson shall be allowed to attend the seminar free of charge. Life members and Board Officers cost to attend all Continuing Education Seminars shall be half the regular member price.

Refer to "Continuing Education Committee Authority Statement and Guidelines", revised June 1984, by James Sime for additional guidance on developing and holding educational seminars.

### 2.5.5 Financial

Budgets for each seminar are prepared by the Committee and submitted to the Board by the Chairperson for approval.



## 2.6 YOUNGER MEMBER COMMITTEE\*

A Younger Member is generally required to be 35 years of age or younger.

### 2.6.1 Purpose

To foster the professional growth, ethical awareness, and technical competence of the Section's younger members. The Committee shall encourage membership and participation in ASCE and CSCE committees, technical groups, and other activities. The Committee may sponsor or co-sponsor activities of particular interest to younger members.

### 2.6.2 Organization

A Younger Member Chairperson, who shall report to the Treasurer, and Vice Chairperson. Other members of the Committee shall be those who are recommended by the Chairperson and appointment by the President.

### 2.6.3 Meetings

Meetings are held at least semi-annually and as required to perform the Committee's function.

### 2.6.4 Procedures

The Committee will work in cooperation with all CSCE Committees and technical groups. The Committee should monitor all CSCE activities and suggest modifications and additions to ensure that the needs of younger members are served. The Committee is the Section's liaison with ASCE's Younger Member Committee. The Committee is responsible for organizing and conducting the Annual ASCE Zone I Younger Member Conference when the Section is hosting it and will encourage and assist participation at the Conference each year.

### 2.6.5 Financial

Funds needed will be budgeted from the Section's general treasury.

## 2.7 CAREER GUIDANCE COMMITTEE

### 2.7.1 Purpose

Provide information on civil engineering to the public, college students, school libraries, high school guidance personnel and students (K-12) to aid them in their choice of career and to provide them with useful information about preparing for a career in civil engineering.

### 2.7.2 Organization

A Chairperson, who shall report to the Vice President, and at least one member who is recommended by the Chairperson and appointed by the President.

### 2.7.3 Meetings

Meetings are held as required to perform the Committee's function.

### 2.7.4 Procedures

Establish contact with other similar committees of other engineering societies. Obtain the latest reference material from ASCE. Organize Committee personnel and establish methods for speaking engagements and distribution of literature on Civil Engineering.

### 2.7.5 Financial

The Chairperson shall establish a budget each year and submit to the Treasurer by the Annual Planning Meeting for consideration and approval by the Executive Board. The budget is to pay for pamphlets and other informational documents to be distributed at speaking engagements to students (K-12), advertising, and other necessary expenses approved by the Executive Board.

## 2.8 PUBLIC RELATIONS COMMITTEE

### 2.8.1 Purpose

To develop and implement programs leading to increased public awareness of the role and accomplishments of the civil engineering profession, the Section, and its members.

### 2.8.2 Organization

The Vice President, who shall serve as the Committee Chair, President and President-Elect. Ad-hoc Committee members may be recruited for specific assignments, as needed.

### 2.8.3 Meetings

Meetings are held as required to perform the Committee's function.

### 2.8.4 Procedures

The Committee reviews news of ASCE National, the Section, local firms, and members for the purpose of providing appropriate information to local media for publication. To facilitate its work, the Committee develops personal contacts at news outlets such as key newspapers, radio and television stations. It also maintains a media mailing list for the portions of the Section area where personal contacts are not feasible. A list of key media contacts is in Appendix G.

### 2.8.5 Financial

The Committee has no budget allocation, but may sponsor events, activities or meetings when approved by the Board.

## 2.9 LEGISLATIVE AFFAIRS COMMITTEE

### 2.9.1 Purpose

To investigate, study, and make recommendations to the Executive Board and Technical Groups concerning standards of practice, professional ethics, other timely public issues in which the Civil Engineer has a particular interest and legislation as it affects the profession and the Section. The Committee maintains liaison with appropriate national committees, citizens groups, and other professional or industry organizations in order to improve communications, to arrive at mutually acceptable solutions to common problems and to coordinate support or opposition to legislation and government policies and to respond quickly to the changing needs of the profession.

### 2.9.2 Organization

In the absence of an appointed Legislative Affairs Committee Chair, the President-Elect shall serve as the Committee Chair. Ad-hoc Committee members may be recruited for specific assignments, as needed. Such assignments may include following pending legislative matters, maintaining liaison with other professional groups and attending meetings of such groups, when appropriate. The Legislative Affairs Committee Chair shall also work with the Report Card Chair to develop the Infrastructure Report Card every four years.

