

# KENTUCKY SECTION ASCE OPERATIONS MANUAL

## PREFACE

Welcome to the leadership team for the Kentucky Section ASCE. The Section recognizes that volunteer leadership is a time consuming task. Thus, an Ad-Hoc Committee was established in 1993 by Section President Mark Fischer to prepare an operations manual for the elected and chosen leadership of the Section. The intent and purpose of this operation manual is to provide newly elected and appointed Section leadership members with a description of their job activities and functions of their offices and committees. A sample of previous work and guidance for decision making and consensus building is also part of this manual.

Please use the Kentucky Section ASCE Operations manual liberally and if you have any suggestions for improving the manual, please bring them to the attention of the Section President.

# Kentucky Section ASCE

## Operations Manual

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KENTUCKY SECTION  
GOVERNING DOCUMENTS

IX. CONSTITUTIONS AND BYLAWS

A. KENTUCKY SECTION CONSTITUTION  
AMERICAN SOCIETY OF CIVIL ENGINEERS

CONSTITUTION

ARTICLE I. NAME AND OBJECT

Section 1. The name of this organization shall be the Kentucky Section American Society of Civil Engineers.

Section 2. The objective of the Kentucky Section shall be the advancement of the science and profession of engineering in a manner consistent with the objective of the American Society of Civil Engineers.

ARTICLE II. MEMBERSHIP

Section 1. All members of the American Society of Civil Engineers of all grades, subscribing to the Constitution and Bylaws of the Kentucky Section, as evidenced by the payment of current dues of the Section, shall be Subscribing Members of the Section. All members of the American Society of Civil Engineers of all grades, whose addresses are within the boundaries of the Section, as defined by the Society, shall be Assigned Members of the Section.

Section 2. Only Subscribing Members shall have the right to vote, to hold office, to serve on committees, or to represent the Section officially.

Section 3. Any member of the Section, who at any time or for any reason ceases to be a member of the American Society of Civil Engineers, shall at the same time cease to be a member of the Section.

ARTICLE III. DUES

Section 1. There shall be no entrance fee.

Section 2. Annual dues shall be established by the Bylaws of the Section. Life and Honorary Members, who are exempt from payment of Society dues, shall be exempt from Section dues.

ARTICLE IV. OFFICERS

Section 1. The officers shall be a President, a Vice President, a Secretary, a Treasurer, and a Newsletter Editor who, with the latest resident Past-President, the current Branch Presidents, and the current Chairman of each Technical Group, shall constitute a Board of Directors in which the government of the Section shall be vested. Chairs of the Technical Groups serving on the Board of Directors shall not have voting rights.

Section 2. Officers shall be elected at the Annual Meeting for terms of one year, with the exception of the Newsletter Editor whose term will be two years, which terms shall begin on October 1 and continue until their successors are elected. Only Subscribing

Members of the Section shall be eligible for election. Their duties shall be those usual for such officers.

Section 3. A vacancy in the office of President shall be filled by the Vice President. Other vacancies shall be filled for the unexpired term by the Board of Directors.

#### ARTICLE V. MEETING

Section 1. The Annual Meeting shall be held on such date and at such place as the Board of Directors shall designate. In the event the Board fails to act, the President shall designate the time and place for the Annual Meeting.

Section 2. Other meetings shall be called at the discretion of the Board of Directors, or by the President upon the written request of at least ten members.

#### ARTICLE VI. BRANCHES

Section 1. Branches of the Section shall be created in accordance with the following requirements:

1. Those proposing a new branch shall demonstrate in writing the advantages of such a Branch to the Section and to members in the area to be represented.
2. The proposal shall be in the form of a petition containing a minimum of 15 signatures of Society members residing in the area and shall be submitted through the Section to the Board of Directors of the Society.
3. A proposed branch area shall contain a minimum potential of 30 members of the Society.
4. A proposed branch must have distinct geographic boundaries describe in the petition.

Section 2. Each branch shall submit an annual report of activities to the Section.

Section 3. Each branch shall submit an annual budget and financial statement to the Section for approval.

#### ARTICLE VII. AMENDMENTS

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

1. A proposed amendment to this Constitution must be submitted to the Section Secretary in a written petition signed by not less than fifteen (15) Subscribing Members of the Section.
2. The proposed amendment shall be cleared through the Society's Committee on Sections and District Councils before being voted upon.
3. The proposed amendment shall be voted upon by a majority of the Subscribing Members of the Section.
4. It shall receive an affirmative vote of not less than two-thirds of the Subscribing Members voting.
5. To become effective it shall receive the approval of the Board of Directors of the Society.

#### ARTICLE VIII. BYLAWS

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

## ARTICLE IX. MISCELLANEOUS PROVISIONS

Section 1. No part of the net earnings of the Section shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Section shall be carrying on propaganda, and the Section shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Section 2. Upon dissolution of the Section the assets remaining after the payment of the debts of the Section shall be distributed to such corporation, community chest, fund, or foundation organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to children or animals, which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Board of Directors shall have designated, and in the absence of such designation, they shall be conveyed to the American Society of Civil Engineers.

