

# **ASCE HOUSTON BRANCH 2009-2010 RULES OF OPERATION**

B. Andrea Cheng Ranft, P.E. - President

Approved by Board Vote on 1/4/2010

## Table of Contents

<b>Section</b>	<b>Page</b>
Introduction .....	2-3
President .....	2-5
Secretary .....	2-6
Treasurer.....	2-7
President Elect .....	2-8
Membership.....	2-9
Honors.....	2-10
Nominations .....	2-11
Engineers Week.....	2-12
Vice President Administration .....	2-13
General Programs .....	2-13
Newsletter.....	2-14
Hospitality .....	2-16
Home Page .....	2-17
Vice President Technical.....	2-19
Vice President Education .....	2-20
Continuing Education .....	2-20
Student Chapters .....	2-20
Primary and Secondary Education .....	2-22
Branch Director .....	2-24
Younger Member.....	2-23
Offshore Technology Conference .....	2-25
Publicity .....	2-25
Past President.....	2-26
Public Affairs .....	2-26
Historical.....	2-26
Texas Section Director.....	2-28
Special Ad-Hoc Committees .....	2-28

## Introduction

The Houston Branch exists under the authority of the Texas Section of the American Society of Civil Engineers (“ASCE”). The Texas Section Constitution and By-Laws govern the Branch. The Constitution and By-Laws provide for geographical boundaries, objectives, membership fees and dues, officers and administration, meetings and amendments, nomination and election of officers, committees, and amendments.

The purpose of these RULES OF OPERATION is to provide guidelines, policies, and procedures that are essential to the efficiency, consistency, and continuity of the operation of the Branch. The Houston Branch Board of Direction (“Board”) is responsible for adopting and maintaining these RULES OF OPERATION. This document was prepared for assistance to succeeding officers and committee chairmen in performance of their duties and responsibilities. The Rules of Operation for each year should be updated in the spring by the President-Elect for utilization in his year of service as President. The Rules of Operation checklist should also be updated at the same time.

RULES OF OPERATION for the Texas Section are available to the Branch. These are an excellent reference in defining more fully and specifically the duties, responsibilities, and tasks of the officers and committee chairs of the Branch.

Some future changes in the committees will probably be made, either by deletion or by addition. It would be expected that this would take place as deemed necessary by future Presidents and Board of Direction.

All board members and committee chairs should be subscribing members of the branch. All committee chairs should read carefully the Constitution, By-Laws and RULES OF OPERATION of the Section, as knowledge of these is essential to consistency of policy and procedures of the various activities of the Branch.

## Board of Direction

The Board shall consist of the elected officers and immediate past president. This group normally meets monthly from October through June and again in September (10 meetings), usually one to two weeks prior to the normal monthly Branch meeting, and at any other times deemed appropriate by the President, to determine goals and objectives for the year and to consider progress in attaining these goals. As a minimum, the Board should meet at least four times a year. The Board shall also consider other matters requiring their attention, including authorization of awards and recognition of member activities. Recommendations, by committees for recipients of such awards, are to be approved by the Board prior to any announcement or notification.

The President Elect normally calls the following unofficial meetings:

- **Early August:** In Coming Board only - distribution of Branch RULES OF OPERATION, stationary, general annual planning.
- **September:** In Coming Board and all committee chairs - **Annual “Branch Leadership” meeting** to discuss in detail the year’s Branch RULES OF OPERATION that includes each committee’s goals & objectives for the year.
- **September:** Board only - Follow-up to June Meeting.
- Out going Board will be responsible for approval of Meeting Site, Newsletter, and

Executive Service Contracts in April and May prior to end of term.

All members of the Board should carefully read and study the RULES OF OPERATION, should attend all Branch meetings and the Board Meetings, and present to the Board all matters of concern and interest to the Branch. In addition, the other members of the Board should assist the President in making committee appointments and assist the President and Treasurer in preparation of the Budget.

## **PRESIDENT**

The primary responsibility of the President is that of general supervision over the affairs of the Houston Branch of the Texas Section ASCE in accordance with the Constitution and By-Laws of the Section. The President, together with the Board, should set attainable goals and/or tasks for each of the other officers and committee chairs. These should be clearly defined early in the Branch year so that the officers and committee chairs have the advantage of an early definition of their tasks, duties and responsibilities, and the greatest amount of time for preparing for and attaining their goals during their one-year term of office. The first official Board meeting for the newly elected officers will be held in October. At this meeting the President should distribute and discuss the Branch RULES OF OPERATION that was formulated during the summer under the term as President-Elect. The RULES OF OPERATION should include a proposed budget, meeting arrangements and schedules for the upcoming year, other associated activities, goals and objectives for the officers and committees, special projects and/or committees and committee appointments. The Board and committee chairs will need to utilize the summer months to begin planning and preparation of the RULES OF OPERATION and have it in final form for presentation to the membership at the October meeting. Other responsibilities include:

- The President is to preside at all regular Branch meetings, as well as at meetings of the Board of Direction or any other official function of the Branch.
- Attend the Council of Presidents meeting at the ASCE National Convention, held in the Fall.
- The President is to provide a written message for each newsletter.
- In case of absence or disability of the President, the President-Elect shall carry out the duties of the office.
- The President is responsible for appointments to all committees, task and standing, in accordance with the RULES OF OPERATION, and may serve as an ex-officio member of all committees of the Branch.
- The President shall invite one government official to each monthly meeting as a guest of the Board.
- The President shall present a gift to the main speaker at each monthly meeting.
- The President shall distribute Branch mail to appropriate board members and committee chairs.
- Activate the SAGE (Services Activities Goals Evaluation) Committee approximately every 5 years to provide a “Sunset” review of The Branch.

