



# **OPERATING MANUAL**

## **FLORIDA SECTION**

**AMERICAN SOCIETY**

**OF**

**CIVIL ENGINEERS**

Adopted by

FLORIDA SECTION BOARD OF DIRECTORS  
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## **MISSION STATEMENT**

In order to create meaningful objectives for the organization, it is necessary to articulate a formal mission statement. This statement embodies the purpose of the organization and serves as criteria against which subsequent objectives will be measured. In other words, the compatibility of our activities with our purpose as an organization will be measurable.

The mission of the Florida Section of the American Society of Civil Engineers is to advance professional knowledge and improve the practice of civil engineering.

## **PURPOSE OF MANUAL**

The purpose of this manual is to provide guidelines for the orderly operation of the Florida Section, the balanced distribution of responsibility, and the orderly transition of power. These guidelines are provided for all members to use. The user should exercise good judgment and flexibility when utilizing the guidelines provided herein. As a living document, appropriate and timely revision to this manual is encouraged.

## **1.0 BOARD OF DIRECTORS**

### **1.1 DUTIES**

The operation, management and governance of the Florida Section of the American Society of Civil Engineers (ASCE) shall be vested in the Board of Directors.

### **1.2 COMPOSITION**

The Board of Directors shall be composed of the President, President-Elect, Secretary/Treasurer, the District Vice Presidents, the most immediate resident Past President, and the Presidents of the Branches, as may be organized within the jurisdictional area of the Section. The Board of Directors shall be installed during the Annual Meeting immediately prior to the beginning of the administrative year.

### **1.3 ADMINISTRATIVE OFFICE**

The Board of Directors shall designate an Administrative Office for the Florida Section and an Executive Director, who shall be a member of ASCE, who shall manage the affairs of the Administrative Office under the direction of the Board.

### **1.4 BOARD OF DIRECTORS MEETINGS**

It shall be the prerogative of the Board of Directors (BOD) to establish the number and locations of the Board of Directors meetings for the administrative year. The final schedule shall be based on a tentative schedule established in June by the previous Board of Directors. The first meeting shall be called by the newly elected President, who, in turn, will request the Executive Director to notify all members who are to attend this meeting. At the Board of Directors meeting preceding the Annual Meeting, officers of the current year shall be requested to attend together with the newly elected officers. Transmission of all records, data, and information from the preceding year should be completed. All other meetings shall be held on the dates established, with notification being made by the Executive Director in all cases.

### **1.5 SECTION OFFICERS**

The Section Officers shall be composed of the President, President Elect, Secretary/Treasurer, the District Vice Presidents, and the most immediate resident Past President. It shall be the duty of the Section Officers to take action on matters arising between meetings of the Board of Directors which require prompt attention. All actions taken by the Section Officers under the

provisions of this subsection shall be brought to the attention of the Board of Directors not later than the Board meeting succeeding the time of the action.

## 1.6 ELECTION OF OFFICERS

The Executive Director shall provide a letter or electronic ballot for the annual election of Section Officers containing the list of official nominees, as provided by the Chair of the Nomination and Tellers Committee, and a space for a write-in vote for another candidate for each office, to each dues paying member and life member of the Section prior to May 15, with instructions that the ballots are to be received by the Executive Director not later than July 1. The Nomination and Tellers Committee shall validate and deliver the ballots, and make recommendation for acceptance of the vote results, to the Board of Directors at the meeting that is held in the quarter prior to the Annual Meeting. The Executive Director shall prepare a report of all elections and shall submit it to Headquarters within five (5) days of the submission of the Tellers report.

## 1.7 VACANCY IN THE SECTION OFFICE

A vacancy in the Office of the President shall be filled by the President-Elect. Other vacancies shall be filled by appointment for the unexpired term by the Board of Directors.

## 1.8 DUTIES OF SECTION OFFICERS

### 1.8.1 Responsibilities of Section Officers

- a. Attend Section Officers and Board of Directors meetings.
- b. Assist the President in translating goals into attainable tasks for the appropriate committees being directed.
- c. Assist the President-Elect in making appropriate committee assignments and budget preparations.
- d. Provide liaison between assigned committees and the Board of Directors.
- e. Be familiar with the Florida Section Constitution, Bylaws, Operating Manual, and the Florida Conference of Student Chapters Constitution.

### 1.8.2 Responsibilities of President

The following additional duties shall be the responsibility of the President:

- a. Preside over Board of Directors and Section Officers Meetings.



- b. Provide leadership to the members of the Florida Section.
- c. Be a spokesperson for the engineering profession in Florida.
- d. Represent the Section at official functions.
- e. Provide liaison between Florida Section and Region 5 Board of Governors.
- f. Provide direction and guidance to the following committees:
  - 1. Constitution and Bylaws Committee
  - 2. Strategic Planning Committee
- g. Approve invoices for payment in the absence of the Secretary/Treasurer.

#### 1.8.3 Responsibilities of President-Elect

The following duties shall be the responsibility of the President-Elect:

- a. Preside over Board of Directors and Section Officers Meetings in the absence of the President.
- b. Represent the Section at official functions as requested by the President.
- c. Supervise the functions of the Executive Director.
- d. Serve on the Administrative Management Committee.
- e. Participate in recommending a slate of officers for the upcoming year.
- f. Prepare a meeting schedule for the upcoming year.
- g. Prepare a draft budget, including solicitation of funding requests.
- h. Advise, monitor, and coordinate the activities of the following committees:
  - 1. Audit

#### 1.8.4 Responsibilities of Vice President for Educational Affairs

The following duties shall be the responsibility of the Vice President for

Educational Affairs:

- a. Advise, monitor, and coordinate the activities of the following committees:
  - 1. Education
  - 2. Engineers Without Borders (EWB)
  - 3. Science and Engineering Fairs
  - 4. Student Activities
  - 5. West Point Bridge Content

1.8.5 Responsibilities of Vice President for Professional Affairs

The following duties shall be the responsibility of the Vice President for Professional Affairs:

- a. Promote and coordinate professional information and professional functions of civil engineering within the Florida Section.
- b. Cooperate with and assist Section and Branch Officers in developing professional programs for the advancement of the profession of civil engineering.
- c. Establish and maintain liaison with the Florida Engineering Society (FES) and the Florida Board of Professional Engineers on matters of mutual concern.
- d. Advise, monitor, and coordinate the activities of the following committees:
  - 1. Public Relations
  - 2. Government Relations
  - 3. History and Heritage
  - 4. Younger Members Committee and Groups

1.8.6 Responsibilities of Vice President for Technical Affairs

The following duties shall be the responsibility of the Vice President for Technical Affairs:

- a. Promote, disseminate, and coordinate technical information for the advancement of the members in civil engineering disciplines within the Florida Section. Also, the Vice President for Technical Affairs shall promote and coordinate functions of civil engineering on technical issues.

- b. Coordinate with the Vice Presidents for Educational and Professional Affairs on technical matters associated with continuing education and professional issues.
- c. Cooperate with and assist Section and Branch Officers in the development of technical programs for the advancement of civil engineering.
- d. Advise, monitor, and coordinate the activities of the following:
  - 1. Technical Activities Committee
  - 2. Professional Development Committee

#### 1.8.7 Responsibilities of Vice President for Administration and Finance

The following additional duties shall be the responsibility of the Vice President for Administration and Finance:

- a. Serve on the Administrative Management Committee.
- b. Coordinate and review the Section Annual Report.
- c. Chair the Investment Committee.
- d. Advise, monitor, and coordinate the activities of the following committees:
  - 1. Administrative Management
  - 2. Communications & Publications
  - 3. Membership

#### 1.8.8 Responsibilities of Secretary/Treasurer

The following additional duties shall be the responsibility of the Secretary/Treasurer:

- a. Provide oversight to the Executive Director for the maintenance of the financial records of the Section. Review Bank Statement and section investment details.
- b. Provide approval to the Executive Director for payment of Section invoices, as follows:
  - 1. Expenses greater than or equal to \$1,000.00.
  - 2. Expenses payable to the Executive Director.
  - 3. Checks made out to cash.

- c. Coordinate and prepare the Annual Report.
- d. Assist the Annual Meeting Committee with respect to financial matters.
- e. Assist the President-Elect in preparing draft Budget.
- f. Annually advise ASCE National of Section and Branch dues for the upcoming year, prior to date established by ASCE National (typically early May).
- g. Serve on the Administrative Management Committee.
- h. Provide data to and respond to the inquiries of the Audit Committee.
- i. Participate in recommending a slate of officers for the upcoming year.

#### 1.8.9 Responsibilities of Past President

The following duties shall be the responsibility of the Past President:

- a. Chair the Awards Committee.
- b. Provide guidance to the Board of Directors.
- c. Chair the Nomination and Tellers Committee.
- d. Chair the Audit Committee.
- e. Participate in annual review of Section finances.

#### 1.9 DUTIES OF THE EXECUTIVE DIRECTOR

The following duties shall be the responsibility of the Executive Director, who will maintain an affiliate membership at ASCE:

- a. Chair Administrative Management Committee.
- b. Attend Section Officers and Board of Directors meetings.
- c. Take and generate minutes of all Section meetings and provide same following the meeting for review and subsequent approval.
- d. Maintain official Section records.

- e. Send and receive ballots for Section officers.
- f. Provide guidance to the Communications and Publications Committee.
- g. Provide guidance to the Annual Meeting Committee, and assist in the planning and operation of the Annual Meeting.
- h. Produce and distribute the Section Annual Report.
- i. Publish and distribute Section newsletters.
- j. Monitor and update the Section web page.
- k. Under the oversight of the Secretary/Treasurer maintain Section financial records and pay Section invoices as needed.
- l. Provide bank statements and necessary profit/loss statements to the Secretary/Treasurer every month for review.
- m. Review check requests forms (see Appendix B for sample Check Request Forms) submitted by Section officers and/or committee chairs and submit them for approval to the President and Secretary/Treasurer.
- n. Correspond/coordinate with Florida Board of Professional Engineers to:
  - 1. File renewal forms to maintain continuing education provider status
  - 2. Report professional development hours (PDH) for courses offered by the Section and its Branches.

#### 1.10 COMMITTEES/GROUPS

The Board of Directors may designate committees or groups to implement the mission of the Florida Section. The following Section officers have assignments relative to each Committee.

<b>Committee</b>	<b>Section Officer</b>	<b>Position</b>
Administrative Management	V.P. for Admin. & Finance	Ex-Officio
Ad Hoc/Ex-Officio/Task	President	Ex-Officio
Annual Meeting	President	Chair
Audit	Past President	Chair
Awards	Past President	Chair
Communications & Publications	V.P. for Admin. & Finance	Ex-Officio

Constitution & Bylaws	President	Ex-Officio
Education	V.P. for Ed. Affairs	Ex-Officio
EWB	V.P. for Ed. Affairs	Ex-Officio
Government Relations	V.P. for Prof. Affairs	Ex-Officio
History & Heritage	V.P. for Prof. Affairs	Ex-Officio
Investment	V.P. for Admin. & Finance	Chair
Membership	V.P. for Admin. & Finance	Ex-Officio
Nomination & Tellers	Past President	Chair
Professional Development	V.P. for Technical Affairs	Ex-Officio
Public Relations	V.P. for Prof. Affairs	Ex-Officio
Science & Engineering Fairs	V.P. for Ed. Affairs	Ex-Officio
Strategic Planning	President	Ex-Officio
Student Activities	V.P. for Ed. Affairs	Ex-Officio
Subsidiary Groups	V.P. for Admin. & Finance	Ex-Officio
Technical Activities	V.P. for Technical Affairs	Ex-Officio
West Point Bridge Contest	V.P. for Ed. Affairs	Ex-Officio
Younger Members	V.P. for Prof. Affairs	Ex-Officio

Additional details regarding committee duties are presented in Section 6.0 of the Operating Manual.

#### 1.11 INCOME TAX FILING

The Executive Director shall prepare federal income tax return forms, utilizing a professional accounting firm if necessary, as authorized in the budget. The Secretary/Treasurer and the Vice President for Administration and Finance shall review the return prior to submitting to the Internal Revenue Service. The Executive Director shall submit the return to the IRS by its required deadline (typically February 15), but may request extensions from the IRS if circumstances prevent timely submission. The Executive Director shall provide a copy of the return to ASCE National and to the Board of Directors.

Branches and their subsidiary organizations may request to use the Section employer identification number (EIN), in which case the Section income tax form will include the Branch's financial data. Branches using the Section EIN shall submit financial data for the Branch and its subsidiaries to the Executive Director by November 15 in a format established by the Executive Director and the Secretary/Treasurer.

Student Chapters are encouraged to use their University's EIN where feasible. If University procedures and policies adversely impact a Chapter's ability to access their funds, they may submit a request to use the Section EIN, accompanied by an explanation of the circumstances. If the request is approved by the Section, the Chapter shall provide their financial data to their Branch in time for the Branch to incorporate the data into their submission to the Section.

## 2.0 BRANCHES

### 2.1 PURPOSE AND ORGANIZATION

The purpose of the Branches, as that of the Florida Section, shall be the advancement of civil engineering knowledge and practice; the cultivation of friendly relations with all engineers; the maintenance of high professional standards; and the cooperation with other engineering societies with the view to promoting the general welfare of the engineering profession and the American Society of Civil Engineers. Branches provide the primary link with the membership. Branches may be organized by members of the Section in any locality within the geographical boundaries of the Section when authorized by the Board of Directors. The boundaries of the Branches will be determined by the Board. Any Branch which loses its effectiveness shall be reorganized or absorbed by a rearrangement of the Branch boundaries.