Revised October 1, 1985

### KENTUCKY SECTION BYLAWS AMERICAN SOCIETY OF CIVIL ENGINEERS

#### BYLAWS

## ARTICLE I. DUES

Section 1. The annual dues for members of the Kentucky Section shall be payable in advance on October 1st and shall be according to the following schedule:

Honorary Member	None
Life Member	None
Fellow Member	\$10.00
Member	\$10.00
Affiliate	\$10.00
Associate Member	\$10.00
Student Member	\$ 4.00

## ARTICLE II. NOMINATION AND ELECTION OF OFFICERS

Section 1. The Section's Board of Directors shall elect a Nominating Committee of not less than three members at a regular meeting preceding the Annual Meeting. In the even the Board fails to act, the President shall appoint a Nominating Committee.

Section 2. The Nominating Committee shall choose one or more candidates for election to each of the offices prescribed by the Constitution and obtain the consent of the nominees to serve if elected.

Section 3. In addition, candidates may be nominated by written petition containing five signatures of Subscribing Members.

Section 4. The Section's Board of Directors shall choose, at least four months prior to the Annual Meeting, to decide the election of officers by mail ballot or by vote of those Subscribing Members present at the Annual Meeting.

Section 5. If it is chosen to decide the election by mail ballot,  
(a) The Secretary shall send a letter ballot, containing the list of official nominees and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the Section at least 20 days previous to the Annual Meeting.

(b) Ballots returned to the Secretary-Treasurer up to the time of counting shall be opened and counted at the Annual Meeting by three tellers appointed by the President. For each office, the candidate receiving the highest number of votes cast shall be declared elected.

Section 6. If it is chosen to decide the election by vote of those Subscribing Members present at the Annual Meeting, a majority vote of those Subscribing Members present shall constitute election.

#### ARTICLE III. QUORUM

Section 1. A quorum at any business meeting shall be ten Subscribing Members. All Section members shall be notified by mail of a business meeting at least seven (7) days in advance of such meeting.

Section 2. A quorum at any Board of Directors meeting shall be a majority of the board members. Board members shall be notified at least seven (7) days in advance of such meeting.

#### ARTICLE IV. COMMITTEES

Section 1. Committees deemed necessary from time to time shall be appointed by the President.

Section 2. The following standing committees shall be appointed annually: program, membership, legislative, Section awards, public relations, scholarship and professional development.

#### ARTICLE V. MEETINGS

Section 1. At least one meeting shall be held each year, typically the Annual Meeting.

Section 2. Notice of each meeting of the Section shall be sent to each Subscribing Member of the Section.

#### ARTICLE VI. AMENDMENTS

Section 1. Bylaws may be adopted or amended only by the following procedure:

- (a) The proposed Bylaw or amendment shall be voted upon by a majority of the Subscribing Members of the Section in attendance at the next business meeting after it has been proposed.
- (b) It shall receive an affirmative vote of not less than a majority of the Subscribing Members voting.



- (c) To become effective, it shall receive the approval of the Committee on Sections and District Councils of the Board of direction of the Society.

Revised October 1, 1985

OFFICES  
AND RESPONSIBILITIES

## **PRESIDENT**

The President is the key leader for the ASCE members in the Kentucky Section. Efforts of this office should focus more on guiding volunteers and less on physically completing the task. The team approach should be used in accomplishing tasks. This approach involves an efficient number of members and requires minimal work from each of the team members.

The President's duties include the following:

- Serves as the Section representative and spokesperson to District 9 Council and to National ASCE.
- Serves as official spokesperson and representative of the Kentucky Section ASCE to public agencies, private concerns and other organizations affecting or wishing to affect the Kentucky Section of ASCE.
- Interpret objectives and goals of national ASCE and the District 9 Council and convey to members and community.
- Appoints, usually with the advise of other officers, committee chairs; and aids the chairman in the recruitment of appropriate committee members to meet the desired objective.
- Prepares the agenda for the quarterly board meetings and the annual business meeting.
- Presides over the Annual Meeting and any Board Meetings.
- Makes information available to board members and officers and provides necessary assistance for the performance of their duties and responsibilities.
- Responsible for meeting deadlines for reports or actions required of the Section.
- Submits names of qualified members for nominating committees.
- Maintains and utilizes a working knowledge of Parliamentary Procedure.
- Delegates tasks and responsibilities.
- Makes personal contact with committee chairs and other officers responsible for preparing reports or working toward a Section goal or objective.
- Responsible for arranging meeting space and time for board meetings.
- Communicates information regarding incoming Section officers to ASCE National for the year following the Presidents term.
- Attends ASCE National Convention upon approval of Board of Direction.
- Nominates an officer to attend the Zone II Management Conference, subject to Board approval.
- Maintain an adequate file of information and material necessary to provide continuity in the office of President. This information should include:
  - Correspondence in
  - Correspondence out
  - Standing committees and objectives
  - Appointed committees and objectives
  - A list of important dates and milestones
- Prepares a memorandum for the incoming President on the status of the Section.