## SECRETARY

The Secretary is responsible for keeping the minutes of the monthly Branch meetings and the Branch Board meetings.

- The Secretary is to retain a roster the members of the Houston Branch. Such a roster is obtainable directly from the Executive Secretary of the Texas Section and maintained by the Membership Committee.
- The Secretary is responsible for carrying out a number of miscellaneous activities related to the operation of the Branch, particularly in regard to acting upon correspondence from National and Section offices of ASCE, and in responding to letters of inquiry or other communications from members or prospective members of the Houston Branch.

The goals of the Secretary are described as follows:

**Goal 1: Review the *RULES OF OPERATION* of the Branch.**

1. Continue to review the Branch *RULES OF OPERATION* for modifications

**Goal 2: Distribute *draft* Board meeting minutes via e-mail within one (1) week of Board Meetings.**

1. Prepare and distribute *draft* minutes as an attached file. Fax to Board members who do not have e-mail.
2. Distribute final meeting minutes via e-mail. Fax to Board members who do not have e-mail.

## TREASURER

- The Treasurer is responsible for keeping all records pertinent to the financial affairs of the Branch.
- The Treasurer is responsible for paying the bills of the Branch.
- The Treasurer is responsible for making deposits of monies received by the Branch.
- The Treasurer is responsible for updating signature cards for Branch bank accounts (savings and checking).
- The Treasurer should prepare a monthly report summarizing the monthly money transactions and should be given to the Newsletter Editor for inclusion in the monthly meeting notice.
- The Treasurer should prepare a financial report to be included in the annual report to the president at the end of the year and to the membership at the September meeting.
- The Treasurer is responsible for providing change to the Hospitality Committee for each monthly meeting.

The goals of the Treasurer are described as follows:

- Goal 1: Provide a monthly Budget Summary of all accounts for publication in the ASCE Houston Branch Newsletter.**
- Goal 2: Maintain a money market fund for the Branch to maximize its interest return.**

## **President-Elect**

The primary duty and responsibility of the President-Elect is to become familiar with the tasks and responsibilities of the office of President and to be prepared to assume the duties of that office in the case of the vacancy or absence or disability of the President. Additionally, suggested tasks include:

Summer/Early Fall:	Contact President and offer assistance on any ad-hoc or regular assignments. Attend and participate in all planning Board meetings called by the President. Begin preparation of the Branch RULES OF OPERATION for implementation during his term as President.
September:	Attend all meetings for Branch officers scheduled at Texas Section semi-annual meetings. Contribute nominees for Section and National offices.
February:	Attend National ASCE Zone III Management Conference.
Spring:	Support the Student Paper presentations.
March:	Same as September.
April:	Sponsor a dinner reception for the ASCE National President in conjunction with the Offshore Technology Conference.
May:	Complete nomination of incoming Officers.
June:	Announce Officers for next year.
July:	If possible, attend Section Leadership Conference. Begin unofficial Board Meetings.
September:	Installation of Officers. Outstanding Branch Award Nomination.
October:	After installation as President, call 1 <sup>st</sup> Official Board meeting, and present Branch RULES OF OPERATION and budget for approval.

### **Organize a joint meeting with the local chapters of TSPE, TexITE, APWA, ACME, and SAME for the October Branch Meeting.**

1. The joint meeting with other organizations should be held in October. Recommend a list of potential speakers to ASCE Board of Direction. We may want to consider the Governor, A National Cabinet Member, a Transportation Official, Local Official, etc.

2. Develop procedures for meeting reservations, cancellations, special hotel arrangements, etc. It will be the responsibility of the other organizations to provide a meeting announcement to their membership.
3. Coordinate with the Newsletter Editor and Publicity Committee.
4. Secure a meeting sponsor for the joint meeting.

The President-Elect is also responsible for helping to direct and work with the Chairs of the Membership, Honors, Nominations, and Engineers Week committees (4 committees). The goals of the committees of the President-Elect are described as follows:

### **Membership Committee**

The Membership Committee seeks to attract new members and to retain them as active participants in the Branch. Efforts are made to inform college graduates of the benefits of membership in ASCE. Application forms for all grades of member should be readily available for distribution to interested persons. The Membership Committee should assist prospective members in completing registration forms and encourage qualified members to advance in grade. The Membership Committee should also assist members in informing ASCE and Texas Section of any changes of personal data. Develop a plan of potential activities such as membership meetings/luncheons, family outings and others that will attract new members.

#### **Goal 1: Continue the *Student Membership Drive Program*.**

1. The Student Membership Drive Program includes the University of Houston, Rice University, and Prairie View A&M. There is no cost for membership to students. Provide membership packets to students and encourage participation.
2. Coordinate the Student Membership Drive Program with the Student Chapters Committee of the Branch.
3. Provide periodic written reports of the *Student Membership Drive Program* for publication in the Branch Newsletter.