Branches shall operate under the Constitution of the Florida Section. Branches are encouraged to adopt bylaws governing the operation of the Branch. In the absence of properly approved and recorded Branch Bylaws, the Section Bylaws will govern.

### 2.2 COMPOSITION

The Branch shall consist of members of the Florida Section who reside within the geographical boundaries of the Branch, as determined by the Section Board of Directors. The Branch shall elect as officers a President, Secretary, and such other officers as provided by the governing Bylaws of the Branch. The officers, together with the latest resident Past Branch President, shall constitute a minimum Board of Directors. The Branch composition shall be:

<b>Branch Assigned:</b>	<b>Counties:</b>
Broward Branch:	Broward
Cape Canaveral Branch:	Brevard, Indian River, Martin, Okeechobee, St. Lucie
East Central Branch:	Lake, Orange, Osceola, Seminole, Sumter, Volusia
Gainesville Branch:	Alachua, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Marion, Putnam, Suwannee, Union
Jacksonville Branch:	Baker, Clay, Duval, Flagler, Nassau, St. Johns

Miami-Dade Branch:	Miami-Dade, Monroe
Palm Beach Branch:	Palm Beach
Pensacola Branch:	Escambia, Okaloosa, Santa Rosa, Walton
Ridge Branch:	Glades, Highlands, Polk
Southwest Branch:	Charlotte, Collier, Hendry, Lee
SunCoast Branch:	DeSoto, Hardee, Manatee, Sarasota
Tallahassee Branch:	Bay, Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla, Washington
West Coast Branch:	Citrus, Hernando, Hillsborough, Pasco, Pinellas

## 2.3 DUTIES

The duties of the Branch shall be to confer and suggest as to matters of Section policy, to provide members to serve on appropriate Section Committees, to cooperate with other local engineering organizations in matters of common interest, to encourage closer professional acquaintance among the civil engineers in the community and to encourage the preparation and discussion of technical papers.

## 2.4 BRANCH COMMITTEES

Branch activities at the committee level shall be developed to serve the Branch membership and to participate in Section activities.

Branch committees, such as Membership, Awards, Science & Engineering Fairs, Education, Younger Members, and History & Heritage are encouraged to parallel Section Committees and provide representation to and participation with Section Committees.

Those Branches having their headquarters near a college of engineering shall form a Student Activities Committee to support Student Chapter activities. The Chair of the Student Activities Committee should be one of the Branch's Practitioner Advisors. The Branch Committee should include the Faculty Advisor, as well as appropriate leaders of the Chapter.



## 2.5 BRANCH SUBSIDIARY ORGANIZATIONS

Branches may develop subsidiary organizations, such as Institute Chapters or Younger Member Groups. The subsidiary organizations shall be formed in accordance with ASCE National policies and procedures. Prior to applying to ASCE National, the Branch shall obtain approval from the Section Board of Directors. Upon approval of a Younger Member Group by ASCE National, the Branch shall notify the Section President, the Executive Director, the Vice President for Professional Affairs and the Younger Member Committee Chair. Upon approval of an Institute Chapter by ASCE National, the Branch shall notify the Section President, the Executive Director, the Vice President for Technical Affairs and the Technical Activities Committee Chair.

## 2.6 BRANCH DUES

The amount of Branch dues shall be determined by the individual Board of Directors of each Branch and reported to the Section each year for the upcoming fiscal year before April 1. Dues will be collected by ASCE National and distributed to the Branches by the Section Secretary/Treasurer.

## 2.7 BRANCH ANNUAL REPORT

Branches are required to prepare and submit to the Executive Director an annual activities report, as required by ASCE National, and a financial report, as stipulated in Section 1.11 of this Manual. Section controlled Branch funding will be withheld by the Section if the Branch reports are delinquent.

## **3.0 DISTRICTS**

### **3.1 PURPOSE AND ORGANIZATION**

Districts shall consist of a group of contiguous branches. District boundaries are intended to be based upon approximate equal number of members. A Vice President shall be elected as summarized in article 1.6 of this Manual. District Vice Presidents will be assigned operational, as well as geographical, areas of responsibility. Vice President Rotation Plan is presented in Policy D in Appendix A.

### **3.2 COMPOSITION**

The District composition shall consist of the following Branches:

- a. District I: Broward, Miami-Dade and Palm Beach
- b. District II: Southwest, SunCoast, and West Coast
- c. District III: Cape Canaveral, East Central, and Ridge
- d. District IV: Gainesville, Jacksonville, Pensacola and Tallahassee

## **4.0 FISCAL MATTERS**

### **4.1 FISCAL YEAR**

The fiscal year of the Florida Section is intended to correspond with the National organization; currently October 1 to September 30.

### **4.2 DUES**

The amount of the annual dues of the Florida Section shall be determined by the Board of Directors and shall include the amount of the Branch dues determined by the individual Branches. The Secretary/Treasurer shall notify National ASCE of any changes in the dues structure of the Section and/or the Branches each year. Dues shall be collected by ASCE National, unless otherwise designated by the Board.

### **4.3 BUDGET**

The President-Elect shall prepare a draft budget for the upcoming fiscal year for presentation to the Board of Directors prior to the final meeting of the fiscal year. All income shall be kept in a bank account in the name of the Florida Section with disbursements being the duty of the Executive Director under the oversight of the Secretary/Treasurer in accordance the approval requirements established in this manual. All disbursements not established in the budget must be approved by the Board. The authoritative signatures for the account(s) shall be that of the Secretary/Treasurer or the President or the Executive Director.

### **4.4 COMMITTEE FUNDING**

The President-Elect shall solicit funding requests from committees prior to preparation of the annual budget.

### **4.5 FISCAL RECORDS**

Fiscal records shall be maintained by the Executive Director under the oversight of the Secretary/Treasurer. The Executive Director shall provide the bank statement and other investment statements to the Secretary/Treasurer monthly for review. The Executive Director shall prepare a fiscal status report for each Board meeting and shall prepare a final status report for the incoming Board of Directors to be presented at the second Board meeting of the fiscal year. The Executive Director shall be responsible for coordinating any tax matters with ASCE National and the Internal Revenue Service. The Audit Committee will conduct an audit of the previous year's financial records and present the findings to the Board.

#### 4.6 SECTION RESERVES

The Board of Directors of the Florida Section of ASCE recognizes that prudent management of the Section's resources requires funds be placed in Section Reserve in the event adverse economic conditions cause a significant drop in revenues or the need for unexpected expenditures becomes known. Therefore, it is the policy of the Florida Section of ASCE that the Section maintain an amount in Section Reserve of not less than 50% nor more than 150% the of amount of expenditures of the previous year's budget. The Section Reserve is defined as all monies in excess of accounts payable and revenue received in advance at the time of the approval of the annual budget. Monies from the Section Reserves and may be appropriated to supplement the annual budget in the event of a short fall in revenue or an unexpected expense by a vote of two-thirds of the Board of Directors present and voting.

## **5.0 ANNUAL MEETING**

The Annual Meeting shall be held, if at all possible, during the months of July through September. The actual date is to be approved by the Board of Directors. The Section Annual Meeting will be rotated among the Districts. The local Branch at the location of the Annual Meeting will assist with the planning and coordination of the meeting.

### **5.1 ANNUAL MEETING COMMITTEE**

The Annual Meeting Committee shall be chaired by the President. The Annual Meeting committee shall consist of the Executive director and other members appointed at the discretion of the President. Annual meeting operating procedures can be obtained through previously prepared after-action reports.

The Annual Meeting Committee in cooperation with the local Branch shall plan, advertise, and host a meeting consisting of technical sessions and Section business in a general format as previously established. The committee will be responsible for coordinating the sale of advertisements and promoting the attendance for the annual meeting program.

### **5.2 ANNUAL MEETING FINANCES**

The Executive Director, with oversight from the President, shall prepare the Annual Meeting budget at least four (4) months prior to the event. Charges to be collected from the membership attending the Annual Meeting shall be determined by the Annual Meeting Committee and shall be subject to approval by the Board of Directors. This amount shall be sufficient to cover all expenses.

The President will submit to the Board of Directors a written after action report including a financial summary of the meeting as soon as practical following the meeting. This report shall be made available to the next Annual Meeting Committee, along with all other pertinent data that will aid the committee.

### **5.3 ROTATION OF HOST BRANCHES**

The Executive Director shall report to the Board at least sixteen months prior to the scheduled date a list of prospective meeting locations.

Annual Meeting Rotation:

<u>District</u>	<u>Year</u>
III	2012

II	2013
I	2014
IV	2015
III	2016
II	2017
I	2018
IV	2019

## **6.0 COMMITTEES**

The Florida Section Board of Directors may establish committees as necessary to further the mission of the Section. The following committees or functions have been previously established by the Board:

### **6.1 ADMINISTRATIVE MANAGEMENT COMMITTEE**

The committee is under the guidance of the Vice President for Administration and Finance.

#### **6.1.1 Purpose:**

To manage the functions and operations of the Section Office.

#### **6.1.2 Composition:**

The committee shall consist of the Executive Director, as Chair, and the President-Elect, Vice President for Administration and Finance, and the Secretary/Treasurer. The Chairs of the Audit and Communications and Publications committees shall also be corresponding members of the committee.

#### **6.1.3 Duties:**

The committee is responsible for coordination of the resources of the Administrative Office in order to meet the operational deadlines and fiscal matters of the Section. Duties of the committee are generally described below.

- a. Establish publication dates and article submittal deadlines, including coordination with the respective parties responsible for publication contribution, in conjunction with the Communications and Publications Committee.
- b. Monitor the fiscal condition of the Section and make recommendation to the Board regarding investment opportunities and long-term budgetary issues. Develop and annually review an Investment Policy for the Section.
- c. Coordinate and establish procedures for the Executive Director for funds disbursement.

## 6.2 AD HOC/TASK COMMITTEE(S)

### 6.2.1 Purpose:

To serve the requirements of the President and the Board of Directors. The responsibility of the individual Ad Hoc Committee(s) may be delegated to any other member of the Board of Directors.

### 6.2.2 Composition:

Members appointed by the President to serve as long as required.

## 6.3 ANNUAL MEETING COMMITTEE

The Annual Meeting Committee is defined in Section 5.0. The Committee is under the guidance of the President.

## 6.4 AUDIT COMMITTEE

### 6.4.1 Purpose:

To conduct an annual audit of the Section's records of transactions involving income and disbursements for general correctness of accounts and compliance with acceptable accounting procedure. To check the balances in all depositories and to recommend procedures for improvements in accounting and money management procedures.

### 6.4.2 Composition:

The committee is under the guidance of the President-Elect. Chair shall be the Past President.

### 6.4.3 Duties:

The annual audit of the Secretary/Treasurer's records shall be conducted as soon as possible following the close of the administrative year on September 30 and prior to the submission of the Annual Report. The result of the audit with recommendations, if any, shall be reported to the Board of Directors in writing.

## 6.5 AWARDS COMMITTEE

The committee is under the guidance of the Past President.



#### 6.5.1 Purpose:

The committee shall serve as a vehicle to identify Section members for ASCE National awards and honors along with Region 5 and Section awards. The Committee shall present nominations for the Outstanding Civil Engineering Award (OCEA) along with other awards and papers as appropriate.

The following awards are typically given at the Section Annual Meeting. It is not mandatory that an award be granted at intervals defined by the rules, if there is no suitable candidate. A concerted effort shall be made to keep the recipient anonymous prior to the presentation of the award. Any nominee shall be a member in good standing of the Florida Section.

A suitable award plaque or other means of recognition shall be presented for each award.

- a. **Byron Spangler Award:** Recognizes an engineer that has achieved special lifetime accomplishments in engineering and public service. This award is given intermittently, at the discretion of the Board, when a member of the Section has achieved such accomplishments.
- b. **Branch of the Year Award:** Recognizes the Branch that has provided consistently excellent programs and activities throughout the year.
- c. **Engineer of the Year Award:** Honors an engineer who, through their activities and endeavors, has attained significant professional achievement to society and the engineering profession.
- d. **Young Engineer of the Year Award:** Honors a younger member engineer who, through their activities and endeavors, has attained significant professional achievement to society and the engineering profession.
- e. **Government Engineer of the Year Award:** Honors a government engineer who, through their activities and endeavors, has attained significant professional achievement to society and the engineering profession.
- f. **Past President's Award:** Awarded to the retiring President by the President-Elect.
- g. **Student of the Year Award:** Awarded to an outstanding student.
- h. **Student Outstanding Service Award:** Awarded to an undergraduate student with outstanding service.

- i. **Graduate Student of the Year Award:** Awarded to an outstanding graduate student in civil engineering.
- j. **Faculty Advisor of the Year Award:** Awarded to an outstanding Faculty Advisor.
- k. **Project of the Year Award:** Honors engineering efforts in research, design, construction or management.
- l. **President's Award:** An Award presented by the President for outstanding service to the Section

#### 6.5.2 Composition:

The committee shall consist of the three (3) most recent available Past Presidents of the Section with the most recent available Past President as the Chair. In the event that a committee member is an employee of an engineering firm that has submitted a nomination for the Project of the Year Award, that member shall excuse themselves from the selection process for that award only, and shall be replaced by the most recent available Past President. For student awards, the committee shall also include the Student Activities Committee Chair.