## **VICE PRESIDENT**

- Serves as general administrative assistant to the President and is expected to coordinate various committees.
- Serves, in the absence of the President, as official spokesman and representative of the Kentucky Section ASCE to public agencies, private concerns and other organizations.
- Committee Chairman responsible for planning and implementing the Kentucky Section Annual meeting.
- Invites National and District 9 Officers to the Kentucky Section Annual Membership meeting.
- With the President, formulates a calendar for general meetings and other types of activities, and delegates responsibility.
- Assist chairs in obtaining resources and information to reach committee objectives.
- Help committee coordinate meetings and activities with branches and District 9.
- Work with the President to meet deadlines for reports or actions required of the Section.
- Supervises the preparation of the Annual Report, due at national headquarters by November 30.
- Review standing committees and ongoing activities.

Ensures standing and appointed committees are recognized and receive adequate recognition in the Section newsletter.

- Maintains an adequate file of information and material necessary to provide continuity in the office of Vice President. This information should include:
  - Standing committees and objective
  - Appointed committees and objective
  - Annual meeting "TO DO" list.
  - A list of important dates and milestones
- Assumes the Office of President, should the President be unable to complete the term.
- Assists the President in arranging for meeting space for Board of Direction meetings.
- Prepares a memorandum for the incoming vice president on the status of the Section committees.

## SECRETARY

- Maintains the Section records including current copies of the Constitution, Bylaws, Charter, minutes of previous meetings, membership records and copies of official Section correspondence.
- Compiles and maintains an up to date list of all officers and committee chairs, transmitting the same to all Section officers, Branch Presidents, Committee Chairs and National ASCE as soon as is possible.
- Records minutes and actions of all meetings of the Board or Kentucky Section Officers. Minutes should include, but not necessarily be limited to:
  - Date and place of meeting.
  - Presiding Officer
  - Names of those present and title, if applicable (Number of members, student members and guests for the annual meeting).
  - Action on the adoption of minutes of the previous meeting.
  - Action taken on the Treasurer's report.
  - List of Committee reports and correspondence, including objective and status.
  - Record of motions and action taken on them, including person making the motion and second.
  - Notation of adjournment.
- Keep files of all written reports, records and motions presented at meetings and note unfinished business which may be considered again.
- Assists the President in preparing the meeting agenda.
- Works with Newsletter Editor to have meeting notices prepared and mailed.
- Handles routine correspondence between meetings that do not require formal Board of Direction approval.
- Prepares and maintain proper correspondence.
  - Maintain a file of letter and report formats currently in use by the Section. A sample of each type should also be included.
- Serves as Ex-Officio member of the Robert M. Gillim Foundation with the responsibility of gathering data and preparation of tax forms for the Foundation. If necessary, provide information to the Kentucky Secretary of State to keep the Incorporation of the Foundation current.
- Serves as Ex-Officio member of the Scholarship Administration Subcommittee.
- Maintain and update information in the Kentucky Section Directory.
- Maintain and update information in the Kentucky Section Operation Manual.
- Begins preparation of the Kentucky Section Annual report by collecting required materials from branches, technical groups and subcommittees.
- Assumes the Office of Vice President should the Vice-President be unable to complete the term.
- Prepare a memorandum for the incoming Secretary on the status of the Section files and outstanding business.

### **TREASURER**

- Responsible for the assets of the Kentucky Section. Has a fiduciary responsibility to the members of the Kentucky Section to safeguard our interests.
- Maintain an itemized account of all receipts, disbursements and transfers between accounts.
- Maintains (an) account(s) at a bank within the Section boundaries in the name of the Kentucky Section ASCE.
- Balances any Kentucky Section accounts on a monthly basis.
- Present a detailed financial report of all accounts and investments at each quarterly-Board of Direction meeting.
- Present the financial report at business meetings.
- May serve as chair of the finance committee that represents the proposed budget to the Board for approval before presentation to members.
- Work closely with membership chair and Secretary to ensure accurate records.
- Files any necessary forms with the Internal Revenue Service
- Provides the Kentucky Revenue Cabinet with necessary information to maintain non-profit organization status within Kentucky.
- Has an audit performed of the financial records at the end of the fiscal year. A Section member knowledgeable of bookkeeping, who is not a current Section Officer, may do this.
- Serves as Ex-Officio member of the Scholarship Fund Subcommittee.
- Assumes the Office of Secretary should the Secretary be unable to complete the term.
- Investigates investment opportunities and risks, upon direction of the Board, Committee or Foundation, and reports back to same.
- Keep all records up-to-date to ensure an orderly transfer of the information to the incoming Treasurer.
- Prepare a memorandum for the incoming Treasurer on the status of the Section accounts and turn records over to successor.

### **NEWSLETTER EDITOR**

- Compiles and maintain a summary of past, current and future Section activities, in addition to action steps to be taken by the general membership.