### 2.9.3 Meetings

Meetings are held as required to perform the Committee's function, including responding to specific issues considered by the legislators in coordination with the Executive Board.

### 2.9.4 Procedures

Provide recommendations to the Board for action relative to matters within its charge. The Committee Chair cannot speak on behalf of the Members without Board approval of the official response to a legislation under consideration. The Committee may also sponsor Section Meetings dealing with such matters.

### 2.9.5 Financial

The Committee develop a budget for regular expenses and fly-in annual activities. The Committee may sponsor events, activities or meetings when approved by the Board.

## 2.10 NOMINATING COMMITTEE

### 2.10.1 Purpose

To nominate a slate of Officers for the Section in accordance with the Constitution and Bylaws. The Committee also makes recommendations to the board for Section nominations to ASCE national offices and committees at the time vacancies develop.

### 2.10.2 Organization

The Second Director, who shall serve as the Chairperson, and the First Director.

### 2.10.3 Meetings

One meeting prior to the April monthly Section Meeting and before the Annual Meeting to select nominees for the slate of Officers for the Section, and other meetings, as needed.

### 2.10.4 Procedures

The Committee is required by Article 3 of the Bylaws to report the annual slate of nominations at the Section Meeting prior to the Annual Meeting.

The slate of nominations consists of one candidate for the Section President, President-Elect, Vice President, Secretary, and Treasurer.

### 2.10.5 Financial

The Committee has no budget, and neither receives nor disburses funds.

## 2.11 AUDITING COMMITTEE

### 2.11.1 Purpose

To review the financial records of the Section to ascertain that the Section funds, including investments, are properly accounted for.

### 2.11.2 Organization

The Second Director, who shall serve as the Committee Chairperson, and the First Director.

### 2.11.3 Meetings

The Committee conducts the audit shortly after the close of the Section's fiscal year. When the Treasurer retires from office early, an audit shall be made for that portion of the fiscal year covered by his/her term of office.

### 2.11.4 Procedures

Audits include review of the records and accounts of the Treasurer. The Committee may utilize professional services to supplement its work, as approved by the Executive Board. The Treasurer shall be available to assist in the audit, as requested by the Committee.

### 2.11.5 Financial

Expenses to be for any professional accounting services must be authorized by the Executive Board.

## 2.12 HISTORY AND HERITAGE COMMITTEE

### 2.12.1 Purpose

To prepare and submit to ASCE nomination papers for the designation of Connecticut sites as National Historic Civil Engineering Landmarks, and to work with ASCE on matters associated with such designation. The Committee also handles other matters relating to engineering and section history and heritage as may arise.

### 2.12.2 Organization

A Chairperson, who shall report to the President, and other members as needed.

### 2.12.3 Meetings

Meetings are held as required to perform the Committee's function.

### 2.12.4 Procedures

The Chairperson is responsible for all arrangements for dedication ceremonies. The Chairperson keeps the membership advised of the Committee's work through liaison with the Executive Board and notices in the newsletter. The Chairperson requests, gathers, and researches suggestions for landmark nominations.

### 2.12.5 Financial

Normal operations of the Committee do not require financing. Extraordinary expenses (which may be needed to support a dedication ceremony) must be approved by the Executive Board. Experience to date indicates that \$100 per dedication is adequate.

## 2.13 GOVERNMENT ENGINEERS COMMITTEE

### 2.13.1 Purpose

To develop and implement programs and a forum to better enable those civil engineers, working in the public sector, to provide enhanced service to the public.

### 2.13.2 Organization

A Chairperson, who shall report to the Vice President, and other members as required.

### 2.13.3 Meetings

Meetings are held as required to perform the Committee's function. The Committee shall host one of the Sections Regular Monthly Meetings each year.

### 2.13.4 Procedures

The Committee shall review issues relating to membership, continuing education, career guidance, and legislative affairs as they relate to government engineers. It shall assist the Awards Committee with nominations for the Government Civil Engineer and Young Government Civil Engineer awards. Refer to the website for additional guidance for award nominations.

### 2.13.5 Financial

The Committee has no budgets and neither receives nor disburses funds.