#### 6.5.3 Duties:

The committee shall be responsible for soliciting nominations, judging nominations, selecting award winners and preparing suitable awards. In addition, the committee shall solicit and assist in the preparation of nominations for Region 5 and National awards.

#### 6.5.4 Engineer of the Year Award:

The Florida Section encourages each Branch to recognize an Engineer of the Year through a Branch award program and submit that recipient as the Branch nominee for consideration for Section Engineer of the Year; however, no Branch may submit more than one nominee. All nominations will be submitted on forms supplied by the Section and shall not exceed a total of five pages. Deceased persons are not eligible for nomination to the Award, although the Award can be posthumously made to a nominee whose petition has reached the Awards Committee during their lifetime. Only one recipient shall be named in any year.

Section Officers are not eligible to receive this award while serving on the Board and for one year after.

This recognition is awarded to a nominee who is judged to have contributed

substantially to the status of the engineering profession by:

- a. personal character, integrity, and public image above reproach;
- b. achievements and distinction in a technical field and mode of practice (government, education, industry, and private practice);
- c. an established reputation for service to ASCE and the engineering profession;
- d. an established reputation for civic, community, and public activities and responsibilities;
- e. significant contribution toward improving the professional aspects of civil engineering education;
- f. professional guidance of qualified young people who seek civil engineering as a career; and professional development of young civil engineers in the formative stages of their careers; or
- g. other evidence of merit, which, in the judgment of the Awards Committee, shall have advanced the Society's professional objectives.

The Chair of the Awards Committee shall solicit nominations and provide copies of each nomination to the committee members for review and ranking. Following ranking, the Chair shall advise the Board no later than July that a nominee has been selected to receive the award. The Committee Chair shall be responsible for obtaining the award plaque, with the assistance of the Section Office. The Committee Chair shall also be responsible for encouraging the award recipient to attend the Annual Meeting, where the award is to be presented.

This competition serves to acquaint the public with activities and achievements of civil engineers. Within the Branch area, publicity can be obtained by supplying information on the individual to newspapers and broadcasters. It should be emphasized that the local achievement is part of a Section competition conducted by the American Society of Civil Engineers. The Florida Section will publicize all nominations made.

#### 6.5.5 Young Engineer of the Year Award:

The Florida Section encourages each Branch to recognize a Young Engineer of the Year through its Branch awards program and submit that recipient for consideration for Section Young Engineer of the Year; however, no Branch may submit more than one nominee. All nominations must be submitted on forms provided by the Section and shall not exceed a total of five pages. Deceased

persons are not eligible for nomination to the Award, although the Award can be posthumously made to a nominee whose petition has reached the Awards Committee during their lifetime. Only one recipient shall be named in any year.

Section Officers are not eligible to receive this award while serving on the Board and for one year after.

This recognition is awarded annually to members who are less than 35 years of age on February 1 in the year of the award, and who is judged to have contributed substantially to the status of the engineering profession by:

- a. personal character, integrity, and public image above reproach;
- b. achievements and distinction in a technical field and mode of practice (government, education, industry, and private practice);
- c. an established reputation for service to ASCE and the engineering profession;
- d. an established reputation for civic, community, and public activities and responsibilities;
- e. significant contribution toward encouraging civil engineering education among college students;
- f. professional guidance of qualified young people who seek civil engineering as a career; and professional development of young civil engineers in the formative stages of their careers; or
- g. other evidence of merit, which, in the judgment of the Awards Committee, shall have advanced the Society's professional objectives.

The Chair of the Awards Committee shall solicit nominations and provide copies of each nomination to the committee members for review and ranking. Following ranking, the Chair shall advise the Board no later than July that a nominee has been selected to receive the award. The Committee Chair shall be responsible for obtaining the award plaque, with the assistance of the Section Office. The Committee Chair shall also be responsible for encouraging the award recipient to attend the Annual Meeting, where the award is to be presented.

This competition serves to acquaint the public with activities and achievements of Young Civil Engineers. Within the Branch area, publicity can be obtained by supplying information on the individual to newspapers and broadcasters. It should be emphasized that the local achievement is part of a Section competition conducted by the American Society of Civil Engineers. The Florida

Section will publicize all nominations.

#### 6.5.6 Government Engineer of the Year Award:

The Florida Section encourages each Branch to recognize a Government Engineer of the Year through its Branch awards program and submit that recipient for consideration for Section Government Engineer of the Year; however, no Branch may submit more than one nominee. All nominations must be submitted on forms provided by the Section and shall not exceed a total of five pages. Deceased persons are not eligible for nomination to the award, although the award can be posthumously made to a nominee whose petition has reached the Awards Committee during their lifetime. Only one recipient shall be named in any year.

Section Officers are not eligible to receive this award while serving on the Board and for one year after.

This recognition is awarded annually to members who are employed by a government agency, and who is judged to have contributed substantially to the status of the engineering profession by:

- a. personal character, integrity, and public image above reproach;
- b. achievements and distinction in a technical field and mode of practice;
- c. an established reputation for service to ASCE and the engineering profession;
- d. an established reputation for civic, community, and public activities and responsibilities;
- e. significant contribution toward improving the professional aspects of civil engineering education;
- f. professional guidance of qualified young people who seek civil engineering as a career; and professional development of young civil engineers in the formative stages of their careers; or
- g. other evidence of merit, which, in the judgment of the Awards Committee, shall have advanced the Society's professional objectives.

The Chair of the Awards Committee shall solicit nominations from the Branches and shall provide copies of each nomination to the committee members for review and ranking. Following ranking, the Chair shall advise the Board no later than July that a nominee has been selected to receive the award. The Award Committee Chair shall be responsible for obtaining the

award plaque, with the assistance of the Section Office. The Committee Chair shall also be responsible for encouraging the award recipient to attend the Annual Meeting, where the award is to be presented.

This competition serves to acquaint the public with activities and achievements of Government Civil Engineers. Within the Branch area, publicity can be obtained by supplying information on the individual to newspapers and broadcasters. It should be emphasized that the local achievement is part of a Section competition conducted by the American Society of Civil Engineers. The Florida Section will publicize all nominations made.

This competition serves to acquaint the public with activities and achievements of Government Civil Engineers. Within the Branch area, publicity can be obtained by supplying information on the individual to newspapers and broadcasters. It should be emphasized that the local achievement is part of a Section and National competition conducted by the American Society of Civil Engineers. The Florida Section will publicize all nominations made by members or Branch Awards Committees.

#### 6.5.7 Branch of the Year:

The Florida section encourages all Branches to seek the Branch of the Year Award. Branches have the freedom to select the format and content of their nomination package but are limited to five (5) pages for their submission. Branches are encouraged to focus on what it considers the strength of the Branch. Smaller Branches may want to emphasize their activities as a function of the total number of members in the Branch. Areas of activities in which the Branch was successful may include:

- Professional and technical activities;
- Social activities;
- Civic activities;
- Support of Student Activities;
- Membership development and retention;
- Newsletters and Publications;
- Public Relations;
- Younger Member Groups;
- Government Relations;
- Other strengths of the Branch.

The Chair of the Awards Committee will solicit nominations for Branch of Year and provide members of the committee with copies for review and ranking. The Chair will advise the Board no later than July that a nomination has been selected to receive the award. The Chair shall be responsible for obtaining the award plaque, with the assistance of the Section office. The Chair shall

also be responsible for encouraging the President of the winning Branch to attend the Annual Meeting where the award will be presented.

#### 6.5.8 Project of the Year:

The Section encourages the Branches to recognize outstanding civil engineering achievements in their geographic area and submit projects for consideration by the Awards Committee for the Section Project of the Year Award. All nominees for consideration for Section Project of the Year Award must be submitted by a Branch and must be a predominantly civil engineering project within the geographic boundary of the Branch; however, no Branch may submit more than one nominee. Nominations may be submitted in any format but are limited to five (5) pages; however, the award will be based on the civil engineering excellence according to the following guidelines:

Innovative application of new or existing technology:	25%
Future value to the engineering profession:	20%
Social and economic considerations:	15%
Complexity of the project:	20%
Exceeding client needs:	20%

Suitable remembrances will be presented to the owner of the project and the civil engineer of record at the Annual Meeting.

#### 6.5.9 Student of the Year Award:

- A. Purpose: To recognize a civil engineering student who has made a contribution to the civil engineering profession through outstanding service as well as leadership and academic achievement.
- B. Award: The Award shall consist of a plaque suitably inscribed and a monetary award of an amount approved by the Board of Directors. The Award shall be given at the Annual Meeting.
- C. Selection Procedure:
  - 1. Each Branch having a Student Chapter within its jurisdictional area may nominate one student per Chapter to the Awards Committee. Selection of the nominee shall be made in cooperation with the Student Chapter advisory personnel and the civil engineering faculty and shall be endorsed by the appropriate Branch President. The nomination shall be submitted on the standard forms.
  - 2. The Awards Committee shall evaluate the nominations in accordance with the criteria contained herein. The individual point tabulations and evaluations shall remain confidential.



D. Selection Criteria:

In order to be eligible for nomination, the person shall:

1. be a full time undergraduate student in civil engineering, as defined in the school catalog;
2. be a current member of a Student Chapter located within the Florida Section;
3. be a member of the Student Chapter for more than one academic year;
4. have at least a 2.5 grade point average (based on a maximum of 4.0) in the civil engineering curriculum.

E. Selection will be based on a point system. The maximum number of points that can be awarded for each category shall be as follows:

1. Student Chapter Service	
a. officer	10 points
b. committee member	10 points
c. activities (conference activities, service projects, presentations, intramurals, Branch and Section meetings, field trips, Chapter socials, etc.)	40 points
<b>Subtotal</b>	<b>60 points</b>
2. Other Service Activities	
a. University (student government, Engineering Fair, Tau Beta Pi, FES, tutoring, consultant, etc.)	20 points
b. Other (civic, church, etc.)	10 points
<b>Subtotal</b>	<b>30 points</b>
3. Academic Achievement	
GPA, standing within class, Dean's list, scholarships, Other academic recognition	10 points
<b>Subtotal</b>	<b>10 points</b>
<b>Maximum Point Total:</b>	<b>100 points</b>

6.5.10 Student Outstanding Service Award

- A. Purpose: To recognize a civil engineering student who has made a contribution to the civil engineering profession through outstanding service as well as leadership and academic achievement.



B. Award: The Award shall consist of a plaque suitably inscribed and a monetary award of an amount approved by the Board of Directors. The Award shall be given at the Annual Meeting.

C. Selection Procedure:

1. Each Branch having a Student Chapter within its jurisdictional area may nominate one student per Chapter to the Awards Committee. Selection of the nominee shall be made in cooperation with the Student Chapter advisory personnel and the civil engineering faculty and shall be endorsed by the appropriate Branch President. The nomination shall be submitted on the standard forms.
2. The Awards Committee shall evaluate the nominations in accordance with the criteria contained herein. The individual point tabulations and evaluations shall remain confidential.

D. Selection Criteria:

In order to be eligible for nomination, the person shall:

1. be a full time undergraduate student in civil engineering, as defined in the school catalog;
2. be a current member of a Student Chapter located within the Florida Section;
3. be a member of the Student Chapter for more than one academic year;
4. have at least a 2.5 grade point average (based on a maximum of 4.0) in the civil engineering curriculum.

E. Selection will be based on a point system. The maximum number of points that can be awarded for each category shall be as follows:

1. Student Chapter Service

Officer	10 points
Committee involvement	10 points
Other Activities (conference activities, service projects, presentations, intramurals, Branch and Section meetings, field trips, Chapter socials, etc.)	45 points

**Subtotal      65 points**

2. Other Service Activities

University (student government,  
Engineers Fair, Chi Epsilon, Tau Beta Pi, FES,

	tutoring, consultant, etc.)	20 points
	Other (civic, church, etc.)	10 points
	<b>Subtotal</b>	<b>30 points</b>
3.	Academic Achievement	
	GPA, standing within class, Dean's list, scholarships, other academic recognition	5 points
	<b>Subtotal</b>	<b>5 points</b>
	<b>Maximum Point Total:</b>	<b>100 points</b>

#### 6.5.11 Graduate Student of the Year Award:

- A. Purpose: To recognize a civil engineering graduate student who has made an outstanding leadership and service contribution to the civil engineering profession by their participation with the Student Chapter.
- B. Award: The Award shall consist of a plaque suitably inscribed and a monetary award of an amount approved by the Board of Directors. The Award shall be given at the Annual Meeting.
- C. Selection Procedure:
  1. Each Branch having a Student Chapter within its jurisdictional area may nominate one student per Chapter to the Awards Committee. Selection of the nominee shall be made in cooperation with the Student Chapter advisory personnel and the civil engineering faculty and shall be endorsed by the appropriate Branch President. The nomination shall be submitted on the standard forms.
  2. The Awards Committee shall evaluate the nominations in accordance with the criteria contained herein. The individual point tabulations and evaluations shall remain confidential.
- D. Selection Criteria:
 

In order to be eligible for nomination, the person shall:

  1. be a full time graduate student in civil engineering, as defined in the school catalog;
  2. be a current member of a Student Chapter located within the Florida Section;
  3. have at least a 3.0 grade point average (based on a maximum of 4.0) in the civil engineering curriculum.