Solicits and gathers information on section activities from:

Board Meetings.  
Technical Groups  
Committee Chairs  
Gillim Foundation Chair  
Branches  
Members

- Keep files of all newsletters published.
- Keep files on all information contributed and source.
- Work with Secretary to have meeting notices prepared and mailed.
- Work with Scholarship Chair to coordinate the inclusion of business cards in the Section Newsletter in exchange for a donation to the scholarship fund.
- Responsible for publication of the newsletter.
- Responsible for preparation and delivery of the newsletter, camera ready to the printer.
- Responsible for ensuring the mailing list for the newsletter is up-to-date and updates the list, as necessary, with requested change of address.
- Responsible for delivery of the newsletter from the printer to the mailing service.
- Maintain a file of procedures and contact persons utilized to compile the newsletter.

**PAST PRESIDENT**

- Provide guidance the Board of Direction of the Kentucky Section ASCE.
- Attend quarterly Board of Direction meetings.
- May serve as committee chair for a standing or ad hoc committees for such tasks as:
  - Special projects
  - New programs
  - Membership recruitment
  - Member involvement
- Chair the Kentucky Section Nominating Committee
- A primary function is to provide continuity for the Board of Direction by furnishing a historic perspective on past decisions and positions of the Kentucky Section.



## DISTRICT 9 DELEGATES

The District 9 Council is made up of Sections in Tennessee, Kentucky, Indiana and Arkansas. Each state has a "History of District 9" ring binder. The location of Kentucky's binder is not known as of Spring 2002. The Council meets twice a year and the meeting rotates between the four states. Officers for the Council are elected from the Delegates.

Each state sends a predetermined number of Delegates to the Council, 1 Delegate for every 150 members. Dues to the District 9 Council are \$25 dollars for each delegate. As of 2001, the annual dues for the Council are \$150 for Kentucky. As of Spring 2001, Kentucky has six delegates plus the Section President. The delegates are chosen in the following manner: there is one delegate from each of the four branches and 2 at-large delegates.

As of Spring 2002, the Delegates are:

1. Ted Niemann, Louisville Branch, serving since Spring 2001
2. Ted Noe, Frankfort Branch, serving since Fall 2001
3. Kelly Gardner, Owensboro Branch, serving since Spring 2002
4. Darrell Herron, Bluegrass Branch, serving since 1999
5. Stuart Goodpaster, at-large, serving since 1999
6. Chuck Wood, at-large, serving since 1992

The duties of the District 9 Delegates include:

- Represent their Sections interest at the District Level
- Attend District 9 Council Meetings, held twice a year, in the fall and spring, and rotating location among the four states
- Actively participate in the Council meetings
- Inform the Section and their Branch of the occurrences at the District 9 Council meetings

District 9 Delegates are eligible for reimbursement for travel to the District 9 meetings. Each Delegate will be reimbursed \$100 for each trip (\$250 for trips to Arkansas) upon submission of a written request, with appropriate receipts, to the Section Treasurer.

## **SECTION HANDBOOK**

The Section Handbook is a publication of National ASCE. Every Board member should have a copy of the handbook and refer to it as needed. The handbook covers topic such as: Section organization, Section membership, Committees and Groups, Annual report, Finances, Activities, Student affairs and other topics of interest to Section leadership.

## COMMITTEES

### **Committees**

Various committees are appointed to carry out the work of the Section. Ad-hoc Committees are appointed by the President to carry out a short term, specific function. Committee members must be Subscribing Members of the Section. Memberships in the following standing committees are appointed annually. The Chairman of each committee should be represented at each Board of Direction meeting.

### **Nominating**

The Nominating Committee is made up of three or more members. The immediate Past-President serves as Chairman. Traditionally, the three immediate past presidents have been appointed. Its primary responsibility is to identify one or more candidates, for each elective Section office, who are willing to serve, if elected. The list of candidates is provided to the President.

### **Program**

The Vice President chairs the Program Committee. Along with three or more members, the program for each Section Meeting is developed. This committee is typically composed of enough members to cover:

- Meeting room and meal accommodations
- Solicitation of corporate sponsors or vendors (if appropriate)
- Speaker selection
- Speaker gifts
- Registration of attendees
- Advertising
- Finances
- Programs, Continuing Education Certificates and Publishing (if appropriate)

Should the Section choose to hold only one Section meeting it has traditionally been hosted by the Branch to which the Vice-President belongs.

### **Membership**

The Membership Committee usually consists of one member from each Branch, with one member serving as chair. Committee members typically serve as their Branch membership committee as well. Committee duties are:

- Sponsor membership drives
- Develop strategies for increasing membership
- Compile and maintain information on member benefits
- Provide assistance in completion of membership applications
- Develop justification and budgets for all drives

This committee also makes recommendations on acceptance or rejection of any applicant, if requested by a Branch or the Section Board of Direction.