#### **Goal 2: Increase the number of subscribing members in the Branch by 10%.**

1. Organize and implement the *Assigned Membership Drive Program* for the Branch in concert with the Membership Committee of the Texas Section. Prepare a marketing brochure (membership kit) to “sell” the benefits of becoming *subscribing* members.
2. Put dues statements in November Newsletter to encourage payment of Section dues.
3. To conduct telephone follow-up calls with the assigned members of the Branch to encourage membership in the Texas Section and the Branch.
4. Provide periodic written reports of the *Assigned Membership Drive Program* for publication in the Branch Newsletter and the Texas Section Magazine.

#### **Goal 3: To attract new members to ASCE.**

1. Implement the Branch's Member-Get-A-Member Membership Drive Program. Encourage all members of the Branch to obtain at least one new member to ASCE.
2. Obtain available information and literature from ASCE National for recruiting new members. Make available ASCE Membership Drive Kits at Branch meetings, continuing education seminars, etc.
3. Provide periodic written reports of the Member-Get-A-Member Membership Drive Program for publication in the Branch Newsletter. Provide the Newsletter Editor with a list of new members to publish in the Branch newsletter

**Goal 4: Contact new P.E.'s and Life Members**

1. Obtain listing of new P.E.'s and send letters of congratulations and invitation to future ASCE Branch Meeting.
2. Obtain listing of new Life Members and send letters of invitation for February Meeting.

**Honors Committee**

The Committee will consider Houston Branch members for recommendation to the Board of Direction of the Houston Branch as nominees for the Texas Section Awards.

The Committee will work with the Executive Committee of the Texas Section in recommending Houston Branch to the National Society for consideration as Honorary Members of the Society.

**Goal 1: Update the ASCE Houston Honors Committee Manual.**

1. Contact ASCE National (800/548-ASCE) and Texas Section (512/ 472-8905, e-mail: [SBreland@texasce.org](mailto:SBreland@texasce.org)) for awards and deadlines to update the Honors Committee Manual.

**Goal 2: Nominate Civil Engineers from the Houston Branch for Texas Section Awards.**

1. Prepare Award Nominations for Texas Section Awards. Texas Section Awards are given at the Spring Meeting at the Honors Luncheon. Begin to prepare nominations packet at least six months prior to deadline (in October of the prior year). Coordinate with the Texas Section on deadlines.
2. Texas Section Award Nominations are due at the Section Office by **September 1** and **April 1**. Nominations must be approved by ASCE Houston Board of Direction.

**Goal 3: Recommend a candidate for the Houston Branch Award of Honor.**

(The Houston Branch *Award of Honor* is conferred to a distinguished member of the Branch at the Annual Meeting in September. The candidate for the Houston Branch Award of Honor must be approved by the Houston Branch Board of Direction)

1. Prepare the Award of Honor certificate. Coordinate with the Texas Section for necessary approvals. Order necessary Texas Section gold seal(s) to affix in the bottom right corner of the certificate.

**Goal 4: Coordinate other National and Section Awards for the Branch.**

1. Other awards include the National Outstanding Civil Engineering Achievement Award (OCEA) (Due to Section March 1, Due to National October 30) **National Outstanding Branch Award** (Due October), Government Civil Engineer Award, Young Government Civil Engineer Award, etc.
2. Provide periodic news articles in the Branch newsletter for awards received by members of the Houston Branch.

**Nominations Committee**

**Goal 1: Recommend New Officers for the Texas Section.**

1. Prepare Officer nominations for the Texas Section. Officer positions include President-Elect, VP Professional, VP Education, VP Technical, and Director-At-Large. Nominees must be approved by ASCE Houston Board of Direction. Coordinate committee efforts with the Nominations Committee of the Texas Section. Officer nominations deadline for the Texas Section is usually October 1.

**Goal 2: Recommend New Officers for the Houston Branch.**

1. Recommend to the ASCE Houston Board of Direction a slate of candidates for the following year's Officers of the Houston Branch. Coordinate committee activities in accordance with the officer nomination procedures and timeline established by the Branch.
2. Prepare Voting Ballot as an insert to the Branch Newsletter in May. Alternatively, voting can also be accomplished electronically, with separate ballot emailed out.

**Goal 3: Assimilate information on ASCE national appointments to Professional Activities Committees (PAC), Education Activities Committees (EdAC), and Technical Divisions Committees (TAC), etc.**

1. Provide ASCE Houston Board of Direction with information on upcoming positions available on National Committees.
2. Provide recommendations to the ASCE Houston Board of Direction on possible candidates for National Committees.