E. Selection will be based on a point system. The maximum number of points that can be awarded for each category shall be as follows:

1. Student Chapter Participation

- a. Service to the Student Chapter (committee participation, mentoring, liaison between Chapter and Branch, other) 50 points
- b. Chapter activities (service projects, presentations, intramurals, field trips, Chapter socials, etc.) 30 points

**Subtotal 80 points**

2. Academic Achievement

- a. Research Assistant, Teaching Assistant 10 points
- b. Papers submitted for publication 5 points
- c. General Academic Standing, Scholarships, Awards 5 points

**Subtotal 20 points**

**Maximum Point Total: 100 points**

6.5.12 Faculty Advisor of the Year Award

A. Purpose: to recognize a Faculty Advisor who has provided outstanding leadership to their student chapter and contributed to the future of the Society

B. Award: the award shall consist of a plaque suitably inscribed and a monetary award of an amount approved by the Board of Directors. The Award shall be given at the Annual Meeting.

C. Selection Procedure

- 1. The Student Chapter President may nominate their Faculty Advisor to the Awards Committee. The nomination shall be submitted on the Award form by the date indicated on the Award form.
- 2. The Awards Committee shall evaluate the nominations in accordance with the criteria contained herein. The individual point tabulations and evaluations shall remain confidential.

D. Selection Criteria

In order to be eligible for a nomination, the person shall:

- 1. Be officially registered as the Chapter's Faculty Advisor with the Society.

2. Be a current dues paying member of the Society

The Student Chapter shall complete the following information:

- A. *Number of junior and senior civil engineering students in the school's civil engineering department* \_\_\_\_\_
- B. *Number of students who attended the most recent Southeast Regional Conference* \_\_\_\_\_
- C. *Number of Florida Section meetings the Student chapter has attended since the last Annual Meeting* \_\_\_\_\_
- D. *Number of students who attended the most recent Florida Section Annual Meeting* \_\_\_\_\_
- E. Selection will be based on a point system. The maximum number of points that can be awarded for each category shall be as follows:
  - The most current Student Chapter Annual Report as submitted to the Society: 40 points
  - Evaluation of Advisory Personnel Form (from most recent Annual Report) 10 points
  - Faculty Advisor Award Nomination Form (from most recent Annual Reports) 25 points
  - Data from Florida Section award Form 25 points
  - Maximum 100 points**

#### 6.5.13 The Past President's Award:

Upon completion of the installation of Officers the President shall present to the Past President a suitable remembrance for his or her service as President of the Section.

#### 6.5.14 The President's Award:

At the discretion of the President an award may be given to a member of the Section for outstanding service to the Section.

### 6.6 COMMUNICATIONS COMMITTEE

This function is under the guidance of the Vice President for Administration and Finance.

The Section Office will function as the Section's communications coordinator and will facilitate communication among the Branches and between the Section and the Branches. Each Branch should designate a member to be the point of contact for the Section Office. Examples of duties include:

- a. assist Branches with Branch newsletter distribution.

- b. maintain a Florida Section home page on the Internet.
- c. solicit input from the Branches for the newsletter.
- d. publish the newsletter (4 issues annually), Annual Meeting Program and other publications as may be directed by the Board.
- e. assist the Branches in working with the local media regarding publication of noteworthy items. Each Branch should be encouraged to develop positive relationships with the local media and should correspond with the media regularly regarding professional and community achievements of local engineers.

## 6.7 CONSTITUTION AND BYLAWS COMMITTEE

The committee is under the guidance of the President.

### 6.7.1 Purpose:

The committee shall serve in an advisory capacity on matters of interpretation and proposed changes in the Section Constitution, Bylaws, and the Section's Operating Manual.

### 6.7.2 Composition:

This is a one-person committee appointed on a yearly basis by the President, preferably a past Section Officer.

### 6.7.3 Duties:

The committee shall meet, study, research and report as required on assigned tasks.

## 6.8 EDUCATION COMMITTEE

The committee is under the guidance of the Vice President for Educational Affairs.

### 6.8.1 Purpose:

The committee shall provide statewide leadership in developing and supporting all educational activities of particular interest to civil engineering including, but not limited to, the development of educational programs, engineering curriculums and continuing education. It will accomplish this by coordinating the educational and continuing

professional development activities of the Section and its Branches and promoting free communication between the Branches and other educational and continuing professional development providers. The Section acknowledges that the Section's activities with regards to education and continuing professional development are provided primarily through the Branches and augmented by the continuing professional development sessions at its Annual Meeting.

#### 6.8.2 Composition:

The committee should be composed of the education or continuing professional development chairpersons of each Branch and a Faculty Advisor from each District and the Chair of the Committee. The Chairperson of the Committee shall be appointed by the President and serves at the President's pleasure. Assisting the Chairperson in the operation of and coordination of the committee's activities will be District Vice-Chairs selected on a regional basis from the membership of the committee. The District Vice-Chairs are responsible for assuring that the various Branches and Schools of Engineering within their respective Districts are actively and proactively exchanging information on educational and continuing professional development activities and for communicating such activities with other Regions. The Committee Chairperson is responsible for representing the Committee to the Board of Directors, for serving as the liaison with the Technical Activities Committee, and for facilitating communication among and between the Districts, Branches, and Schools of Engineering.

#### 6.8.3 Meetings:

The committee shall meet in its entirety by means of teleconference or video-conference at least two (2) times each year. The committee chairperson and the regional Vice-Chairs shall meet by teleconference or video-conference once between each Section board meeting.

#### 6.8.4 Duties:

The committee will, on a continuing basis, monitor developments in the educational field, taking action where appropriate and calling the attention of the Section and Branches to those activities of particular interest. They will offer their services and those of the society to appropriate educational institutions to assist in the development of engineering curriculum. Specifically, the committee shall:

- a. Encourage Branches to conduct career/job shadowing programs in conjunction with Engineers Week activities.

- b. Encourage Branches to encourage Branch members to visit schools to promote civil engineering as a career.
- c. Encourage Branches to encourage Branch members to provide surplus civil engineering publications to school libraries.
- d. Encourage Branches to organize field trips to engineering projects or facilities.
- e. Encourage Branches to be involved in the appointment of Branch Members to serve on advisory boards and committees at the request of universities and institutions.
- f. Encourage Branches to provide Practitioner Advisors to communicate with faculty and students at engineering universities.
- g. Encourage Branches to poll employers for input related to engineering curriculum.
- h. Serve as a clearinghouse for information relating to continuing education seminars, including identifying those sessions that may be appropriate for the Section Annual Meeting.
- i. Promote possible alternative delivery systems for continuing education seminars and coordinate with ASCE National.

## 6.9 ENGINEERS WITHOUT BORDERS (EWB) COMMITTEE

The committee is under the guidance of the Vice President for Educational Affairs.

### 6.9.1 Purpose:

The committee shall provide statewide leadership in developing and supporting all activities of particular interest to the Section and Branches and the chapters of Engineers Without Borders USA (EWB-USA) that are located within the Section. Recognizing the Society's partnership with EWB-USA at a national level, the committee will promote opportunities for members of both organizations to become involved in projects, mentoring, technical input and activities.

### 6.9.2 Composition:

The committee should be composed of three to six members, with dual ASCE/EWB-USA membership preferred. The committee shall have a broad geographic distribution of its members.

### 6.9.3 Meetings:

The committee shall meet in its entirety by means of teleconference or video-conference at least two (2) times each year. Additional meetings may be scheduled by the chairperson as needed between Section Board Meetings.

### 6.9.4 Duties:

The committee will facilitate communication and sharing of resources and information between the Society, Region, Branches, and the counterpart organizations from EWB-USA in order to serve and enhance membership participation. The committee will work to attract interest in EWB-USA from the civil engineering profession. The committee is encouraged to participate with other professional societies in the promotion of EWB-USA projects and other related opportunities. The committee chairperson is responsible for representing the Committee to the Board of Directors, and for facilitating communication among and between the Regions, Section, Branches and EWB-USA Chapters.

## 6.10 GOVERNMENT RELATIONS COMMITTEE

The committee is under the guidance of the Vice President for Professional Affairs.

### 6.10.1 Purpose

The focus of the committee will be to bring the technical expertise of the Society to bear on matters of a technical nature and to be supportive of legislative activities of a professional nature.

The committee will monitor all legislative activities of interest to civil engineers and call to the membership appropriate items for further action. It will develop a database of technical advisory committees (TACs) within the state and promote involvement in these committees by ASCE members. The committee will work closely with the local Branches to develop involvement at the local level. The committee may act on behalf of the membership when directed by the Board of Directors.

### 6.10.2 Composition

The committee should consist of three to six members serving staggered three year terms and will have a broad geographic distribution.



### 6.10.3 Duties

The committee will maintain close surveillance of local, state and national legislative activities of interest to the membership. It will serve as a liaison between other professional societies. The committee will contact FES and the Florida Institute of Consulting Engineers (FICE) to ensure that committee members receive copies of the FES Legislative committee meeting minutes, the FES Legislative Alert Bulletin, the Senate and House calendars, and all pre-filed bills. Relevant information should be provided to the members of the Florida Section in a timely manner through the section publications, or a separate mailing if the content warrants.

The committee is to take a proactive role in insuring that the political leaders within the State of Florida are technically informed prior to the decision making process. This will be achieved through ASCE members who are willing to take an active role in TACs at city, county and state levels. The committee will develop a database to monitor ASCE's involvement in these committees. Investigations may be made, reports prepared and recommendations made by the committee to appropriate executive bodies. The committee will encourage competent personnel to be available to appear before legislative committees.

## 6.11 HISTORY AND HERITAGE COMMITTEE

The committee is under the guidance of the Vice President for Professional Affairs.

### 6.11.1 Purpose:

The committee will develop and maintain a historical record of the Florida Section ASCE. It will develop and disseminate materials which will bring to the public an increased understanding of our profession and its significant contributions to the advancement of civilization.

### 6.11.2 Composition:

The committee should consist of three to six members serving staggered three year terms, and have broad geographic distribution.

### 6.11.3 Duties:

The committee is responsible for recording and disseminating historical information on American Civil Engineering. They will identify significant civil engineering landmarks and develop nominations for Section and National Civil Engineering Landmarks. They will assist in the preservation activities of other historical organizations, including providing them with

available information. They will develop presentations of a historic nature suitable for presentation to technical and lay audiences. The committee shall be responsible for the assembly, organization, and preservation of all records pertaining to the operations and history of the Society and the profession within the Section.

## 6.12 INVESTMENT COMMITTEE

### 6.12.1 Purpose

To review the Section Investment Policy for long term goals of Section assets.

### 6.12.2 Composition

The committee will be chaired by the Vice President for Administration and Finance and shall include the President, Secretary/Treasurer and should include three most recent available Past Presidents and one of the Florida Region 5 Governors.

### 6.12.3 Duties

The committee will establish and review an investment and cash flow policy for the Section for approval by the Board. The committee will utilize the approved Policy to invest the assets of the Section and direct the Executive Director to move assets into the investment vehicles that meet the approved Policies of the Section. The committee will meet quarterly to review the investment performance and recommend any changes in the investment allocations.

## 6.13 MEMBERSHIP COMMITTEE

This function is under the guidance of the Vice President for Administration and Finance.

### 6.13.1 Purpose:

The committee shall plan, organize and stimulate programs to increase and retain membership in the Section and Society.

### 6.13.2 Composition:

The committee should consist of three to six members. Preference should be given to current and past Branch membership committee members or membership drive participants.

#### 6.13.3 Duties:

The committee shall work with the Branches in planning and organizing membership drives, dropped member follow-up, new member orientation and member retention activities. The committee shall serve as a point of contact to the National Membership Committee.

#### 6.13.4 Administration:

The Administrative Office will function as the section's membership coordinator and will provide information to the Branches to assist in membership recruitment and retention efforts. Each Branch should designate a point of contact to the Office. Branch membership efforts will be recognized as part of the selection process for the Branch of the Year Award.

### 6.14 NOMINATION AND TELLERS COMMITTEE

The committee is under the guidance of the Past President.

#### 6.14.1 Purpose:

To screen, interview and nominate candidates for each of the offices prescribed by the Constitution and to canvass the ballots.

#### 6.14.2 Composition:

The committee will consist of the Secretary/Treasurer and three (3) Past Presidents of the Section. The chairperson shall be the most immediate resident Past President.

#### 6.14.3 Duties:

The committee shall compile a list of nominees for Section Officers for the upcoming administrative year, and to be responsible for counting the ballots for Section Officers.

### 6.15 PROFESSIONAL DEVELOPMENT COMMITTEE

The committee is under the guidance of the Vice President for Technical Affairs.

#### 6.15.1 Purpose:

The purpose of the committee is to provide opportunities for members to advance their professional development in a manner that satisfies the

Florida Board of Professional Engineers' continuing education requirements for PE license renewal.

#### 6.15.2 Composition:

The committee will consist of the chairperson and a representative from each of the four Districts.

#### 6.15.3 Duties:

- a. Assist Executive Director as required to maintain the Section's continuing education provider status with FBPE.
- b. Coordinate with Executive Director to track the PDH submissions requests.
- c. Review and approve requests by the Branches to grant continuing education Professional Development Hours (PDH) through the Branch activities. The review shall be in accordance with the procedures established by the committee (See Appendix C).
- d. Serve as a liaison with the technical activities committee to establish the annual meeting PDHs and other Section seminar PDHs

### 6.16 PUBLIC RELATIONS COMMITTEE

The committee is under the guidance of the Vice President for Professional Affairs.