## 2.14 AWARDS COMMITTEE

### 2.14.1 Purpose

The purpose of the Awards Committee is to recommend to the Executive Board appropriate nominations for CSCE Awards to be presented at the Annual ACE Meeting, and ASCE distinguished achievement award nominations for the Board's recommendation to the Awards Department of National ASCE.

The CSCE Awards for presentation at each Annual ACE Meeting include the Benjamin Wright Award, Outstanding Civil Engineers, Educator of the Year, and Presidents' Awards. CSCE Lifetime Service Award is also presented at an Annual Meeting in accordance with the qualifying and nominating criteria identified in Appendix E.

The Awards Committee with concurrence by the Board can nominate members to various National ASCE distinguished awards which can be found on ASCE Website.

### 2.14.2 Organization

The First Director, who shall serve as the Committee Chairperson, and at least two other members appointed by the President. Preferably, the members of the Committee will represent the consulting, academic and government engineering fields.

Subcommittees of the Awards Committee may be formed to deal with any award or group of awards. Such subcommittees shall consist of a Chairperson and not less than one additional member. The members of any subcommittee are appointed by the President from the members of the Awards Committee upon the recommendation of the Chairperson of the Awards Committee.

### 2.14.3 Meetings

Meetings of the Committee or Subcommittees are held semi-annually and as required to perform the Committee's function.

### 2.14.4 Procedures

The Committee by a majority vote, approves all nominations for awards and submits the nominations to the Executive Board for its approval no less than one month prior to the required due date.

No less than three months prior to the required due date, the Chairperson shall send each member of the Committee the requirements governing the awards and an outline of the operating procedures for awards selection.

### 2.14.5 Awards

Section and National Awards are described in Appendix E.

Section Awards include Benjamin Wright, Outstanding Student Award, Student Scholarship Award, Lifetime Service Award, Outstanding Civil Engineer, Educator of the Year, and the President Awards. These Awards consist of the following:

- a. Benjamin Wright Award - a suitably inscribed wall plaque and certificate.
- b. Outstanding Student Award - a framed certificate and a cash award in an amount decided by the Board. The amount and number of scholarships are determined by the Board upon recommendation of the Vice President.
- c. Student Scholarship Award - a framed certificate and a cash scholarship given to a Student Member of ASCE from a local Student Chapter. The amount and number of scholarships are determined by the Board upon recommendation of the Vice President.
- d. Civil Engineer of the Year Award (Private and/or Public). Nominees must be an ASCE member, a Professional Engineer practicing for at least ten (10) years in Connecticut and have demonstrated innovation and significant contributions in advancing the Civil Engineering profession.
- e. Young Civil Engineer of the Year Award (Private and/or Public). Nominees must be an ASCE member, a Professional Engineer, and 35 years of age or younger by February 1.
- f. Civil Engineering Educator of the Year Award. This award is presented to an outstanding educator who has demonstrated excellence and innovation in effective teaching and learning; contributed substantially in educating future engineers; and/or has advanced research topics in the field of Civil Engineering. The educator must be affiliated with an educational institution in Connecticut.
- g. Lifetime Service Award - a plaque, as shown in Appendix E, and an Honorary Life Membership in the Section.
- h. President's Awards - a wall plaque.

The First Director notifies the award recipient of Executive Board action and assist staff in procuring the plaques.

The awards are presented at the April meeting for the students and the Annual ACE Meeting for the other professionals by the President.

The requirements for ASCE award nominations are as stated on ASCE Website "ASCE National Awards". The First Director notifies the Awards Department of ASCE concerning final nominations confirmed by the Executive Board.

#### 2.14.6 Past Benjamin Wright Recipients

<u>Year</u>	<u>Name</u>
1980	Edward Gant
1981	Charles Cahn
1982	Clarence Dunham
1983	Arthur Sweeton
1984	Norman Nadel
1985	Victor Scottron
1986	Morton Fine
1987	Wilbur Widmer
1988	Philip Burton
1989	Jack Stephens
1990	Philip Keene
1991	E. Russel Johnston, Jr.
1992	Frank Zamecnik
1993	Herbert Levinson
1994	Morris Schupack
1995	Charles H. Thornton
1996	Earl Howard
1997	Eugene D. Jones
1998	Charles Rejcha
1999	Robert O. Disque
2000	John Lenard
2001	Remy Papp
2002	Kenneth Gible
2003	Roald Haestad
2004	Paul Carver
2005	Roger Chapman
2006	Stanley Bemben
2007	Howard L. Epstein
2007	John Dugan
2009	William D. O'Neill
2010	Clarence Welti
2011	George Torello
2012	?
2013	?
2014	?
2015	James Byrnes
2016	Lawrence Johnsen
2017	Peter Heynen