**Engineer's Week Committee**

**Goal 1: Serve as ASCE's representative on TSPE's Engineer's Week Committee and coordinate the Younger Members Luncheon or Dinner in February with TSPE.**

**Goal 2: Work with Publicity Chair to ensure that articles on ASCE and ASCE activities are included in the Engineer's Week pull-out section of the *Houston Business Journal*.**

## Vice President Administration

The Vice-President Administration is responsible for helping to direct and work with the Hospitality Committee, the General Programs Committee, and the Newsletter Committee & Web Committee. The Vice-President Administration should attend the Branch meetings and meetings of the Board and take an active role in the business and operations of the Branch. The Vice-President Administration is responsible for

- Soliciting Meeting Hosts for each monthly Branch meeting.
- Soliciting gifts for the annual toy collection at the December meeting for the Anchor House or other charity organization.
- Negotiating the annual contract with the hotel for monthly Branch meetings, including setting meeting dates for the following year.
- Negotiating contracts for Branch meeting reservation services.
- Coordinating entertainment for the December meeting.

The goals and task responsibilities for the committees of the Vice President Administration (Newsletter Committee, Hospitality Committee & Web Committee) are defined as follows:

### **General Programs**

General Programs at the monthly meetings are generally held in October and December. The October meeting is generally held in conjunction with other engineering organizations with ASCE acting as the lead. December is typically the Christmas meeting and is usually very general in nature. Recommended speakers shall be submitted to the Board for approval.

- Speakers should be confirmed at least two months prior to the meeting date. It is recommended strongly that program topics and speakers be confirmed as far in advance as possible. This is necessary in order that adequate publicity can be given in the newsletter.
- Prepare a write-up for each program and give it to the Newsletter Editor.
- Audio-visual aids for the speaker are coordinated with the Hospitality Committee.
- Introduction material about the speaker is secured during the first week of the month.
- Make arrangements to meet the speaker (pick up if necessary) and introduce them to Branch Officers prior to the meeting.

### **Goal 1: Organize the Christmas Program for the Branch meeting in December.**

1. The Branch meeting in December is typically a social meeting with spouses and guests. Coordinate entertainment and guest speaker for meeting.
2. Solicit Christmas gifts for the Anchor House.
3. Coordinate with the Newsletter Editor.

## **Goal 2: Organize the Annual Meeting (September) for the Branch.**

1. Work with the President, President Elect and VP Technical on the specifics of the Annual Meeting.
2. Prepare programs for the Awards Banquet, listing current Branch officers and committee chairs and proposed slate of officers. Program should also include roster list of Branch Award of Honor nominees.

## **Newsletter Committee**

The newsletter is the main line of communication between the leadership of the Branch and the membership. Information printed in the newsletter includes both activities of the Branch and technical knowledge. This committee will function in support of the Newsletter Editor by assisting in gathering and locating articles, reports, advertising leads and other news items which would be of interest to the membership. The primary form of communication will be electronic newsletter. As a secondary form of communication, postcards mailings/announcements can also be mailed out at strategic times during the year.

## **Goal 1: Publish ten (10) monthly issues of the Houston Branch Newsletter.**

1. Prepare a draft printing budget, primarily used for postcard mailouts. Suggest minimum of three postcard mailouts per year. Postcards help reach those who do not receive electronic newsletter (due to change of email, spam problems, etc)
2. Coordinate submittals of articles from Branch Officers and Committee Chairpersons. Attend all ASCE Houston Board meetings to provide a report on the newsletter.
3. Provide ASCE Houston Board of Direction with article submission and publication deadline dates for the year.
4. Publish ASCE Houston Calendar of Events for next 3 months in each newsletter.  
Check Texas Section and National Web site calendars
5. Submit Branch Newsletters to National for consideration in ASCE National Outstanding Branch Newsletter Award.
6. Distribute the newsletter to the assigned membership
7. Obtain Board approval on any special advertisements requested by other organizations, agencies, employers, etc.
8. Approve printer invoices and forward them to the Treasurer.

## **Goal 2: Secure business card advertisements.**

1. Diligently pursue business card advertisements to 100% fill the available ad space by June. Monitor supply/demand for ad space. Make recommendations for any adjustments in ad rates and/or ad space allocation to the Board of Direction.
2. Obtain payments for all business card advertisements within 30 days of first publication.

3. Obtain approval from ASCE Houston Board of Direction on any special advertisements requested by other organizations, agencies, employers, etc.

**Goal 3: Post Key Newsletter information monthly on Houston Branch Home Page.**

1. Send meeting agenda, president's message, seminar announcements, etc. to the Web Committee Chair electronically for inclusion in web page.
2. Provide business cards (in electronic form) to the Web Committee Chair for inclusion in the web page sponsor section.

**Hospitality Committee**

Every possible effort should be undertaken by this committee to make members and guests feel welcome at all Houston Branch functions. For all meetings, the following items should be addressed:

- During March - April, contact should be made with meetings location personnel for coordination of activities for the new year.
- Select dinner menus for the monthly meetings and coordinate with President. Upgrade meals as fiscally possible. The cost estimate should include a small allowance to cover the expense of general program speaker's dinner, other guests' dinner and for the student's subsidy (Technical Committees pay for meals of technical speakers and for audio-visual equipment).
- Coordinate reservations with reservation service including reservations for members, guest and spouses. Names and phone numbers to contact for reservations should be printed in the previous month's newsletter. An alphabetized reservation list (one for each check-in table) shall be brought to the monthly meeting. Provide the President and meeting greeters with the alphabetized list of reservations on the Monday prior to the meeting. Late reservations shall be noted on the list. It is suggested that two check-in tables be provided; one for cash and one for checks. A sign on the tables stating dinner cost and late fee is suggested. A list of Branch officers, meeting speakers, students and distinguished guests who checked in should be provided to the President prior to the start of the meeting.
- Give the food service personnel a food service guarantee by noon the Friday (may vary with the hotel contract) before the meeting. This is critical; as we are allowed only 10 percent overage above the guarantee count number before penalty charges are assessed and we are also billed for a minimum of the guarantee count even if there are no-shows. Prior experience has shown that the number on Friday is very close to actual attendance and should not be increased. On average, late reservations will equal no shows. Keep track of dinners sold on a tally sheet. The tally sheet should include the number of reservations on Friday, Monday, guarantee number, number of dinners sold (split into members, guests, and students), and total money collected.
- Schedule necessary room assignments and seating arrangements with said personnel.
- Set up reception table, signs, etc. at least 10-minutes before the scheduled start of all meetings. This includes obtaining name tags, pens, receipts, setting up cash box

with proper change and performing all necessary coordination tasks (obtain change from Treasurer).

- Coordinate with Vice-President Administration for general meetings and Vice-President Technical for technical meetings. Chairs to ensure any necessary audio-visual equipment is reserved for each meeting. To assist membership in locating technical meeting rooms, post a sign with room names for the various technical meetings as well as layout of the hotel/convention hall.
- Greet guests and have them fill out name tags. Several members of this committee should be located just inside the social meeting area to introduce new members and guests to officers and/or other members. Generally try to make everyone feel welcome.
- Sign for meal, AV, and count money. Enclose money, tally sheet and coded expense/income report, in cash box or envelope and turn over to the Treasurer after the meeting.
- Help clean up at the reception table after the meeting.

**Goal 1: Solicit Meeting Hosts for Branch Meetings.**

1. Obtain nine (9) Meeting Hosts to sponsor the Branch Meetings. (None in October.)

**Goal 2: Coordinate Branch Meetings with hotel.**

1. Prepare a draft hotel contract/budget and office service contract/budget. Present to the Board of Direction for review/approval at the April Board meeting.
2. Coordinate meeting arrangements and reservations for Branch meetings with hotel. Obtain individuals to assist at “check-in” tables at Branch meetings.
3. Obtain specifics from Branch Officers on meeting room and audio/visual equipment requirements.
4. Coordinate reservations with the Branch office service and directly provide as to how information is provided to maximum efficiency.

**Goal 3: Provide signage.**

1. Check-in: Provide large, legible sign(s) designating *check* and *cash* tables.
2. Provide “way-finding” signs for technical sessions (e.g., key word and arrow path to appropriate meeting room).

**Goal 4: Postcard mail-out.**

1. Prepare postcard to notify membership about meeting location changes and call attention to the importance of reservations and cancellations. Coordinate with newsletter chairman for printing and mailing.

**Web Committee**

**Goal 1: Improve the Houston Branch website.**

1. Update the Home Page with the e-mail addresses of all current Board Members as “hot links” by the first meeting in October.
2. Keep web page updated with meeting announcements, activities, and seminars (Newsletter Committee to assist).
3. List newsletter sponsor advertisements on web page with hot links.
4. Archive old newsletters.

**Goal 2: Determine strategies to make the website self-supporting.**

1. Study possible sources of revenue from the Home Page (e.g., charge a fee for want ads) to fund both immediate and ongoing improvements to the Home Page. Provide recommendations to the Board of Direction. Coordinate with VP Administration and Newsletter Chair.

**Goal 3: E-mail meeting reminders to membership.**

1. Obtain e-mail directory from nationals and send e-mail reminders to membership about monthly meetings. Refer them to web page for more information.

## **VICE PRESIDENT TECHNICAL**

The Vice-President Technical is responsible for arranging the technical programs for each of the monthly Branch technical meetings and is also responsible for overseeing the programs of the Technical Program Committee as well as the technical committees. These committees' help should be solicited in attaining speakers and planning programs. A write-up should be prepared for each program and given to the Newsletter Editor for inclusion in the Newsletter.

It is strongly recommended that program topics and speakers be confirmed as far in advance as possible (two months minimum) so adequate publicity is provided in the newsletter. Arrangements for meeting room(s) and visual aid requirements should be coordinated with the Hospitality Committee.

- The Vice-President Technical should announce future meetings and introduce the program speaker at each monthly meeting.
- The Vice-President Technical should attend meetings of the Branch Board of Directors and take an active role in the business and operations of the Branch.
- The Vice-President Technical is responsible for soliciting nominations for the Houston Branch Outstanding Civil Engineering Achievement ("OCEA") Award for submittal to the Board (through the Honors committee), by February 1 (nominee will be submitted to Texas Section).
- The Vice-President Technical shall plan two technical seminars for the Houston Branch and coordinate them with the Continuing Education Committee.