### **Legislative**

The Legislative Committee is composed of one or more members who watch for pending legislation at the state and local levels. Committee duties are:

- Watch for legislation affecting Civil Engineering and public welfare
- Develops strategies for addressing legislation
- Advise membership on the effects of legislation
- Maintain a current list of state legislative contact and committee chairs
- Develop budget and justification for any anticipated costs of tracking legislation
- Encourage membership to contact and become familiar with their legislators

This committee has traditionally worked closely with the Section Board of Direction and the Kentucky Society of Professional Engineers to portray broad-based engineering support. Members on this committee should also belong to the ASCE Key Contact program to enhance their ability to inform members on the potential influence of pending national legislation on the practice of civil engineering in Kentucky.

### **Awards**

The Awards Committee is composed of one member from each Branch, with one of the committee members serving as a Trustee of the Robert M. Gillim Foundation. Committee duties are:

- Maintain a list of National awards and criteria
- Solicit and nominate members for District and National awards
- Develop award criteria for Section Award
- Advise membership on Section, District, and National awards and criteria
- Develop budget and justification for any award costs

### **Public Relations**

The Public Relations Committee is composed of one member from each Branch. Committee duties are:

- Inform the public of the objectives and accomplishments of the Civil Engineering Profession
- Inform the public of the policy and positions of the Civil Engineering Profession
- Develop press releases to inform the public
- Advise and work closely with the Section Board of Direction on all matters of Public Debate and Controversy
- Work with the media to provide information to the public with regard to Civil Engineering Projects

### **Publications**

The Publications Committee is chaired by the Newsletter Editor and is composed of one or more members. Committee duties are:

- Develop criteria for Section Publications
- Recommend to the Board of Direction documents for publication by the Section
- Arrange for production of Section publications

- Develop a schedule of publication
- Work with the other committees to provide information to the membership with regard to Civil Engineering Profession (i.e. Summary of legislation or statutes affecting Civil Engineers)

### Audit

The Audit Committee is of one or more members. Committee duties are:

- Audit the Section Treasurer's report immediately upon completion of the Treasurer's term
- Present finding to the Board of Direction in a written, as well as, oral report
- Present recommendations on financial reporting techniques, methods and formats to the Board of Direction

### Scholarship

The Scholarship Committee is divided into two subcommittees: 1)The Scholarship Administration Subcommittee, and the 2)Scholarship Fund Subcommittee.

#### The Scholarship Administration Subcommittee

The Scholarship Administration Subcommittee shall be composed of the Vice Presidents of the Bluegrass and Louisville Branches, Faculty Advisors for the ASCE Student Chapters at the University of Kentucky and the University of Louisville, and the Section Secretary shall be an ex-officio member. This committee shall be chaired by one of the Faculty Advisors on a rotating basis.

The Scholarship Administration Subcommittee shall report annually to the Section Board of Direction. Functions of the Subcommittee shall include:

- Publicizing the Kentucky Section ASCE Scholarship Program
- Provide the Master Copy of the application form to both the University of Kentucky and the University of Louisville
- Establish a schedule of dates for the submittal of applications
- Judge the submitted applications following the criteria listed on the Scholarship Review Form
- Select the scholarship recipients
- Send letters to the successful candidates naming them as recipients of a Kentucky Section Scholarship prior to their Universities Spring Awards Program
- Inform the Section Board of Direction and Civil Engineering Department Chairs of the successful candidates
- Retain all applications for at least one year after the award in the spring.

The President of the Kentucky Section ASCE will present the Scholarship checks at the Annual Section Meeting following selection of the recipients

If, for any reason, the selected recipient cannot honor the scholarship requirements, then the scholarship will go to the next highest ranked applicant

meeting all scholarship requirements. If no applicants can meet the requirements, no scholarship shall be awarded.

### **The Scholarship Fund Subcommittee**

The Scholarship Fund Subcommittee shall be composed of one member from each Branch to serve rotating terms so that one member is replaced each year. The end year member, i.e., the member who is in their last year on the committee, or a member selected by the Scholarship Fund Subcommittee, shall be the chair. Each Branch shall appoint their representative on the Committee with approval by the Section Board of Direction. The Kentucky Section Treasurer is an ex-officio member.

The Scholarship Fund Subcommittee shall report annually to the Section Board of Direction. Functions of the Subcommittee include:

- Establishing the number of scholarship recipients each year
- Establish the amount awarded to each recipient each year
- Manage the Scholarship Fund investments in a sound and responsible manner
- Fundraising activities to provide continued growth of the Scholarship Fund principal
- Maintain a history of fundraising activities and results

### **Professional Development**

The Professional Development Committee is responsible for organizing seminars and short courses suitable for the continuing professional development of the Kentucky Section ASCE members. This committee is comprised of four or more members with the goal to have a representative from each of the primary disciplines in Civil Engineering.