#### 2.14.7 Past Lifetime Service Award Recipients

<u>Year</u>	<u>Name</u>
1997	James M. Sime
1999	Ross M. Lanius, Jr.
2001	Shahvir Vimadalal

#### 2.14.8 Financial

Expenses which are associated with the approved awards are paid by the Section Treasurer out of the Section general treasury. The Committee neither receives nor disburses other funds.

## 2.15 SPECIAL EVENTS COMMITTEE

### 2.15.1 Purpose

To plan, supervise and coordinate the Summer Outing, Golf Fund Raiser, or other Special Event as recommended by the Board.

### 2.15.2 Organization

A Chairperson, who shall report to the Treasurer and other members as necessary.

### 2.15.3 Meetings

At least two meetings are held each year to plan the function, the first being held three to six months before the event. Earlier planning meetings may be required depending on the event. National events require eighteen months to plan.

### 2.15.4 Procedures

The Committee obtains prior approval from the Executive Board for the time, date, place and cost of the Event. The Committee is responsible for arranging publicity, tickets, reservations, guarantees, accounting summary, and all other duties associated with the Event including coordination with other societies.

### 2.15.5 Financial

The ticket price for the Summer Outing is established such that it is self-supporting. Other Events may be priced to raise a Goal established by the Committee, with approval of the Board.

## 2.16 SCHOLARSHIP FUND COMMITTEE

### 2.16.1 Purpose

To plan, advise, supervise and coordinate the investments made for the Scholarship Fund.

### 2.16.2 Organization

A Chairperson and other Board appointed members.

### 2.16.3 Meetings

Meetings are held as needed to prepare recommendations to the Board concerning investment strategies.

### 2.16.4 Procedures

The Committee obtains prior approval from the Executive Board for any changes in investment strategies concerning the Scholarship Fund. Within the Scholarship Fund investment accounts, the signatures of both the Treasurer and Chairperson shall be required to withdraw money from the accounts. The chairperson shall have lead responsibility for carrying out transactions and trades although either signature will be permitted to perform trades. In order to provide a means of reconciliation of accounts, and an audit trail, the mailings of the accounts shall be directed to the Treasurer.

### 2.16.5 Financial

Any funds required for the functions of the committee will be appropriated from the general funds of the Section upon approval of the Board.

## 2.17 WEB SITE COMMITTEE

### 2.17.2 Purpose

To operate, maintain, and upgrade the CSCE Web Site <http://sections.asce.org/connecticut/>. The committee will also investigate, study, and make recommendations to the Executive Board concerning the operation, maintenance, financing, and appearance of the web site. The committee maintains contact with appropriate local and national committees, groups, and student chapters, to improve communications through technology.

### 2.17.2 Organization

The First Director shall serve as the Committee Chair, and standing members include the Vice President, Newsletter Editor, and Web Master. Adhoc Committee members may be recruited for specific assignments as needed. Such assignments may include updating the format of the web site, review of new submittals for the site prior to posting. Additional assignments may include: the management of technical issues in maintenance and growth of the site, review of the levels of support provided by firms to be sponsors of the site, maintaining liaison with other professional organizations and attending meetings as needed.

### 2.17.3 Meetings

Meetings are held as required to perform the Committees function, including responding to specific issues which may be referred to the Executive Board. Most meetings shall be via e-mail and the <http://sections.asce.org/connecticut/> website.

### 2.17.4 Procedures

The Committee provides oversight for operation of the <http://sections.asce.org/connecticut/> website, and recommendations to the Executive Board for action relative to matters within its charge. The Committee may also sponsor meetings dealing with such matters.

### 2.17.5 Financial

The Committee requires an annual operating budget of approximately \$800, which includes \$600 for web site hosting, and \$200 for on call consultations as needed. Should a major upgrading or revision of the site be proposed, separate funds should be appropriate for the task.

Income is based upon the listing of firms as web site sponsors at a fee to be established annually by the Executive Board upon recommendation from the Committee at the Annual Planning Meeting.

## 2.18 WATER RESOURCES COMMITTEE

### 2.18.1 Purpose

To plan, schedule, and implement programs to better enable those Civil Engineers interested in the Water Resources Discipline.