#### 6.16.1 Purpose:

The committee will further public understanding and promote a positive image of civil engineers throughout the state and nation. The committee will coordinate statewide activities and work closely with both ASCE National and the local Branches. The committee may act on behalf of the membership when directed by the Board of Directors.

#### 6.16.2 Composition:

The committee should consist of three to six members serving staggered three-year terms and will have a broad geographic distribution.

#### 6.16.3 Duties:

The committee will present civil engineering to technical and lay personnel through efficient utilization of media outlets and speakers. Members of

this committee will assist local Branches in their activities by contributing to the development of speaker bureaus. They will disseminate information on the civil engineering profession with emphasis on the positive impacts the engineering professional has had on our way of life. The committee will ensure that there is appropriate distribution of civil engineering literature, videos, etc. and that information on how this material can be obtained is available at the Branch level. The Committee will actively seek funding for the Section and local Branches to support the public relations activities.

## 6.17 SCIENCE AND ENGINEERING FAIRS COMMITTEE

The committee is under the guidance of the Vice President for Educational Affairs.

### 6.17.1 Purpose:

The purpose of the committee is to increase the visibility of the civil engineer through active participation in local, regional and statewide science and engineering fairs.

### 6.17.2 Composition:

The committee shall consist of a Chair serving a three-year term, and should have a member from each of the Branches.

### 6.17.3 Duties:

The committee, working with Section guidance, is to promote, at the Branch level, active Branch participation in science and engineering fairs. The committee will alert the Branches to the activities of the Florida Foundation for Future Scientists and serve as a clearinghouse for such information. The committee shall promote Branch activity in organizing, promoting, publicizing, providing financial support, and judging for all such fairs. The committee is encouraged to participate with other professional societies in the promotion of science and engineering fairs.

## 6.18 STRATEGIC PLANNING COMMITTEE

The committee is under the guidance of the President.

### 6.18.1 Purpose

The purpose of the committee is to continually monitor, evaluate and improve the operation of the Florida Section with respect to the adopted mission statement and plans of action.

#### 6.18.2 Composition:

The committee shall be chaired by a member to be appointed by the President. Members shall include representatives from each District and other members as may be appointed by the Chair.

#### 6.18.3 Duties:

The committee shall hold a strategic planning session at approximately two-year intervals at which time the strategic plan for the Section will be updated. The Committee shall also monitor implementation of the Strategic Plan on an annual basis and provide a report to the Board of Directors.

### 6.19 STUDENT ACTIVITIES COMMITTEE

The committee is under the guidance of the Vice President for Educational Affairs.

#### 6.19.1 Purpose:

The committee will work closely with students in the various civil engineering curricula throughout the State. It will assist in the promotion and development of ASCE Student Chapters. It will work to attract qualified students to the civil engineering profession and motivate them to complete the academic requirements.

#### 6.19.2 Composition:

The committee should consist of three to six members serving three year staggered terms. The committee should have a broad geographic distribution of its members with not more than fifty percent directly associated with educational institutions. Preference shall be given to Faculty Advisors and Practitioner Advisors.

#### 6.19.3 Duties:

The committee will work closely with Faculty Advisors and Practitioner Advisors in order to serve and enhance active student participation. They will assist in the development of ASCE Student Chapters and Student Clubs at the college level by providing technical assistance and guidance.

The committee will work closely with each Student Chapter and Student Club to establish a yearly budget and give the Student organization guidance in financial, operational, and professional matters. The

committee will work with the Membership Committee to identify graduating seniors for membership. The committee shall study requests from the Branches for financing student related activities and make recommendations to the Board of Directors for expenditures that promote the activities of the Student Chapters. See policy in Appendix A for Funding Guidelines.

The committee will approve the appointment of each Student Chapter's Practitioner Advisor. The term of service for a Practitioner Advisor shall be three years.

## 6.20 TECHNICAL ACTIVITIES COMMITTEE

The committee is under the guidance of the Vice President of Technical Affairs.

### 6.20.1 Purpose:

The purpose of the committee is to promote technical activities, coordinate with Branch technical groups and provide liaison to the Institutes.

### 6.20.2 Composition:

The committee should consist of three to six members serving three years. Preference should be given to representatives of technical groups and Institute groups.

### 6.20.3 Duties

The committee shall provide assistance for and coordination between Branch technical groups, and promote exchange and interaction between the groups. The committee shall serve as a liaison between the Section and the Institutes. The committee shall assist the Annual Meeting Committee by acquiring technical papers for the Annual Meeting.

## 6.21 WEST POINT BRIDGE CONTEST COMMITTEE

The committee is under the guidance of the Vice President for Educational Affairs.

### 6.21.1 Purpose:

To introduce middle school and high school students to civil engineering by promoting their participation in the West Point Bridge Contest.

### 6.21.2 Composition:

The committee shall consist of a Chair serving a three year term and should have a member from each of the Branches.

#### 6.21.3 Duties:

The committee will collect information regarding contest rules and procedures from the national contest organizers, and will distribute this information to the Branches. The committee will provide advice to the Branches to assist them in conducting their local contests. The committee will conduct a statewide contest for the top performers at the local contests. The committee will coordinate with the Branches to arrange the participation of their entrants in the statewide contest.

### 6.22 YOUNGER MEMBER COMMITTEE

The committee is under the guidance of the Vice President for Professional Affairs.

#### 6.22.1 Purpose:

To foster the involvement of Younger Members in Section and Branch activities. To facilitate the transition of Student Members to Associate Members. (Note: Young members are classified as ASCE members below the age of 35 years)

#### 6.22.2 Composition:

The committee should consist of four to eight Younger Members, with preference given to members of a Younger Member Forum (YMF)/Groups.

#### 6.22.3 Duties:

The committee will work with Younger Member Forums (YMF) located within the Section and will report the activities of same to the Board. Duties of the committee are generally described below.

- a. Sponsor a technical and/or a business and ethics session or a social function for the Section Annual Meeting.
- b. Provide at least 2 articles on YMF activities for publication in a Section newsletter.
- c. Sponsor a Section delegate to the National Convention for the purpose of attending the National Committee of Younger Members session(s).



- d. Provide a nomination for an annual Young Engineer of the Year Award.
- e. Establish contact with the Student Chapter Faculty Advisors for the purpose of distributing tracking documentation for graduating seniors. Notify Branches and Younger Member Forums of new graduates relocating to their jurisdiction in conjunction with the activities of the Membership Committee.
- f. Provide representation at the Student Activities Committee annual meeting for the purpose of promoting the participation of graduating seniors as they enter the workplace.

## **7.0 FLORIDA SECTION MILESTONES**

### **7.1 CALENDAR OF DATES**

- Fiscal Year is October 1 through September 30

#### **September - October:**

- a. President calls first meeting of Board of Directors
- b. Board adopts budget for fiscal year beginning October 1 through September 30.
- c. Board adopts final meeting schedule for balance of year
- d. President appoints and Board confirms committee appointments
- e. Presentation of Student Chapter budgets
- f. Each Branch reports the results of elections to Executive Director
- g. Executive Director sends checklist for preparation of Annual Report and financial statements to all concerned
- h. Audit Committee approves Executive Director's selection of auditor
- i. President attends Presidents and Governors Forum at ASCE Headquarters
- j. Nominations due for Workshop for Section & Branch Leaders
- k. SPAG Applications due

#### **November - December:**

- a. Section Workshop (Strategic Planning or Branch Management Seminar)
- b. Executive Director will receive Annual Report and financial statements from each Branch by November 15
- c. Executive Director forwards consolidated Annual Report to ASCE Headquarters
- d. Executive Director forwards financial reports to auditor
- e. Notification by Region of 5 of available Governor and Director positions

#### **January-February:**

- a. EdAC, CPP & TAC nominations are sent to ASCE Headquarters by February 1
- b. Audit results reported to Board
- c. Income tax return forms submitted to Internal Revenue Service
- d. Workshop for Section & Branch Leaders

**March-April:**

- a. Site for next Annual Meeting selected
- b. Awards Committee solicits nominations for Section awards
- c. Branches forward next fiscal year's Branch dues request to the Section
- d. Fly-In in Washington, DC

**May:**

- a. Executive Director provides Branch and Section dues information to ASCE Headquarters
- b. Nominations Committee selects nominees for Section Officers

**June:**

- a. Awards Committee advises Board of status of awards' selection process
- b. President-Elect solicits budget requests for upcoming year
- c. Tentative schedule for Board of Directors meetings established by outgoing Board of Directors
- d. Executive Director prepares and sends Section Officer candidate ballots

**July-August:**

- a. Ballots due to Executive Director
- b. Election results announced
- c. President-Elect presents preliminary budget to Board of Directors
- d. President-Elect conducts orientation for incoming Board of Directors
- e. Annual Meeting is held
- f. West Point Bridge Contest finals conducted at Annual Meeting
- g. New Board of Directors is installed
- h. Executive Director submits roster of Section officers to ASCE Headquarters
- i. Records and information from previous year are transferred
- j. Deadline to submit Section's Student Scholarship funds request by Branch Presidents
- k. SPAG reports due

## APPENDIX A

## **POLICY A - TRAVEL POLICY**

### **1. Board Travel**

- a) The Board of Directors of the Section shall establish a budget for travel expenses connected with attendance at Section Officers and Board of Directors meetings.
- b) The intent of the budget shall be to provide for reimbursement of the cost of attending Officer and Board of Directors meetings for the President, President-Elect, Secretary/Treasurer, Past President and Vice Presidents.
- c) Reimbursement shall be limited to transportation cost, and lodging cost when over-night lodging is required. Reimbursement for travel cost shall be limited to the lesser of the least expensive reasonably available airfare and the product of miles travel by car and the prevailing IRS mileage reimbursement rate, plus tolls. Over-night lodging shall be considered required when travel would be required prior to 6 am, or meetings occur on two consecutive calendar days. Lodging shall be reimbursed at actual cost not to exceed \$100.00 per night, or in the case of lodging at the location of the meeting, at the cost of lodging negotiated between the Executive Director and the place of lodging, plus taxes.
- d) Individuals eligible for reimbursement are encouraged to utilize other funding mechanisms when available.
- e) When establishing the budget, the Board of Directors shall consider the annual schedule of Officer and Board of Directors meetings and their locations. The Board Travel Budget shall be adopted as part of the Annual Section Budget. Once the budget is adopted the Secretary/Treasurer is authorized to reimburse eligible individuals for travel costs consistent with this policy.
- f) Branch representatives on the Board of Directors shall seek travel reimbursement from their Branch.

### **2. President's Attendance At National Convention**

- a) The Board of Directors of the Section shall establish a budget for travel expenses connected with the President's attendance at The National Convention.
- b) Reimbursement shall be limited to transportation cost, and lodging cost when over-night lodging is required. Reimbursement for travel cost shall be limited to the lesser of the least expensive reasonably available airfare and the product of miles travel by car and the prevailing IRS mileage reimbursement rate, plus tolls. Over-night lodging shall be considered required when travel would be required prior to 6 am, or meetings occur on two or more consecutive calendar days. Lodging shall be reimbursed at actual cost not to exceed \$100.00 per night, or in the case of lodging at the location of the meeting, at the cost of lodging at the least expensive

Convention Hotel.

### **3. Other Travel**

This section applies to travel not authorized as a part of the Annual Section Budget.

*Authorization for Attendance at Meetings of/for the Florida Section involving Travel Cost Reimbursement.*

- a) The Section may supplement travel expenses for members of the Section traveling on Section business when not covered from other sources. The Section recommends reimbursement from other sources (member's employer) when possible.
- b) If no travel cost reimbursement by the Section is involved, it is not necessary to obtain authorization from the Section for attendance at meetings of Section committees.
- c) Section committees should consider use of teleconferencing and other alternate forms of accomplishing the committee's charge, in lieu of travel when appropriate.
- d) If travel cost is to be reimbursed by the Section, the following authorization procedure is required:
  - 1. A request for authorization shall be submitted to the Florida Section Board of Directors at least thirty (30) days prior to the proposed date for the meeting. The request shall contain a statement demonstrating the need for the meeting; and the following information: estimated cost; the agenda, stating purposes of the meeting; the date, time and location of the meeting; and the persons expected to attend, identifying those requesting full or partial reimbursement of travel cost.
  - 2. The location of the meeting shall be selected to assure minimum expense to the Section, including transportation and other expenses, and, to the extent compatible therewith, minimum travel time for participants. In general, a minimum cost location will be a location central to the personnel of the committee seeking authorization. However, a committee may be authorized to meet at a non-central location if the request provides that the total cost for a meeting in the location selected will not exceed the cost for a meeting of the same committee at a minimum cost location. Meetings should be scheduled to take advantage of lower cost airfare alternatives which may be available on weekends or selected weekdays.
  - 3. Authorization shall be subject to the availability of budgeted funds.
  - 4. If these requirements are not met, authorization shall be denied, with notice sent to all involved in the meeting.
  - 5. Within thirty (30) days after the meeting has been held, minutes shall be sent to the headquarters of the Section. Minutes, minimally, shall record: the date, time, location of the meeting, persons attending, and actions taken during the meeting.

*Reimbursement Procedures.* For authorized travel, costs incurred may be reimbursed, subject to the following conditions:

a) Transportation.