Committee duties are:

- Work with the Section Board of Direction to
  1. ensure proper course content
  2. resolve budget concerns
  3. establish dates for the seminar
- Coordinate activities with other professional organizations such as the Kentucky Society of Professional Engineers, The Consulting Engineering Council and the Kentucky Association of Professional Surveyors to avoid duplication and overlap of courses.
- Provide for self-supporting activities, unless approved in advance by the Section Board of Direction.
- Develop a member survey to determine which type of continuing development courses should be pursued.

### **Discover "E"**

The Discover "E" Committee is responsible for organizing Engineer Week activities centered on the education of middle and high school children and the general public about Civil Engineering. This committee is comprised of four or more members with the goal to increase the visibility and public awareness of Civil Engineers and Civil Engineering.

**History and Heritage**

The History and Heritage Committee is responsible for identifying and documenting significant historic civil engineering works within the Kentucky Section. The committee is comprised of four members, one from each branch. The focus of this committee is to research and provide historic documentation of the significance of a civil work.



## BOARD MEETINGS

**SCHEDULES**

Board meetings are scheduled quarterly, generally at the convenience of the members of the Board of Direction. Typical meeting months are:

October  
January  
April  
July  
September (Annual Section Membership meeting)

The October meeting date is typically set at the discretion of the President

SAMPLE AGENDA

Agenda

Board of Direction Meeting  
May 8, 20XX  
Kentucky Section ASCE

Call to order (5:30 p.m.)

January Meeting Minutes - Secretary's name

Treasurer's Report - Treasurer's name

District 9 Director's Report - Directors name (if able to attend)

Branch and Technical Group Reports (As required)

- Bluegrass Branch - Branch President's name
- Frankfort Branch - Branch President's name
- Louisville Branch - Branch President's name
- Owensboro Branch - Branch President's name
- Computer Users Group - Group Leader's name
- Geotechnical Engineering Group - Group President's name

Committee Reports (As Applicable)

- Discover "E" - Committee Chair's name
- Membership - Committee Chair's name
- Newsletter - Newsletter Editor's name
- History & Heritage - Committee Chair's name
- Scholarship - Committee Chair's name
- District 9 - District 9 Section Representative's name

This report may be delivered in person or by memo. It is strongly encouraged that all District 9 representatives submit a written report to the Section summarizing District activities.

Old Business (as required - should include responsible parties name)

- Membership Drive - A short discussion of membership recruitment efforts.

- Member Involvement - A discussion of increasing involvement of current members.
- Annual Report - Review of information needed for a timely completion of the Annual Report.
- Constitutional Change - Update of status. Next steps?

#### New Business

- Kentucky Section Tax Exempt Status
- Annual Meeting - (Current Vice President's name)
- Council of Presidents Topics
- Collection of National Dues
- District 9 representation and address corrections.

# **ASCE** *American Society of Civil Engineers*

## **KENTUCKY SECTION**

FOURTH QUARTER BOARD OF DIRECTION MEETING – JULY 24, 2000  
KENTUCKY ENGINEERING CENTER - FRANKFORT

### **AGENDA**

**SOCIAL TIME 5:15 – 5:30 (PIZZA AND DRINKS PROVIDED @ EST. \$3 PER PERSON)**

#### **GENERAL BUSINESS 5:30 – 6:30**

Call to Order  
Additions/Deletions/Changes to Agenda  
April 2000 Meeting Minutes  
Treasurer's Report  
Newsletter  
District 9 Update

Tony Huff  
Tony Huff  
Nancy Albright  
Scott Yost  
Bonnie Money  
David Garber

#### **BRANCH AND TECHNICAL GROUP REPORTS 6:30 – 7:00**

Bluegrass Branch  
Frankfort Branch  
Owensboro Branch  
Louisville Branch  
Computer User's Group  
Kentucky Geotechnical Engineers Group  
Gillim Foundation

Greg Yankey  
Boday Parrent  
Kelly Gardner  
Tony Harover  
Ken Dawson  
Mark Schuhmann  
Charles Ritchie

#### **COMMITTEE REPORTS 7:00 – 7:30**

Section Operations Manual  
Awards and Recognitions  
Membership  
History and Heritage  
Scholarship  
Nominations  
Constitution and Bylaws  
Website  
Annual Meeting  
150<sup>th</sup> Anniversary  
Government and Public Relations  
Communications  
Career Guidance

Ted Nieman  
John Hill  
Mike Milligan  
David Beatty  
Saeed Assef  
David Garber  
Ken Dawson  
Ken Dawson  
John Hill  
Mike Milligan  
Tony Huff  
Tony Huff  
Boday Parrent

#### **STATUS REPORTS 7:30 – 8:00**

Free Lunch Program  
Section Annual Report  
Additional New Business  
Additional Old Business  
Next Board Meeting  
Adjournment

T. Huff / M. Milligan  
Nancy Albright  
Tony Huff  
Tony Huff  
Tony Huff  
Tony Huff

# **ASCE** American Society of Civil Engineers

## **KENTUCKY SECTION**

THIRD QUARTER BOARD OF DIRECTION MEETING – APRIL 20, 2000

The Third Quarter Board of Direction Meeting of the American Society of Civil Engineers Kentucky Section was called to order by President Tony Huff at 5:45 p.m. at the Kentucky Engineering Center. This meeting was an informal meeting as quorum of the voting members of the Board of Direction was not present. The following individuals were present:

Nancy Albright – Section Secretary  
Ken Dawson – Computer Users Group Chair  
Tony Harover – Louisville Branch President  
John Hill – Section Vice President  
Tony Huff – Section President  
Mike Milligan – Membership Committee Chair  
Charles Ritchie – Gillim Foundation Chair  
Mark Schumann – KY Geotechnical Engineers Group President  
Scott Yost – Section Treasurer

The following is a general summation of the discussion during this meeting.