### 2.18.2 Organization

The committee consists of the Chairperson, who shall report to the President-Elect, plus other members as necessary.

### 2.18.3 Meetings

Meetings are held as required to perform the Committee's function. The Water Resources Committee shall host one of the Section's Regular Monthly Meeting each year.

### 2.18.4 Procedures

The Chairperson shall attend the Executive Board meetings and take the leading role in developing Water Resources related programs.

### 2.18.5 Financial

The Water Resources Committee has no budget and neither receives nor disburses funds.



## PART 3 - TECHNICAL GROUPS

### 3.1 GENERAL INFORMATION CONCERNING TECHNICAL GROUPS OR CHAPTERS

#### 3.1.1 Introduction

Selected items concerning the organization and staffing of the Section Technical Groups are described below. The procedures noted are common to all Technical Groups or Chapters unless otherwise noted in subsequent portions of the Manual.

#### 3.1.2 Purpose

The purpose of the Technical Groups is to provide an environment for the exchange of technical and professional ideas, information and new developments among its members and items of current interest to the Civil Engineer. Each group may sponsor meetings, seminars, panel discussions, lecture series, field trips, and technical paper presentations for the purpose of achieving its goal.

#### 3.1.3 Organization

Each technical group is governed by an Executive Committee composed of at least six members as follows:

- Chairperson
- Vice Chairperson
- Clerk
- Immediate Past Chairperson
- Two members at large

Each technical group shall appoint younger members as part of the Executive Committee or a separate Forum Committee. (A Younger Member is defined as under 35 years of age.)

The Executive Committee meets as necessary to coordinate and manage group activities.

The general membership of each group is composed of Section members having technical interests applicable to the group.

## Duties and Responsibilities of Officers:

### Chairperson

The Chairperson has overall responsibility for the guidance of the group. In addition, the Chairperson:

- a. Schedules and chairs meetings of the Executive Committee and general membership.
- b. Acts as liaison with the Executive Board and attends Board meetings as a non-voting member.
- c. Monitors budget allocations and is responsible for receipts and disbursements.

### Vice Chairperson

The Vice Chairperson assists the Chairperson and Clerk in their duties. In his/her capacity, the Vice Chairperson:

- a. Acts as Chairperson Pro Tem, when necessary.
- b. Assumes overall responsibility for arrangements of regular Technical Group meetings.

### Clerk

The duties of the clerk are as follows:

- a. Prepares minutes of all meetings and distributes them to the Executive Committee, Section President, and others.
- b. Prepares and submits notices of meetings to the Section Board prior to the first of the month preceding the month of the scheduled events.
- c. Prepares and submits reports of group meetings to the Executive Board.
- d. Acts as administrative assistant to the Chairperson.
- e. Submits all financial reports to the Section Treasurer.
- f. Handles receipts and disbursements.

- g. Prepares the Annual Report for the Group Chairperson at least one month prior to the Section's Annual Planning Meeting.

#### Election of Officers

Members of the Executive Committee of each technical group are nominated and elected as follows:

- a. Nominations for officers are made by a nominating committee chaired by the current group Chairperson. Appointments to the nominating committee are made by the Chairperson.
- b. Officers are elected at each group's annual meeting, which shall be held prior to the Section Annual Planning Meeting.

#### 3.1.4 Meetings and Activities for General Membership

Meetings and activities for the general membership of each technical group are as follows:

- a. A minimum of three meetings are scheduled annually. Speakers or panel discussions are normally utilized. Activities may be held in conjunction with dinner, luncheon meetings or otherwise at the discretion of the Executive Committee. Each group is encouraged to hold joint meetings with other technical groups, other professional societies and citizen groups. The dates of individual group activities are established and coordinated by Section Vice President in order to avoid conflicts in technical group meeting dates or other Section activities. Technical Group Chairpersons are to provide a written report of presentation in the form of a "paper", "lecture notes", or notes recorded and subsequently typed.
- b. Meetings may be held to promote an informal exchange of information with contractors and other professionals in allied fields.
- c. Technical Group Executive Committees are strongly encouraged to have a social and/or dinner hour as an integral part of their regular Technical Group meetings. The social and/or dinner hour usually precedes, and should be near the site of the technical/business part of the meeting. It must be open to all.
- d. Lecture series, field trips and other activities may be conducted as considered appropriate.