1. The cost of transportation may be reimbursed in the actual amount expended for air, ship, or train travel, but not in excess of the applicable portion of a fourteen (14) day advance purchase, round-trip, coach airfare ticket for the most direct route. With pre-approval, exceptions may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs. All requests for reimbursement shall be made in a form approved by the Section. Requests for reimbursement must be accompanied by original ticket stubs or receipts. When original receipts are not available, copies of original receipts or a suitable explanation for their absence must be provided to support the request for reimbursement.
2. Reimbursement for costs incurred in use of private vehicles, or other alternate transportation mode, shall not exceed the applicable portion of a fourteen (14) day advance purchase, round trip, coach airfare ticket for the most direct route. With pre-approval, allowances may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of traveler. Exceptions may also be made when special circumstances result in higher transportation costs. Mileage reimbursement for use of private vehicles shall not exceed the IRS allowable rate.

b) Other Expenses. All other expenses incurred during attendance at authorized meetings, including lodging and local transportation to and from airports and depots, may be reimbursed on the basis of actual expenses if overnight lodging is required, or twenty-five dollars (\$25.00) per day of authorized meeting if overnight lodging is not required.

c) Conditions.

1. Travel costs, including transportation and other expenses, may not be reimbursed for trips totaling less than one hundred (100) miles round trip.
2. When all or part of a travel expense is covered from another source, the request to the Section shall signify either that no reimbursement is requested, or that only part, as stipulated is requested. If any member authorized for travel reimbursement to a meeting does not claim all or part of the funds available for that member, those unclaimed funds cannot be redistributed to another committee member authorized to attend the meeting.
3. All requests for reimbursement of travel costs shall be transmitted directly to the Section Secretary/Treasurer.

## **POLICY B - STUDENT CHAPTER FUNDING/SCHOLARSHIP GUIDELINES**

The financial support of Student Chapters shall be governed by the following guidelines:

### **A. Financial Support of Student Chapters:**

Each Student Chapter shall receive an annual stipend amount as determined by the Board of Directors at the beginning of the Section's administrative year. Prior to release of these stipend budget line items the student chapter must submit to the Section Secretary/Treasurer a balanced budget indicating projected revenue and expenses. The student chapter budget must reflect participation in one of any combination of the following areas.

It is intended that the financial support outlined above be expended in any combination of the following areas:

- a. Attendance at the Southeast Regional Conference;
- b. Sponsoring a local Branch meeting;
- c. One field trip per academic term;
- d. Student Chapter awards;
- e. Other areas which may be appropriate, such as community service projects, etc.

### **B. Grants**

A special request for support in excess of the annual stipend outlined above may be made by a Student Chapter by written submittal to the Student Activities Committee. Such special requests will be endorsed by the Faculty Advisor and/or Practitioner Advisor. The special request will then be voted on by the Florida Section Board of Directors for approval or denial.

### **C. Florida Section Annual Meeting**

A line item shall be included in the budget in an amount determined by the Board of Directors in order to encourage student attendance at the annual meeting. The amount released shall not exceed actual expenses incurred by Student Chapter or their member for travel, registration, and lodging for the Annual Meeting.



#### D. General Scholarships

a) Scholarship recipient Selection

The local Branch shall approve the selection process proposed by the Faculty Advisor for the distribution of the scholarship monies. The Florida Section puts no restrictions on the number of scholarships awarded other than the total amount from the Florida Section may not exceed an amount set by the Board for each school. The local branch president can make the request for the Scholarship monies from the Executive Director any time during the year as long as it is before the deadline. The deadline for the request shall be July 31<sup>st</sup> of the budget year. The local Branch is encouraged to provide additional scholarship monies.

b) Check request procedure

The Branch President shall contact (e-mail) the Executive Director requesting the scholarship monies. This email shall include the recipient's NAME, MAILING ADDRESS and the AMOUNT OF THE CHECK and overview of the selection results. This correspondence will be copied to the Florida Section's Student Activities Committee Chair and the Student Chapter Faculty Advisor

Miami-Dade Branch  
U of M & FIU

East Central Branch  
UCF and ERAU

Palm Beach Branch  
FAU

Jacksonville Branch  
UNF

Tallahassee Branch  
FSU

Gainesville Branch  
UF

West Coast Branch  
USF

Cape Canaveral Branch  
FIT

Florida Gulf Coast University  
Southwest

No Student Chapters: SunCoast, Broward, Ridge, Pensacola

#### E. Annual Meeting Awards

A budget line item shall be included in the annual budget in an amount determined by the Board of Directors for awards to be given to student member recipients of the awards.

#### F. Participation of Student Chapter Representatives at National Meetings

The Florida Section encourages participation by representatives of the Student

Chapters at ASCE meetings. Depending upon budgetary considerations the Board of Directors may establish a line item in the budget to reimburse student representatives for expenses incurred while traveling to national ASCE meetings. The amount of funds available per student chapter will be set at the time of the adoption of the annual budget. Reimbursement for expenses will be based on the following requirements:

1. Transportation

The cost of transportation may be reimbursed in the actual amount expended for air, ship, or train travel by not in excess of the applicable portion of a fourteen (14) day advance purchase, roundtrip, coach airfare ticket for the most direct route. With pre-approval, exceptions may be made for travel originating in and returning to locations other than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs. All requests for reimbursement shall be made in a form approved by the Section. Requests for reimbursement must be accompanied by original ticket stubs or receipts. When original receipts are not available, copies of original receipts or a suitable explanation for their absence must be provided to support the request for reimbursement.

Reimbursement for costs incurred in use of private vehicles, or other alternate transportation mode, shall not exceed the applicable portion of a fourteen (14) day advance purchase, round trip, coach airfare ticket for the most direct route. With pre-approval, allowances may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of traveler. Exceptions may also be made when special circumstances result in higher transportation costs. Mileage reimbursement for use of private vehicles shall not exceed the IRS allowable rate.

2. Other Expenses

All other expenses incurred during attendance at authorized meetings, including lodging and local transportation to and from airports and depots, may be reimbursed on the basis of actual expenses if overnight lodging is required or twenty-five dollars (\$25.00) per day of authorized meeting if overnight lodging is not required.

3. Conditions

Travel costs, including transportation and other expenses, may not be reimbursed for trips totaling less than one hundred (100) miles round trip. When all or part of a travel expense is covered from another source, the request to the Section shall signify either that no reimbursement is requested, or that only part, as stipulated is requested. If any member authorized for travel reimbursement to

a meeting does not claim all or part of the funds available for that member, those unclaimed funds cannot be redistributed to another committee member authorized to attend the meeting.

All requests for reimbursement of travel costs shall be transmitted directly to the Secretary/Treasurer.

## **POLICY C - OFFICER RESPONSIBILITIES SUMMARY**

The following is a recap of the expectations for each office listed. See Operating Manual for more details.

### **PRESIDENT**

- < Preside over Board of Directors and Officer Meetings
- < Provide direction and guidance to assigned committees
- < Attend Annual Meeting
- < Maintain regular contact with other members of the Board of Directors
- < Liaison with Region 5 Board of Governors
- < Attend Presidents meeting at National Headquarters

### **PRESIDENT-ELECT**

- < Serve on the Audit Committee
- < Attend Board of Directors and Officer Meetings
- < Attend Annual Meeting
- < Supervise function of the Section Office
- < Attend at least one Branch meeting in each District

### **VICE PRESIDENT**

- < Advise, monitor and coordinate assigned committees
- < Attend Board of Directors and Officers Meetings
- < Attend Annual Meeting
- < Maintain regular contact with Branch Presidents within District
- < Attend a least one Branch meeting for each Branch within the District annually

### **SECRETARY/TREASURER**

- < Maintain financial records of the Section
- < Attend Board of Directors and Officers Meetings
- < Attend Annual Meeting

### **PAST PRESIDENT**

- < Attend Board of Directors and Officers Meetings
- < Chair Awards and Nomination and Tellers Committees
- < Attend Annual Meeting
- < Chair the Audit Committee

**POLICY D - VICE PRESIDENT ROTATION**

**2 YEAR TERMS / 1 YEAR ROTATION**

<b>YEARS</b>	<b>DISTRICT I</b>	<b>DISTRICT II</b>	<b>DISTRICT III</b>	<b>DISTRICT IV</b>
2010 – 2011	Professional Affairs	Technical Affairs	Administrative/Finance	Educational Affairs
2011 – 2012	Educational Affairs	Professional Affairs	Technical Affairs	Administrative/Finance
2012 – 2013	Administrative/Finance	Educational Affairs	Professional Affairs	Technical Affairs
2013 – 2014	Technical Affairs	Administrative/Finance	Educational Affairs	Professional Affairs
2014 – 2015	Professional Affairs	Technical Affairs	Administrative/Finance	Educational Affairs
2015 – 2016	Educational Affairs	Professional Affairs	Technical Affairs	Administrative/Finance
2016 – 2017	Administrative/Finance	Educational Affairs	Professional Affairs	Technical Affairs
2017 – 2018	Technical Affairs	Administrative/Finance	Educational Affairs	Professional Affairs

## **POLICY E - SUGGESTED SCRIPT FOR THE INSTALLATION OF OFFICERS**

Introduction of Installing Officer by Presiding Officer

*Opening Remarks of Installing Officer:*

(Installing Officer to tell audience (from the Constitution and Bylaws) the duties of those officers being installed.)

*Charge of responsibility to the Incoming Officers:*

"Election to a position of leadership in a volunteer organization is an honor and unique responsibility. Your fellow members, in electing each of you to your respective offices, have expressed confidence in you; first, that you will be able with effectiveness and distinction to discharge your several duties and, second, they have given you their trust. You have indicated that you are willing to provide your leadership.

"As officers of the \_\_\_\_\_ Section (or Branch) of the American Society of Civil Engineers, you will represent to the people of this state (area) the true nature of our people-serving profession: to the best of your ability you will communicate our voice in the interests of our Section (Branch). You will be our special link and bond with civil engineers throughout this area, the United States and the world.

"It is important that this link and bond be preserved and strengthened in these changing times. As civil engineers, we are determined to give an honorable and useful application of our special talents to the many people. We must present a people-serving and ethical dedication in all our professional activities. We must be outstanding examples of true professionals in whom all people may have confidence. People must be assured continually that they can rely on the civil engineering profession in matters affecting their health, safety, and welfare. Only thus shall we grow and fulfill the highest ideal of mankind that the world shall be a better place, because civil engineers have served people here.

"As a civil engineer, you have dedicated your professional and technical knowledge to the advancement and betterment of people. You have pledged to do your best, to participate in none but honest enterprise, to live and work according to the moral laws of mankind and highest ethical standards of professional engineering conduct, and to serve the public above all other considerations.

"To the best of your ability, do you pledge to uphold the Constitution and Bylaws of the American Society of Civil Engineers and those of this Section (Branch), and do you, in the presence of your fellow members, pledge yourself faithfully to discharge the duties of the office to which you have been elected? If so, please answer I will.

"As the delegated representative of the President and the Board of Direction of the American Society of Civil Engineers, I now declare each of you officially installed into the office of \_\_\_\_\_. My congratulations and best wishes to each one of you"

Presentation of Gavel

(The installing officer calls upon the Immediate Past-President to present the gavel to the newly

installed President.)

“Past President \_\_\_\_\_, will you please hand the gavel to President \_\_\_\_\_. By this symbolic act, the authority and responsibility of leadership is transferred to you and the other new officers.”

Response by the New President

### **POLICY F - CHECK CANCELLATION POLICY**

Payment of dues, stipends, scholarships, awards, travel reimbursement, or Section related expenses to Branches, student chapters, or members drawn on the Section checking account must be deposited or tendered for payment within sufficient time so as to clear the bank within 90 days from the date of the check. Payment on checks older than 90 days will be stopped. Good cause reason for holding a check longer than 90 days may be presented to the Board of Directors who may authorize a second check for payment; however, in no instance may a second check be issued more than 180 days from the date of the original check.

Any “stop payment” fee charged by the bank will be deducted from the second check.