### **Additions/Deletions/Changes to Agenda**

None

### **January 2000 Meeting Minutes**

Nancy Albright will correct the spelling of David Beatty's and Mark Schumann's names. The minutes will be presented for approval at the July Board meeting.

### **Treasurer's Report**

Scott Yost presented the attached report. The Section was awarded the 2000 State Public Affairs Grant (see attached nomination). Also, Hilliard-Lyons will move our mutual fund under their umbrella so we will get a consolidated statement instead of the two statements we have been receiving. Scott will contact the District 9 Treasurer regarding the dues check the Section wrote in September 1999 that has not been deposited. The Section received the Section Allotment from National.

Charles Ritchie raised the point that the difference column on the receipts section of the summary sheet is backward, the lines that are under budget should show negative and the lines that are over budget should show positive. Scott agrees and will correct. This led to a discussion of year to date budget forecasting for comparison but it was decided that this would too much work on the Treasurer for the amount of information it would add. The report will be filed for audit.

### **Newsletter**

No report was presented. Tony Harover reported that Bonnie Money will not progress into the Section Treasurer office. Tony Huff reported that corporate sponsorship of the newsletter printing has ceased. Bonnie is investigating alternatives. Tony Huff will contact Bonnie

regarding written contributions to the newsletter. John Hill raised the point of reducing the number of times the newsletter is published each year and increasing the quality. Discussion of the content of the newsletter content ensued with no decision.

#### **District 9 Update**

No report was presented. John Hill read the attached email from Darrell Herron, Chair of the District 9 D.V. Terrell Award committee regarding this year's competition. Darrell suggested that the Section set aside \$100 to reimburse the travel expenses to the District 9 meeting to accept the award, should the winner be from Kentucky. No action was taken on this suggestion.

### **BRANCH AND TECHNICAL GROUP REPORTS**

#### **Louisville Branch**

Tony Harover presented the attached report. A videotape has been prepared of the January event which could be shared for public relations opportunities. Tony Huff suggested that Tony Harover contact *ASCE News* regarding the Younger Member Group project.

#### **Bluegrass Branch**

No report was presented at the meeting. Greg Yankey submitted the attached report via email.

#### **Frankfort Branch**

Boday Parrent forwarded the attached report.

#### **Owensboro Branch**

Tony Huff provided an oral report that the Branch had one meeting this quarter with the resident engineer of the Owensboro Natcher Bridge project as the speaker. The meeting was well attended. Kelly Gardner has talked to Kentucky Wesleyan regarding the tornado repair assistance project; working with the College is the likely route for this project as the College sustained significant damage. The Branch may team up with KSPE student chapter at the College on this project. Tony will contact Kelly regarding a report.

#### **Computer User's Group**

No report was presented.

#### **Kentucky Geotechnical Engineers Group**

Mark Schumann presented an oral report. KGEG has met three times this quarter: an organizational meeting in January, Jeff Schafer with the Corps gave a presentation on Olmstead Lock and Dam (well attended), and Don Gray at the University of Michigan gave a presentation on stream mitigation. The group is planning a summer outing and future meetings.

ORVSS will be September 15 in Lexington.

KGEG is trying to develop a new logo so they are having a contest with a \$100 prize to the winning logo. Mark will send Bonnie an email to put in the newsletter.

### **Gillim Foundation**

Charles Ritchie is taking care of the standing with the Secretary of State. He still has not resolved the issue with the replacement medallions for the plaques. Charles requests that the branches solicit nominations for the 2000 Gillim Award, a description of which is in the Anniversary Directory. Charles requested that the Board consider a special recognition for Calvin Grayson. No action was taken on this request.

## **COMMITTEE REPORTS**

### **Section Operations Manual**

No report was presented. Tony Huff will ask Ted Nieman to print 10 copies of the manual in 3-ring binders. Tony will contact Ted regarding the distribution of the manuals and will ask Ted to stay on the committee for 6-12 months to incorporate changes. Updates to the manual will eventually become a duty of the Section Secretary. Nancy Albright volunteered to assume this role now if needed.

### **Website**

Ken Dawson reported that the address **KYASCE.org** has been reserved. The committee is now searching for a webmaster. No funds of the 1999 grant have been spent yet.