The goals and task responsibilities of the Vice President Technical's committees are defined as follows:

### **Technical Program Committee**

The Technical Program Committee is made of the Technical Program Chair and numerous technical committee chairs. The technical committees usually consist of the following:

Airport	Construction Management
Environmental	Geotechnical
Industrial/Petrochemical	Land Development
Geomatics (Surveying)	Structures
Water and Drainage	Transportation

These committees are responsible for finding speakers for and planning the 5:30 sessions and assisting with technical seminars as needed. These committees are under the general direction of the Vice-President Technical. The technical committees shall act as liaisons to the ASCE National Technical Institutes (such as COPRI, Transportation Institute, etc.). Technical committee chairs shall strive to coordinate with both Texas Section and National committees/Institutes to provide technical programs

for Branch meetings.

**Goal 1: Provide technical programs for Branch Meetings.**

1. The 7:30 p.m. Technical Session should involve a headline topic with prominent speaker(s).

	<u>5:30p.m.</u>	<u>7:30p.m.</u>
September	2	1
October	-	-
November	2	1
December	2	-
January	2	1
February	2	1
March	2	1
April	2	1
May	2	1
June	2	1

For the 2008-2009 year, the March through June dinner meetings are replaced with lunch meetings. VP-Technical shall work with President and VP-Administration to determine feasibility of providing technical sessions in conjunction with lunch meetings. VP-Technical shall provide speakers for March through June lunch meetings. Branch Director to assist in coordination of speaker for one of these lunch meetings.

2. Provide ASCE Houston Board of Direction with a technical program calendar outlining technical topics and speakers for each monthly Branch meeting. Coordinate audio/visual needs and special room requirements for meetings with Hospitality Committee.

**Goal 2: Sponsor technical continuing education seminars.**

1. Plan and Coordinate a minimum of two (2) *technical* seminars for the Branch. Preferably one in the Fall and one in the Spring. Coordinate activities with Continuing Education Committee.
2. For each proposed *technical* seminar, submit a draft seminar outline and budget to the ASCE Houston Board of Direction for approval. (Typically 3 or more months in advance.)

**Goal 3: Solicit nominations for the Houston Branch Outstanding Civil Engineering Achievement (OCEA) Award.**

1. Solicit nominations in coordination with the Technical Subcommittees.
2. Coordinate nomination process and requirements with the Texas Section and National. Submit recommended nomination to the ASCE Houston Board of Direction for approval. The Houston Branch OCEA Award will be presented at the April Branch Meeting.

**Goal 4: Mentoring Field Trip.**

1. Coordinate field trip with Primary and Secondary Education to the Elementary School designated by the Board (one on one) to show the students what civil engineers do.

**Goal 5: ASCE Institute and Other Society Relations**

1. Encourage proactive communication between the Branch technical committees and the ASCE Institutes and Other Engineering Societies. Technical committee chairs to act as liaisons to Technical Institutes.

## **VICE PRESIDENT EDUCATION**

The Vice-President Education is responsible for helping to direct and work with the Student Chapters Committee, the Continuing Education Committee, and the Primary and Secondary Education Committees. The programs and activities of these committees should be reported to the Board and to the Newsletter Editor for dissemination to the membership. The Vice-President Education should attend the Branch meetings and the meetings of the Board and take an active role in the business and operations of the Branch.

The goals and task responsibilities of the committees of the Vice President Education (Continuing Education Committee, Student Chapters Committee, and Primary & Secondary Education Committee) are defined as follows.

### **Continuing Education Committee**

This committee's function is to offer an avenue to assist in the growth and professional development of each member. This includes the coordination of continuing education short courses in the form of seminars that will provide Professional Development Hours (PDH). Assistance should also be extended to the technical committees in coordination of a proposed seminar. The seminars should be offered to the membership at relatively modest cost so as to encourage attendance and at the same time provide some additional income to the Branch, or at least break even financially.

The Continuing Education Committee should provide PDH and CPD certificates for Branch meetings and seminars.

#### **Goal 1: Provide continuing education programs for the Branch.**

1. Conduct two (2) - *continuing education* seminars for the Branch. Preferably, one seminar in the Fall and one seminar in the Spring. For each proposed *continuing education* seminar, submit a draft outline and budget to the ASCE Houston Board of Direction for approval.
2. Assist the Technical Programs Committee in the conduct of technical seminars sponsored by the Technical Subcommittees.
3. Make available, Certificates for Continuing Professional Development Hours (PDH's) from the Branch.

### **Student Chapters Committee**

The Student Chapters and Clubs in the Houston Branch area are the University of Houston, Rice University, Prairie View A&M and Texas A&M at Galveston. The duties for the Student Chapters Committee are as follows:

#### **Goal 1: Establish and maintain contacts with Student Chapters.**

1. Assign new Contact Members to Student Chapters. Periodically attend student meetings and update Student Chapters (Rice University, University of Houston, Prairie View A&M, and Texas A&M at Galveston) on activities of the Branch.

2. Conduct a presentation to the Student Chapters on "Civil Engineering - Starting Your Career." Stress importance of membership in ASCE.
3. Provide a report to the Houston Branch Board of Direction on the activities and needs of the Student Chapters.
4. Mail out a directory of names and addresses of Branch Officers; contact members and student officers of student chapters and clubs. Obtain final exam and holiday schedules for each chapter for use in planning future functions.
5. Invite students to attend and participate in the Texas Section meetings and Branch meetings.
6. Encourage and assist a contact member for each school, ensuring he or she remain active in the student chapters he or she represent.
7. Suggest and help organize field trips.
8. Assist with selection of speakers for student chapter meetings.
9. Be prepared to answer questions that students may have concerning ASCE or assist them in finding an answer.
10. Promote activities of the younger member group to the student chapters.