## **POLICY G - RECORD RETENTION POLICY**

### ***FL Section ASCE:*      Records Retention Schedule**

<b>Description</b>	<b>Retention Period</b>
Accident Reports and Claims(settled cases)	7 years
Accounts payable ledgers and schedules	7 years
Accounts receivable ledgers and schedules	7 years
Audit reports of accountants	Permanently
Bank reconciliations	2 years
Capital stock and bond records; ledgers, transfer registers, stubs showing issues, record of interest coupons, options, etc.	Permanently
Cash books	Permanently
Charts of accounts	Permanently
Checks (canceled but see exception below)	7 years
Checks (canceled for important payments, i.e., taxes, purchases of property, special contracts, etc. (checks should be filed with the papers pertaining to the underlying transaction)	Permanently
Contracts and leases (expired)	7 years
Contracts and leases still in effect	Permanently
Correspondence (routine) with members, customers, or vendors	1 year
Correspondence (general)	3 years
Correspondence (legal and important matters only)	Permanently
Deeds, mortgages, and bill of sale	Permanently
Depreciation schedules	Permanently
Duplicate deposit slips	2 years
Employee personnel records (after termination)	3 years
Employment applications	3 years
Expense analyses and expense distribution schedules	7 years
Financial statements (end-of-year, other months optional)	Permanently
General and private ledgers (and end-of-year trial balances)	Permanently
Insurance policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports (in some situations, longer retention periods may be desirable)	3 years
Internal reports (miscellaneous)	3 years
Inventories of products, materials, and supplies	7 years
Invoices to members and customers	7 years
Invoices from vendors	7 years
Journals	Permanently
Membership applications	3 years
Minutes of directors and committees, including by-laws and charter	Permanently
Notes receivable ledgers and schedules	7 years
Option records (expired)	7 years
Payroll records and summaries, including payments to pensioners	7 years
Petty cash vouchers	3 years
Physical inventory tags	3 years
Plant cost ledgers	7 years
Property appraisals by outside appraisers	Permanently
Property records-including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Purchase orders (except purchasing department copy)	2 years
Receiving sheets	2 years
Requisitions	2 years
Sales records	7 years
Savings bond registration records of employees	3 years
Scrap and salvage records (inventories, sales, etc.)	7 years
Stock and bond certificates (canceled)	7 years
Stockroom withdrawal forms	2 years
Subsidiary ledgers	7 years
Tax returns and worksheets, revenue agents' reports and other documents relating to	Permanently

determination of income tax liability	
Time books	7 years
Trade mark registrations	Permanently
Voucher register and schedules	7 years
Vouchers for payments to vendors, employees, etc. (includes allowances and reimbursement of employees, officers, etc., for travel and entertainment expenses)	7 years

## **POLICY H - ANTITRUST COMPLIANCE POLICIES AND PROCEDURES**

### **Florida Section American Society of Civil Engineer's Antitrust Compliance Policies and Procedures**

It shall be the policy of the Florida Section, American Society of Civil Engineers (FSASCE) to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

- I. These policies and procedures apply to all membership, board, committee and other meetings of the Society, and all meetings attended by representatives of FSASCE.
- II. Discussions of prices or price levels are prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:
  - a. Cost of operations, supplies, labor or services;
  - b. Allowance for discounts;
  - c. Terms of sale including credit arrangements; and,
  - d. Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.
- III. It is a violation of *Antitrust laws* to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
- IV. *Boycotts* in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.
- V. It is FSASCE's policy that all meetings attended by representatives of FSASCE where discussion can border on an area of antitrust sensitivity, that FSASCE's representative request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, FSASCE's representative should excuse himself/herself from the meeting and request that the minutes show that he/she left the meeting at that point and why he/she left. Any such instances should be reported immediately to the President and staff of FSASCE.

It is FSASCE's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and FSASCE's employees annually and that the same be read, or understood at all meetings of the membership of the FSASCE.

## **POLICY I – CONFLICT OF INTEREST POLICY**

“A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interests of the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Society. Any interested individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the Society entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Society entity. (ASCE Bylaws §10.1)”

All officers, directors, members and employees of the Florida Section, American Society of Civil Engineers, when acting on behalf of the Section, shall adhere to the highest standard of ethical conduct and avoid any activity or situation where their personal interests could conflict, or reasonably appear to conflict, with the best interests of the Florida Section, Region 5, or the Society.

## **POLICY J – JOINT VENTURE POLICY**

In compliance with Internal Revenue Service guidelines for approval and management of any joint venture or similar agreement entered into by the Florida Section, American Society of Civil Engineers, the Section Board of Directors adopts the following guidelines.

### **Activities Subject to this Policy**

For the purposes of this policy, the term “Joint Venture” is defined as any arrangement, including contractual or more formal arrangements undertaken through a limited liability company, partnership, or other entity, through which the Section and another entity jointly undertake any activity or business venture, or otherwise agree to joint ownership of any asset. A Joint Venture may include both taxable and tax-exempt activities.

### **Approval and Management of Joint Activities**

Before making any decision to participate in a Joint Venture, the Section will ensure that the Joint Venture furthers the Section’s exempt purposes and the purposes of the American Society of Civil Engineers (ASCE) and will negotiate at arm’s length contractual and other terms of participation that safeguard the Section’s exemption from federal income tax. Such terms shall be in writing in the operating agreement of the Joint Venture and shall include the following minimum requirements:

- With respect to any whole joint venture (that is, a joint venture in which the Section contributes substantially *all* of its assets to the enterprise), the Section shall exercise control over the Joint Venture by holding fifty-one percent (51%) or more of the voting rights and/or veto power;
- With respect to any ancillary joint venture (that is, a joint venture to which a portion of the Section’s resources are contributed), the Section would, at a minimum, maintain sole control over the tax-exempt activities of the Joint Venture and would have voting and ownership interests in the Joint Venture that are consistent with the Section’s capital contributions;
- A requirement that any subsequent contract with the Section’s partner in the Joint Venture be negotiated at arm’s length and for fair market value;
- A requirement that the Joint Venture give priority to the Section’s tax-exempt purposes over maximization of profit for the participants of the Joint Venture; and
- A prohibition on activities that would jeopardize the Section’s tax-exempt status.

Where there is any question as to whether a particular Joint Venture may pose a risk to the Section’s tax-exempt status, a decision to enter into such Joint Venture will be made only in consultation with ASCE’s legal and/or tax counsel.

## **POLICY K – REPORTING FRAUDULENT OR DISHONEST CONDUCT**

The purpose of this policy is to make clear what the responsibilities of the Florida Section of the American Society of Civil Engineers (“Section”), and its employees/volunteers are if an employee/volunteer reports dishonest or fraudulent conduct of another employee/volunteer.

The Section expects all staff and volunteers will conduct Section-related business with the highest standards of integrity and honesty, and in compliance with the ASCE Code of Ethics. All employees and volunteers are encouraged to report any possible fraudulent or dishonest conduct of another Section employee or volunteer. In doing so, the following guidelines apply:

1. Concerns about possible fraudulent or dishonest conduct may be reported to the Section President or Treasurer, or to the Society’s Executive Director, Chief Financial Officer, or General Counsel. The volunteer/employee may make such report anonymously.
2. If the concerns involve the above individuals or if the employee prefers otherwise, the employee may report the conduct to the ASCE President or the Chair of ASCE’s Audit Committee. These individuals’ names and contact information can be found in ASCE’s Official Register and on ASCE’s Internet.
3. ASCE will investigate any possible fraudulent or dishonest conduct by ASCE staff. Anyone found to have engaged in such conduct is subject to disciplinary action by ASCE and civil or criminal prosecution if warranted.
4. Complaints alleging a violation of the ASCE Code of Ethics shall be referred to ASCE’s Committee on Professional Conduct. Investigations of alleged research misconduct on any project receiving federal funds shall be handled in accordance with federal research misconduct policy.
5. Whenever possible, the Section will maintain the confidentiality of the individual reporting the dishonest or fraudulent conduct. However, identity may have to be disclosed to conduct the investigation, to comply with the law, or to provide accused individuals with their legal rights to a defense.
6. Individuals must exercise sound judgment to avoid baseless accusations, which include allegations made with reckless disregard for their truth or falsity. An individual who intentionally files a false report of misconduct will be subject to disciplinary action.

The Florida Section prohibits retaliation against any person for any conduct protected by law. If a Section employee believes they have been retaliated against for reporting fraudulent or dishonest conduct, they should file a written complaint to the same individuals listed above. A proven complaint of retaliation will result in the initiation of disciplinary action.

The right to protection against retaliation does not include immunity from any personal wrongdoing that is alleged and investigated.

This policy is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

## APPENDIX B - Check request form



[www.fla-asce.org](http://www.fla-asce.org)

Judy Nichols  
Executive Director  
ASCE Florida Section  
PO Box 1372  
Lake Worth, FL 33460  
561.215.4311  
[judy@fla-asce.org](mailto:judy@fla-asce.org)

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### CHECK REQUEST FORM

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Date	Merchant Name	Description of Expense	Budget Line	Amount
TOTAL AMOUNT REQUESTED				

Check to be made out to:

Delivery Instructions:

Provide name & address for delivery

Comments:

Signature:

(Provide your name as electronic signature)

#### Instructions

1. If the request is for travel expenses please provide details of all your expenses (including Merchant Name) in the table above, along with all the receipts.
2. If the request is a line item request in the budget (such as Student Grants, Committee expenses, scholarships, Etc) the "Merchant Name" is not required.
3. Send check request to Judy Nichols via e-mail with Cc: to Treasurer.

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#### INTERNAL USE ONLY

Check #	Date	Amount Paid



## APPENDIX C

### Professional Development Committee Procedure

## **PROCEDURE FOR AWARDING PDH'S FOR BRANCH EVENTS**

ASCE Florida Section is an approved Continuing Education Provider with the Florida Board of Professional Engineers (FBPE) for both Laws & Rules courses and Area of Practice courses. The Florida Section has been offering these courses each year at the Section's Annual Meeting and at "Doubleheader seminars" held at various locations around the state. Attendees at these events have been able to obtain the four Laws & Rules PDHs and the four Area of Practice PDHs required of every P.E. during each renewal cycle.

FBPE recently changed their requirements for reporting the Areas of Practice PDHs. Continuing Education providers are required to electronically report the PDHs. It is not the responsibility of the attendees to report any of the PDHs directly to FBPE. The Florida Section has several branches that provide seminars, workshops or sessions with PDHs for its members. These professional and technical presentations expand the level of services that ASCE provides its members, and helps boost member and non-member attendance at Branch functions. Since the PDHs are provided under the Florida Section's Continuing Education Provider number, the Florida Section Board of Directors has agreed to facilitate the reporting of these continuing education hours for the Area of Practice PDH's for qualifying Branch events. Laws & Rules PDH's will continue to be granted only at the Section level.

The Florida Section is ultimately responsible for ensuring compliance with FBPE policies and regulations. Misuse of our approved Continuing Education Provider status by a Branch, even if inadvertent, could lead to sanctions, including revocation of our status, by the FBPE. Therefore, the Section is establishing procedures for the Branches to follow in order to maintain our status with the FBPE.

The Professional Development Committee, reporting to the Vice President for Technical Affairs, has been established by the Florida Section to oversee the FBPE requirements and process. This committee will have a chairperson and four other members, all full members of ASCE.

The FBPE's continuing education requirements are outlined in Chapter 61G15-22 of the Florida Administrative Code (FAC), which can be found on the FBPE's website, [www.fbpe.org](http://www.fbpe.org). The Area of Practice definition in the aforementioned chapter is broad and subject to interpretation. Due to the variety of programs and activities offered by the Branches, there will be many worthwhile and interesting Branch activities that will not qualify for PDH's. In general, a topic must be 'technical' and within the field of civil engineering in order to qualify. Moreover, it must enhance the education of civil engineers in the practice of engineering.

In order to assist the Branches in assessing the appropriateness of their topics, the Florida Section offers the following examples. These are examples only, and are not intended to be all-inclusive.

1. Topics that would be considered eligible for PDH's
  - Building, bridge or roadway Codes or Specifications
  - Environmental regulations
  - Case studies of civil engineering projects

- Presentation of construction materials, construction equipment, accessories or processes
  - Presentation of software for civil engineering design
  - Civil engineering research
  - Presentation of management and construction of civil engineering projects
  - Presentation providing new technical knowledge to civil engineering professionals
2. Topics that would not be considered eligible for PDH's
- Presentations by government agency administrators outlining upcoming work programs
  - Resume writing or career guidance workshops
  - Presentations by non-engineer elected officials or business management executives
  - Tours without clear technical objectives to maintain and strengthen competency in the civil engineering field
  - Presentations by non-engineers unless their experience in the topic allows them to increase attendees' engineering knowledge

The procedure for awarding PDH's by the Section is as follows.

1. The FBPE requires that each session consists of a minimum of 50 minutes of instruction for an hour of PDH credit. Requests for PDH credit shall be in increments of ½ hour. (PDH requests should be for 3.5 hours, 4 hours, etc., not for 3.2 hours). Branches that conduct educational sessions at a luncheon may request 0.5 PDHs for a minimum of 25 minutes of instruction.
2. At least one week prior to **announcing** an event, for which PDH's are offered, submit a description of the event to the Florida Section. This description should include the event title, the name(s) & resume (s) or brief bio(s) of the speaker(s) and the number of PDH's requested. Also include a brief 1or 2 paragraph abstract of the topic. Submit all information to the Professional Development Committee Chair, with a copy to the Florida Section Executive Director. Refer to the Florida Section website for applicable e-mail addresses.
3. Once the Professional Development Committee has reviewed the submission, it will notify the Branch of approval to grant PDH's under Florida Section's Continuing Education Provider number.
4. On the day of the event, maintain a sign-in and sign-out sheet with the name and P.E. number of each participant. After the event use the EXCEL form (PDHSubmittalForm.xls – See sample below) provided by Florida Section to transmit the attendees information to the Section, along with a copy of your sign-in/sign-out sheet. Only submissions in the EXCEL format provided by the Section will be accepted for input into the FBPE system. You will retain the original sign-in/sign-out sheet.

5. The contact for your technical sessions will be someone from the local Branch. Do not list Florida Section staff or officers for follow up on PDH questions. We are not staffed to take phone calls nor would we know details of the sessions offered by the local Branches.
6. The FBPE rule requires the reporting to be completed within 30 days of the date of the course. The staff of the Florida Section's administrative office will handle all reporting between the 25<sup>th</sup> and 30<sup>th</sup> of each month. In order to ensure that your event is reported to the FBPE on time, it is crucial that your information is submitted **no later than the 25<sup>th</sup> of the month**. Submit all information to the Executive Director with a copy to the Professional Development Committee Chair.
7. The branches shall make every attempt to avoid scheduling PDH-granting events after the 25<sup>th</sup> of the month, as more than 30 days may elapse until the next scheduled reporting activity. If you have an extremely compelling reason to schedule an event during this time period, please contact the Florida Section office to determine if special arrangements are possible.