### **Awards and Recognitions**

John Hill sent an email to the committee members and will send another in May. The awards will be the same as last year. John will get more active on this in the middle of May. The goal is to have all nominations in by July 1<sup>st</sup>. Tony Harover reported that the Louisville Younger Member Group was nominated for a national award.

### **Membership**

Mike Milligan reported that our contact on the "free lunch" program letter, Nancy Bersen, has been promoted to another area in ASCE National. This probably accounts for the "ball drop" on the letter at national.

### **History and Heritage**

Tony Harover read the attached letter from David Beatty regarding the status of the project to recognize the Portland Canal as a historic landmark.

### **Scholarship**

No report was presented. The University of Louisville recipients have been announced. The University of Kentucky selection is anticipated in the near future.

### **Constitution and Bylaws**

Ken Dawson received a response from the Bluegrass Branch regarding the proposed constitutional amendment, approving the amendment with no suggested changes. Ken talked to John Esslinger about the process. A discussion of the process to amend our constitution followed. The first step is to get 15 members to sign a petition requesting the amendment and forward the petition to the Section Secretary. Ken will get a petition to the branches to sign and



return to Nancy Albright. The voting process for the amendment was also discussed. Over half of the members of the Section must vote and of those, two-thirds must vote in favor of the amendment for the amendment to pass. Ken will send the amendment to John Esslinger at ASCE National and request his review.

Tony Huff suggested amending the constitution to make the office of Newsletter Editor a one-year term instead of the current two-year term. Tony Huff will follow up with the branches to stimulate discussion.

A blurb will also appear in the next newsletter to watch for a ballot.

### **Annual Meeting**

John Hill provided reported that the 2000 annual meeting will be September 29 at the Holiday Inn North in Lexington. Mr. Jim Davis, Executive Director of ASCE, has accepted our invitation to attend and there was discussion, at Mr. Davis' request, to decide which portion of the meeting the Section would like for him to attend. The general consensus was the evening program first and the possible morning session in connection with our new grant second. Invitations have been sent to other Zone and Section officers but no response has been received yet.

### **150<sup>th</sup> Anniversary**

Mike Milligan reported that ASCE National is trying to start a grass roots effort to promote civil engineering and ASCE and we will supposedly receive a video regarding this. Mike will ask national about copying and distributing the video to the branches to be shown at a regular meeting.

Mike Milligan asked if it would be possible for the Section to set up a booth at ORVSS. Mark Schumann replied that it should not be a problem but to contact Larry Snedegar on this issue. Mike would like to use the booth to promote ASCE, the 150<sup>th</sup> anniversary, and the 2000 Annual Section meeting.

### **Government and Public Relations**

Tony Huff reported that we do not have a volunteer to lead this committee yet. Tony also noted that it would be great if we can fulfill the grant request at the 2000 Annual meeting. John Hill agreed to make this happen if we have some concrete ideas that he can follow.

### **Communications**

Tony Huff explained that this will be another new committee which will relieve some of the burden from Mike Milligan, including the collection of an email address database among other items.

### **Career Guidance**

Tony Huff reported that we received our grant request to buy a tabletop exhibit. Tony will encourage Boday Parrent to bring proposals to the next Board meeting.

## **STATUS REPORTS**

### **Concrete Canoe Competition Sponsorship**

Tony Huff provided the attached email from WKU Club President Matt Dettman. WKU provided a receipt for the trophies. Tony requested additional information regarding the trophies but has not received this to date. Since this request was approved at the January Board meeting, Tony forwarded the receipt to Scott Yost and Scott will reimburse the chapter appropriately at the competition.

### **Free Lunch Program**

This was discussed under the Membership Committee.

### **Membership Retention**

Tony Huff gave labels to Mike Milligan.

### **Section Annual Report**

John Hill reported that the Annual Report was mailed to national February 9, 2000.

### **ASCE Strategic Planning Session**

Tony Huff attended the meeting in San Antonio a couple of months ago. He noted that the Section needs to perform some level of strategic planning that could eventually be integrated into the annual meeting. We need to start with some type of facilitated discussion.

ASCE National is updating the ASCE 2000 plan now. Ken Dawson suggested an initial focus group of the Section Past Presidents. A second suggestion is a session at the Annual Meeting, possibly with the assistance of Jim Davis.

### **Building a Consensus**

One of Tony Huff's goals is to build a consensus regarding the purpose of ASCE.

### **File Transfer Protocol**

Tony Huff displayed the notebook from National regarding accessing files electronically and from the web page. Tony only has one copy but can make more if others would like to see it.

### **Building Big**

John Hill submitted Lexington to be a model community for the project. Tony Huff distributed the attached handouts explaining the project, which is a PBS show this fall regarding engineering and which ASCE is helping to fund.

### **Additional New Business**

ASCE completed a report card of the nation's infrastructure.

### **Additional Old Business**

None

**Next Board Meeting**

Monday, July 17, 2000 at 5:30 at the Engineering Center.

The meeting was adjourned at 8:40 p.m.

Respectfully submitted,

Nancy B. Albright, PE  
KY Section Secretary