**Goal 2: Organize Student Career Night at the Branch Meeting in March or April.**

1. Organize the Student Career Night at the Branch Meeting in March or April (check spring break schedule). Coordinate with VP Technical on specific technical topics relevant to the graduate civil engineer. Provide students with an opportunity to disseminate resumes.
2. Coordinate with civil engineering firms on sponsoring students for dinner.

**Goal 3: Student Newsletter.**

1. Provide a 1 page newsletter of the Branch activities that are delivered by fax or e-mail to student branches.

**Goal 4: Civil Engineer Student Scholarship Awards.**

1. Solicit student applications for scholarship awards. Eligible students must be currently enrolled in an acceptable Civil Engineering Degree Program.
2. Develop evaluation criteria and evaluate applications for award. Recommendations shall be presented to the Branch Board of Direction.

**Primary and Secondary Education Committee**

The Primary and Secondary Education Committee is to coordinate and facilitate activities of the Branch related to K-12 school activities. The Committee will typically go into a school once a month and present a variety of programs. The Committee will also provide guidance, materials, and lesson plans for Branch members who have opportunities to go into schools to speak.

**Goal 1: Organize Engineering Awareness Programs with local elementary schools.**

1. Continue promoting fundamental engineering awareness programs established by the Branch with local elementary schools.
2. Coordinate with ASCE National on available school programs and fundamental engineering experiments, activities, promotional materials, etc.
3. Periodically provide the Newsletter Editor with information on specific activities and accomplishments for the various engineering programs.
4. Provide a written report to the ASCE Houston Board of Direction on the activities of Committee. A calendar of events should be provided to the Board as soon as possible.

**Goal 2: Organize Engineering Career Activities during Engineers Week.**

1. Coordinate with the Branch Engineer's Week Committee on potential career related activities during Engineers Week. Consider speakers from the Branch for the sponsored schools.

**Goal 3: Coordinate field trip with VP Technical to the Elementary School Designated by the Board to show the students what Civil Engineers do.**

## **BRANCH DIRECTOR**

The primary duties and responsibilities of the Branch Director (who must be an Associate Member or Younger Member) are to attend Branch meetings and represent the younger member viewpoint to the Board, to work with the Younger Member's Committee and Publicity Committee, to attend the meetings of the Board, and to carry out whatever additional committee activities and/or tasks as may be assigned by the President. Typically, Branch Director organizes two luncheon meetings. For 2008-2009 year, Branch Director shall assist VP Technical in coordinating one luncheon meeting in May or June.

The goals and task responsibilities of the Younger Member Committee and Publicity Committee are defined as follows:

### **Younger Members Committee**

The Younger Members Committee is responsible for the administration of the Daniel W. Mead Contest for the Houston Branch.

A Younger Member Committee also helps promote interest in the Houston Branch and Texas Section among the Associate Members and assists the Chair of the Texas Section Young Members Committee as necessary.

#### **Goal 1: Organize activities for younger members.**

1. Organize technical, social, and community activities for younger members.
2. Coordinate with the Student Chapters Committee and Technical Programs Committee to identify technical programs and speakers of interest to younger members for the March or April Branch Meeting.
3. Provide a written report to the ASCE Houston Board of Direction on activities of the Committee.

#### **Goal 2: Attend and participate in ASCE Zone III Younger Member Conference.**

1. Provide a written report to the ASCE Houston Board of Direction on the activities of the Conference. Recommend suggestions and ideas gathered from the Conference.

#### **Goal 3: Attend and participate at the ASCE National Younger Member Leadership Symposium.**

1. Provide a written report to the ASCE Houston Board or Direction.

#### **Goal 4: Organize and coordinate Younger Member Awards.**

1. The Younger Member Committee will be responsible for the Branch *Daniel W. Mead Paper Contest*. Duties include writing a "call for papers" article for the Branch Newsletter, distributing information, and encouraging Associate Members to participate. Eligibility of contestants must be verified and judges secured to select the Branch winner. The committee then submits all papers to the Texas Section for consideration as the Section winner.

2. The Younger Member Committee will also be responsible for other awards for younger members, including the Edmund Friedman Young Engineer Awards for Professional Achievement, the Young Member Group Award, The Collingwood Prize, the Young Government Civil Engineer Award, Younger Member website award and the Employer Recognition Program. Most of the Awards have submittal deadlines of February 1. The Chair should contact ASCE National for specific rules and application forms, and should work with the chair of the Branch Honors Committee for additional assistance. Coordinate nominations with the Texas Section and National. Also, coordinate with the Branch Honors Committee. Nominate member of Young Engineer of the Year and submit to the Branch Board for approval (Award presented during Engineering Week events in February).

**Goal 5: Organize a seminar for Younger Members.**

**Goal 6: Organize a committee for ASCE National at OTC.**

1. Organize a committee to have the student tours at OTC. Coordinate with ASCE National on specific requirements. The OTC will be held April 30<sup>th</sup> – May 3<sup>rd</sup>, 2010.