### CONTINUING EDUCATION/PDH SUBMITTAL FORM

Branch: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Seminar \_\_\_\_\_  
Title: \_\_\_\_\_  
No. of PDH's: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Location: \_\_\_\_\_  
Branch \_\_\_\_\_  
Contact: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

No.	Last Name	First Name	PE Number	Signature
1				
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## APPENDIX D

**AGREEMENT**  
**Between**  
**American Society of Civil Engineers**  
**And**  
**Florida Engineering Foundation**

**TO PROMOTE ENGINEERING AND ENGINEERING EDUCATION**

This Agreement is made on this 2<sup>nd</sup> day of February 2009 by and between the Florida Section of the American Society of Civil Engineers, (hereinafter referred to as "ASCE"), a 501 (c)(3) nonprofit organization incorporated in the state of Florida, 402 Office Place, Tallahassee, Florida 32301 and the Florida Engineering Foundation, Inc. (hereinafter referred to as "FEF"), a 501 (c)(3) nonprofit organization incorporated in the state of Florida, P.O. Box 750, Tallahassee, Florida 32302-0750.

**Whereas**, ASCE and FEF desire to jointly promote Engineering and Engineering Education through the establishment of a Fund to be used to support ENGINEERING PROGRAMS; and

**Whereas**, the purpose of FEF is to promote and enhance engineering education in Florida in order to position our state as a technological leader in global economy and to receive, acquire, manage, invest, and administer assets and funds for charitable and educational purposes in accordance with Section 501(c)(3) of the Internal Revenue Code and FEF does maintain dedicated funds within its general corpus of funds; and

**Whereas**, the fiscal year of ASCE is from October 1<sup>st</sup> through September 30<sup>th</sup> of the next year and the fiscal year of FEF is from October 1<sup>st</sup> through September 30<sup>th</sup> of the next year; and

**Whereas**, ASCE provides financial and volunteer support to engineering programs in order to promote engineering and engineering education; and

**Whereas**, ASCE and FEF intend to establish a relationship in order to:

- 1) Provide a mechanism for ASCE to establish an ongoing fund for promoting engineering and engineering education;
- 2) Encourage ASCE's membership support of FEF; and
- 3) Organize annual support in the form of a joint ASCE/FEF award to be given to the West Point Bridge Competition held in Florida, or any other ENGINEERING PROGRAM in Florida promoting engineering or engineering education; and

**Whereas**, the West Point Bridge Competition ("WPBC") is a national contest founded by the United States Military Academy (USMA) in 2002 as a 200-year anniversary commemoration of the establishment of the USMA at West Point, the first school in the U.S. to offer a formal program of instruction in engineering. The WPBC typically begins in October and concludes in August of the following year. Individual competitions are held within the various states;



Now, therefore, the Parties hereby agree as follows:

1. Jointly establish and, subject to the terms and conditions contained herein, make annual donations to a dedicated fund within the FEF corpus of funds designated as the "ASCE FUND for Promoting Engineering and Engineering Education" ("ASCE FUND").
2. Subject to the terms and conditions contained herein, make contributions from the ASCE FUND each year to support engineering students, recognition of teachers, promotion of engineering education, engineering student tuition, schoolbooks, school fees, and related expenses consistent with the bylaws of ASCE (a copy of which shall be provided to FEF, if requested); these are the types of programs ("ENGINEERING PROGRAMS") that will be supported, to the extent possible.
3. Jointly support engineering and engineering education through promotion of the related activities of each organization.
4. ASCE Fund details:
  - a. ASCE and FEF shall be co-owners of the ASCE FUND.
  - b. Each party shall make an initial donation of \$10,000 to the ASCE FUND within 30 days of the execution of this AGREEMENT.
  - c. As indicated in Fig. 1, it is the intent of the parties that in each of the Years 2 through 10, and possibly further, :
    - i. ASCE, at its sole discretion, and based on its availability of funds, shall donate \$5,000 in new funds to the ASCE FUND, which is intended to increase the balance of the fund.
    - ii. ASCE, at its sole discretion, and based on its availability of funds, shall donate \$5,000 in new funds to the ASCE FUND, which is intended to be used to fund the ENGINEERING PROGRAMS and shall request that FEF make a matching donation to the ASCE FUND. The request must be made in writing by November 1<sup>st</sup> of each year, to apply to that Fiscal Year's upcoming ENGINEERING PROGRAMS. The request shall describe the type of support to be given to the ENGINEERING PROGRAMS for that year.
    - iii. FEF shall act on the request within thirty (30) days of receipt of the request and, at its sole discretion, and based on its availability of funds, shall donate \$5,000 in new funds to the ASCE FUND, as a match to the \$5,000 ASCE donation described in Article 4.c.ii. above, to be used to make the contributions to the ENGINEERING PROGRAMS selected by ASCE.



Year	Year No.	ASCE total Donation	FEF total Donation	Addition to ASCE FUND	Contribution to ENGINEERING PROGRAM	Target ASCE FUND Balance
2008-09	1	10	10	20	10	10
2009-10	2	10	5	15	10	15
2010-11	3	10	5	15	10	20
2011-12	4	10	5	15	10	25
2012-13	5	10	5	15	10	30
2013-14	6	10	5	15	10	35
2014-15	7	10	5	15	10	40
2015-16	8	10	5	15	10	45
2016-17	9	10	5	15	10	50
2017-18	10	10	5	15	10	55

Fig.1 ASCE FUND Goals, if the donations are made to the maximum amounts each year. - Projected Cash Flows and Balances (x \$1,000). Excludes interest income, if any.

- d. The minimum maintained balance of the ASCE FUND will be \$10,000 at the end of each Fiscal Year subject only to negative fluctuations in investments during the Fiscal Year and dissolution of the fund as outlined hereinafter.
- e. It is the goal of both parties to grow the fund to a minimum balance of \$55,000 within 10 years as outlined in Fig. 1.
- f. Subject to the other terms set forth elsewhere in this agreement, ASCE shall decide on the amounts and timing of contributions to be made to ENGINEERING PROGRAMS from the ASCE FUND.
- g. ASCE, FEF or any other person or organization may, at any time, make donations to the ASCE FUND by gift or bequest with no penalty.
- h. FEF shall invest and administer the ASCE FUND:
  - i. The ASCE FUND shall be designated on the books and records of FEF as the "ASCE FUND for Promoting Engineering and Engineering Education."
  - ii. FEF shall use reasonable care in investing and administering the ASCE FUND. In this regard, FEF shall manage the ASCE FUND based on advice and recommendations from the FEF Investment Committee. It is ASCE's desire to have the ASCE FUND invested between equities (primarily general stock market index funds) and cash/fixed income instruments, as deemed appropriate by the FEF Investment Committee based on current market conditions. The Parties acknowledge that the FEF does not ensure a profit or guarantee against a loss with its investment decisions.
- i. The net earnings from the principal in the ASCE FUND shall be allocated as follows:
  - i. Ninety (90) percent reinvested in the ASCE FUND.

- ii. Ten (10) percent to the general Corpus of FEF.
- j. Account balances in the ASCE FUND will be available from FEF upon request and an annual statement will be provided to ASCE within 30 days of FEF's annual audit.
- k. Upon written request of an authorized ASCE representative, FEF shall, within 30 calendar days, issue a check to ASCE in the amount requested, from the ASCE FUND for the purpose of supporting an ENGINEERING PROGRAM. With the exception of an emergency, ASCE shall not withdraw funds more frequently than four times per calendar year. Non-scheduled emergency withdrawals shall require approval of the majority of FEF trustees.
- l. If FEF ceases to be able to administer the investments, such administration may be transferred to a successor entity that will carry out the terms of this Agreement. In the event that no successor entity can do so, the funds donated by ASCE, along with the net earnings from principal allocated to the ASCE Fund as stipulated in Item 4.i.i above, will revert to the control of ASCE.
- m. It is intended that the ASCE FUND will stay in existence for a minimum of ten (10) years from the date of this Agreement. If the account is closed at any time, before ten (10) years, FEF shall retain the Initial Investment amount of \$10,000 along with the net earnings from principal allocated to the Corpus of FEF as stipulated in Item 4.i.ii above, and ASCE shall withdraw the amount thereafter remaining in the Fund.
- n. In the event that ASCE should decide to utilize proceeds from the ASCE FUND for any other purpose than support, awards or scholarships that promote engineering or engineering education, ASCE shall notify FEF within thirty (30) days of the official position of ASCE. The notification shall identify the proposed future use of the fund and revised process regarding withdrawals. Funds may only be withdrawn for use in accordance with the laws, rules and regulations governing 501(c)(3) organizations.

5. ENGINEERING PROGRAMS

- a. The initial ENGINEERING PROGRAM to be supported by ASCE and FEF during FY 2008-2009 shall be in the amount of \$10,000 to the West Point Bridge Competition (WPBC) conducted by ASCE in the state of Florida.
- b. In Years 2 through 10, or further, ASCE shall make the decision about which ENGINEERING PROGRAMS to support each year utilizing funds from the ASCE FUND.
  - i. ASCE shall be the sole party to determine the type(s) and amount(s) of ENGINEERING PROGRAM support to be given each year. ASCE shall select the ENGINEERING PROGRAM recipient(s), award(s), and or scholarship(s) and establish the level of support for each. Selections shall be based on criteria established by ASCE.
  - ii. The support, award(s) or scholarship(s) may be given to different programs, teachers, or students each year or may be awarded to the same program in successive years or to the same teacher or student in successive semesters until graduation. It is intended that the joint award have state wide benefit, or benefit various regions of the state over the course of several years, rather than

- concentrating the joint award to just one region of the state for several years in a row.
- iii. The minimum contribution to ENGINEERING PROGRAMS made each year from the ASCE FUND shall be the amount donated by FEF to the ASCE FUND in that year.
- iv. The maximum contribution to ENGINEERING PROGRAMS made each year from the ASCE FUND shall be that amount which leaves the target balance, as shown in Fig. 1, in the ASCE FUND, unless otherwise agreed to by both parties.
- c. ASCE and FEF will jointly make the award(s) to the selected ENGINEERING PROGRAMS each year.
  - i. Each award will be named the "American Society of Civil Engineers, Florida Section/ Florida Engineering Foundation Award for....."
  - ii. Both parties will participate.
  - iii. Both parties will make appropriate announcements and press releases.
- 6. Promotion of related activities:
  - a. FEF shall:
    - i. Provide a link to ASCE on its website.
    - ii. Mention this joint program and the various joint awards that are a part of the ENGINEERING PROGRAMS in its public relations materials.
  - b. ASCE shall:
    - i. Provide a link to the FEF on its website.
    - ii. Mention this joint program and the various joint awards that are a part of the ENGINEERING PROGRAMS in its public relations materials.
    - iii. Forward FEF promotional materials to its membership, and encourage its members to join FEF in every year that a donation is made to the ASCE FUND by FEF. Promotional material and encouragement of ASCE's membership is intended to be in the form of at least two electronic mailings per year, one at the beginning of the fiscal year and one approximately six months later and may be topic-specific or part of a regular mailing by ASCE to its members. FEF shall provide the materials to ASCE one month in advance of the mailing. It is intended that the first mailing consist of promotional materials and an invitation to join FEF and to donate to the ASCE Fund of FEF and the second mailing consist of an update of what FEF has accomplished thus far that year including an update on the activity supported by the ASCE FUND.



7. This AGREEMENT supersedes all prior agreements and understandings and may only be changed by written amendment executed by both parties.

WITNESS:

\_\_\_\_\_

FLORIDA SECTION OF THE AMERICAN SOCIETY OF  
CIVIL ENGINEERS

By: \_\_\_\_\_

Satya Sukumar, P.E., ASCE FL Section President

2/2/09

(Date)

WITNESS:

\_\_\_\_\_

FLORIDA ENGINEERING FOUNDATION, INC.

By: \_\_\_\_\_

Donald L. Goddeau, P.E. Chair, Board of Trustees

1/30/2009

(Date)

## APPENDIX E



## FLORIDA SECTION

### Request to Use Florida Section ASCE Employer Identification Number

\_\_\_\_\_ requests to use the Florida Section ASCE's EIN for the fiscal  
(Name of Branch/Institute/Student Chapter/YMG)

year \_\_\_\_\_. We understand the following:

- That this request is made one month prior to the beginning of the upcoming fiscal year;
- That this request will be made annually;
- That the Branch, and any of its subsidiary organizations with separate bank accounts – Institutes, Student Chapters and Younger Member Group, must complete this same agreement and agree to its terms;
- That all questions regarding this and the use of the EIN, will be directed to the Florida Section ASCE.

#### Terms

- Upon approval of the Florida Section, this agreement is valid for one year only.
- Request must be made every year by the Branch and its subsidiary organizations – Institutes, Student Chapters and/or Younger Member Groups.
- Any group using the Section's EIN must complete the "Branch Revised Schedule." Institutes, student chapters and YMGs must complete the schedule and return it to the Branch, which in turn rolls those figures into its own schedule that gets turned in to the Section by the due date given by the Treasurer at the October Board of Directors meeting. This form must be completed even if there is zero activity for the year.
- The Branch checking account, as well as those of the Institutes/Student Chapters/Younger Member Groups, will be named:  
American Society of Civil Engineers Florida Section Branch/Institute/Student Chapter.  
Checking accounts using the Section's EIN that do not match the above, will be subject to IRS tax withholding if the account is not named in this manner.

Submitted on this date by,

\_\_\_\_\_  
Branch President

\_\_\_\_\_  
Branch Treasurer

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Email address

American Society of Civil Engineers – Florida Section  
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