#### 3.1.5 Financial

Each Technical Group which anticipates expending funds shall submit a proposed

budget to the Treasurer by the Annual Planning Meeting for consideration and approval by the Executive Board.

Technical Groups receive an annual allocation from the Executive Board for general administrative expenses and to subsidize student participation. All functions should be organized to be self-sustaining. Small surcharges are imposed on participating members as necessary to defray expenses. The total net annual expenditure of each group should not exceed the allocation.

### 3.1.6 Reports

The Chairperson of each Technical Group is responsible for making periodic reports of the organization's activities to the Executive Board. Reports are made as requested by the Board and at other times as deemed necessary by the Chairperson.

The Chairperson of each Technical Group is responsible for preparing a report of proposed activities for the upcoming year. His/her proposed report is to be presented at the Annual Planning Meeting.

An Annual Report, must also be presented each May 1st to the Executive Board. The report of the past year's activities should include the information necessary for the ASCE Annual Report, and be in Memo form. A copy of each committee report will be distributed to the general membership at the Annual Meeting.

### 3.1.7 Executive Board Contacts

Each Technical Group is assigned a member of the Executive Board as shown in Section 1.2, Organization Diagram. The Board Contact attends Technical Group meetings and reports Technical Group activities to the other Board members.

## 3.2 CT Valley Geo-Institute Chapter

### 3.2.1 Purpose

To develop and implement programs and a forum to better enable those civil engineers interested in the Geotechnical Engineering discipline.

### 3.2.2 Organization

A Chairperson, who shall report to the President-Elect, and other members as discussed in Section 3.1.

### 3.2.3 Meetings

Meetings are held as required to perform the Chapter's function. The Chapter shall host one of the Sections Regular Monthly Meetings each year.

### 3.2.4 Procedures

The Chapter shall develop Geotechnical Engineering related programs, and also assist other Committees, Technical Groups and Student Chapters in planning and coordinating their Geotechnical Engineering related events.

### 3.2.5 Financial

See Section 3.1.5.

### 3.3 CONSTRUCTION TECHNICAL GROUP

#### 3.3.1 Purpose

To develop and implement programs and a forum to better enable those civil engineers interested in the Construction Engineering discipline.

#### 3.3.2 Organization

A Chairperson, who shall report to the President-Elect, and other members as discussed in Section 3.1.

#### 3.3.3 Meetings

Meetings are held as required to perform the Technical Group's function. The Technical Group shall host at least one field trip in conjunction with one of the Sections Regular Monthly Meetings each year.

#### 3.3.4 Procedures

The Technical Group shall develop Construction Engineering related programs, and also assist other Committees, Technical Groups and Student Chapters in planning<sup>18</sup> and coordinating their Construction Engineering related events.

#### 3.3.5 Financial

See Section 3.1.5.

### 3.4 STRUCTURES TECHNICAL GROUP

#### 3.4.1 Purpose

Provide a forum fostering structural engineering through independent and joint meetings, continuing education programs and field trips.

#### 3.4.2 Organization

A Chairperson, who shall report to the President-Elect, and other members as discussed in Section 3.1.3.<sup>49</sup>

#### 3.4.3 Meetings

The Technical Group shall sponsor one of the Sections Regular Monthly Meetings each year. An annual Technical Group Meeting shall be held in April.

#### 3.4.4 Procedures

The Technical Group shall develop programs to foster structural engineering through joint meetings, continuing education seminars and field trips.

#### 3.4.5 Financial

See Section 3.1.5.

#### 3.4.6 Operational Guidelines

The Technical Group shall follow the guidelines in the CSCE Operations Manual.

#### 3.4.7 Bylaws

See Appendix R.



**PART 4 – FAIRFIELD BRANCH**

#### 4.1 BRANCH ORGANIZATION AND MANAGEMENT

The Branch officers include the President, and possibly Vice President /President-Elect. All the officers shall be elected for terms of one year, which shall begin at the close of the Annual Meeting.

#### 4.2 DUTIES OF ELECTED OFFICERS

- 4.2.1 The President shall have general supervision of the affairs of the Branch and shall preside at all the Branch meetings.
- 4.2.2 The Vice President/President-Elect is responsible for assisting the President with his/her duties, serve as the presiding officer of the Branch in the temporary absence of the President and become familiar with the overall activities and procedures of the Branch such that he/she will be fully prepared for his/her duties upon becoming President.