**Publicity Committee**

The Publicity Committee works to enhance the public image of ASCE under the direction of the Branch Director. Branch programs of public importance and interest should receive special attention in the form of bulletins or flyers mailed to members. A media mailing list should be continuously compiled, containing information regarding deadlines, formats, and any other pertinent material from major newspapers, engineering periodicals, and radio and television stations.

The Publicity Committee shall also solicit article nominations from local newspapers, magazines, etc. for ASCE Houston Branch Excellence in Journalism Award and a recommendation for the award made. The award is to be presented at the June Branch Meeting.

**Goal 1: Submit announcement of ASCE Houston Branch Officers to local newspapers.**

1. Submit announcement of ASCE Houston Branch Officers to the Houston Chronicle, Houston Business Journal, DBA Houston Magazine, etc., by September.

**Goal 2: Submit ASCE Houston Branch Meeting Calendar to local newspapers.**

1. Submit ASCE Houston Branch Meeting Calendar to have published in local newspapers.
2. Coordinate with local newspapers and media on special events held by the Branch.

**Goal 3: Solicit nominations for ASCE Houston Branch *Excellence in Journalism Award*.**

1. Solicit article nominations from local newspapers, magazines, etc., for ASCE Houston Branch Excellence in Journalism Award.

2. Coordinate nomination process and requirements with the Texas Section and ASCE National.
3. Recommend nomination to ASCE Houston Board of Direction for approval. Award will be presented at the June Branch Meeting.

**Goal 4: Provide assistance to Houston Branch Technical and Standing Committees.**

1. Assist with publicity efforts for the 2009 Texas Section Fall Conference, the Engineer's Week Committee, and the Membership Committee for the Houston Branch Assigned Membership Drive Program.

## **PAST PRESIDENT**

The Past President, as a voting member of the Board of Direction, shall offer the full benefit of experience in the former position as President, and shall assist in every possible way in attaining the objectives and goals set by the current President and the Board of Direction. In particular, the Past President should work with the Chairs of Past President's Council and Public Affairs Committees.

The goals and task responsibilities the committees of the Past President (Public Affairs and Historical Committee) are defined as follows.

### **Public Affairs Committee**

The Public Affairs Committee establishes contacts with local, state and federal public agencies in the geographical boundaries of the Branch. The Public Affairs Committee also identifies opportunities for the Branch to serve the engineering community with other professional and technical organizations. The Public Affairs Committee keeps the Branch members informed of local, state and national policy issues affecting the civil engineering profession.

State Public Affairs Grants Program (Due early December) support Texas Section as needed.

Develop a list of agency employees to be used by the President as potential guests for each monthly Branch meeting.

### **Historical Committee**

#### **Goal 1: Update the history of the Houston Branch.**

1. Update the document entitled: "History of the Houston Branch, American Society of Civil Engineers, 1943-1993". Coordinate with the Texas Section and National for pertinent information.
2. Reproduce report for ASCE Houston Board of Direction and Texas Section Office.
3. Create a listing of past chairs and co-chairs of the Branch Committees for the inclusion into the Branch history and make this list available to the Nominations Committee.
4. Coordinate nominations of ASCE Houston Branch OCEA Award with V.P. Technical.

#### **Goal 2: Suggest nominees for the Texas Section History and Heritage Award to the Branch Honors Committee.**

## TEXAS SECTION DIRECTOR

The primary responsibilities of the Texas Section Director is to serve in a liaison capacity between the Branch and the Texas Section. The Director is an officer both of the Branch and of the Section, and his duties and responsibilities are associated with the activities of each. Duties and responsibilities pertinent to activities of the Section are spelled out primarily in the Constitution, By-Laws, and RULES OF OPERATION of the Section. With respect to the Branch, duties and responsibilities are primarily concerned with making reports to the Branch of actions and activities of the Board of Direction of the Texas Section, making similar reports to the Section, and coordinating activities of the Section and the Branch. Included in the responsibilities would be that of presenting to the Board of Direction of the Texas Section any requests from the Board of Direction of the Branch.

The Texas Section Director has an extremely important function in the operation of the Branch and its activities in attaining not only its own goals and objectives but those of the Texas Section as well.

The goals of the Texas Section Director are described as follows.

- Goal 1:** Provide information to the ASCE Houston Board of Direction on specific recommendations for the Branch to coordinate activities with the Texas Section and ASCE National.
- Goal 2:** Provide a written report on the Texas Section Board Meetings.

## **SPECIAL AD-HOC TASK COMMITTEES**

Special Ad-Hoc Committees are overseen by the entire Board of direction.

### **HCFCD Task Force Committee**

#### **Goal 1: Maintain liaison with HCFCD.**

1. Represent ASCE on this task group as needed/requested by HCFCD.
1. Provide periodic written reports of activities to the Board of Direction.

### **Homeland Security**

#### **Goal 1: Define how the Houston Branch can coordinate with regulatory agencies.**

### **Texas Section Meeting**

**Goal 1: Organize the Fall Section Meeting.** On periodic basis, Houston Branch shall volunteer to host the Texas Section meeting. Typically, the Fall meeting is hosted by a large branch, the Spring meeting by a small branch. The Houston Branch shall strive to host a Texas Section meeting every 5 years.