

AMERICAN SOCIETY OF CIVIL ENGINEERS

Founded 1852

NEW HAMPSHIRE SECTION

OPERATING MANUAL

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PREFACE

The Section Board of Directors has published this “Operating Manual” as a guide to assist the Board of Directors in accomplishing their duties efficiently and effectively with the limited hours volunteered to conduct Section policy.

Active operation of the Section is undertaken by a coalition of constantly changing volunteers and, as such, requires some guidance in order to maintain continuity. Those who comprise the active membership are foremost a "team," commonly bound to foster and advance the Society and the Section. However, the necessities of effective management, as well as fair and proper delegation of the workload, require subdivision of the Section government into committees, task forces, and other entities. Thus, there arises the need for guidance to accompany this delegation of responsibility. It is the intent of this “Operating Manual” to satisfy that need; its purposes are manifold:

1. To eliminate the need for Board action concerning routine or recurring items by placing established policies before committees;
2. To educate the membership as to the organization and operation of the Section;
3. To assist active Section members;
4. To encourage individuals to become active Section members; and
5. To facilitate concerned members in the enhancement of Section objectives.

The specificity of this manual is intended to aid management and not to restrict it. Matters not directly addressed do not necessarily indicate that such matters or actions are prohibited. Likewise, assignment of duties to a specific person or group places responsibility for the duty, but does not preclude a transfer of duty to another individual through agreement, unless the task is specifically mandated in the Section Constitution or Section Bylaws.

The authority of the Board of Directors to act on behalf of the Section membership is through one of three hierarchical levels of authority (the “Canons”):

1. The Constitution sets forth the fundamental principles that we need to govern the Section;
2. The Bylaws are essentially applications of the Constitution; and,
3. The Operating Rules are the procedural policy of the Board of Directors. All statements in the Operating Manual that are not parts of the Constitution or Bylaws are considered to be Rules.

The Board of Directors recognizes that active Section involvement will necessitate the need to revise the Canons so that they reflect the changing philosophy or desires of the membership. Suggestions for changes are welcome and essential if the Section is to remain a dynamic and visible representative of the Civil Engineering profession in New Hampshire.

Mission Statement

The mission of the New Hampshire Section of ASCE is to uphold and enhance the integrity and ethics of the Civil Engineering profession; to serve the community of engineers and New Hampshire; to improve interaction with and education of the public and legislators; to foster professional and technical interaction among students, younger members, and experienced professionals; and to instill enthusiasm in the profession and the membership.

PART 1. CANONS

“Canons” are the body of rules, or the enabling legislation, that allow us to form and operate this organization. The Section has three documents that constitute the Canons that we use to organize and run the Section. Together, these documents provide the details needed to perform the Section functions and organize Section activities:

- (a) In similar fashion to the United States, the Section has its own governing document, the Constitution. This is a broad-brush document that describes the general types of allowable activities and defines the governing body (the Board of Directors).
- (b) The Section Bylaws are the location of the details regarding the operation of the organization and the functions of the Section government.
- (c) The Section Operating Rules constitute the specific details needed to conduct the business of this organization.

The matrix below illustrates the relationships between the Section controlling documents and three aspects of the Section: committees, subsidiary organizations, and continuing award programs.

Section Document	Voting on Amendments to the Canons	Committees	Subsidiary Organizations	Award Programs
Constitution	Board votes to approve, then membership votes to approve	Art. VI, §3	Art. VI, §1 (Branches, Technical Groups, and Institute Chapters)	Art. VI, §4
		----	Art. VI, §2 (Student Chapters)	----
Bylaws	Board votes to approve	----	Art. V, §1 (Branches)	Art. VIII, §1 (History & Heritage)
		----	Art. V, §2 (Granite State Geo-Institute)	Art. VIII, §2 (OCEA)
		----	Art. V, §3 (Student Chapter)	Art. VIII, §3 (EOY/YEOY)
		----	----	Art. VIII, §4 (Pres. Award)
Rules	Board votes to approve	Art. V, §1	----	----

Figure 1 (page 19) is an organization chart for the Section’s Committees (Part III), Subsidiary Organizations (Part IV), and Continuing Award Programs (Part V).

CONSTITUTION

ARTICLE I. NAME AND OBJECTIVE

Section 1 Name. The name of the organization shall be the New Hampshire Section of the American Society of Civil Engineers.

Section 2 Mission Statement. The mission of the New Hampshire Section of the American Society of Civil Engineers is to uphold and enhance the integrity and ethics of the civil engineering profession; to serve the community of engineers and the community as a whole; to improve interaction with and education of the public and legislators; to foster professional and technical interaction among students, younger members and experienced professionals; and to instill enthusiasm in the profession and Section membership.

ARTICLE II. MEMBERSHIP

Section 1 Grade. Membership grades shall conform to Constitution, Article II.

Section 2 Types. The membership shall be comprised of Assigned and Subscribing Members, as referenced in Bylaws, Article XII, Section 4.

ARTICLE III. DUES

Section 1 Entrance Fee. There shall be no entrance fee.

Section 2 Dues. The dues of each assigned member shall not be set by the Bylaws and Rules of this Constitution.

Section 3 Exemptions. Assigned Life Members and Honorary Members ~~of the~~ shall be exempt from payment of dues and shall have all the privileges of Subscribing Members.

Section 4 Rebates. Dues may be rebated in exceptional cases by the Board of Directors.

Section 5 Waivers. The Board of Directors may waive the annual dues of assigned members receiving similar privileges ~~by the~~ under Bylaws, Article IV, Section 6.

ARTICLE IV. GOVERNMENT

Section 1 Officers. The officers shall be a President, a President-Elect, a Vice-President, a Secretary, a Treasurer, a Clerk of the Board, a Past-President, and two (2) Delegates to the New England Council. Only subscribing members are eligible to serve as officers.

Section 2 Terms of Office. All Board positions shall be for terms of one year. The officers of the Section shall be:

- (a) The President shall serve a 1-year unelected position; the President shall assume the office immediately following the conclusion of a term as President-Elect.
- (b) The President-Elect shall be elected for a 1-year term annually.
- (c) The Past President shall serve a 1-year unelected position, assuming the office immediately following the conclusion of a term as President.
- (d) The Vice President shall be elected to a 1-year term annually.
- (e) The Treasurer shall be elected to a 1-year term annually.
- (f) The Secretary shall be elected to a 1-year term annually.
- (g) The Clerk of the Board shall be elected to a 1-year term annually.
- (h) The Junior New England Council Delegate shall be elected to a 1-year term annually.
- (i) The Senior New England Council Delegate is an unelected position, shall serve a 1-year term, and shall assume the office immediately following the conclusion of a term as Junior New England Council Delegate.

Notwithstanding the New England Council Constitution, terms of all officers shall begin at the close of the Section's Annual Meeting and continue until a successor qualifies.

Section 3 Board of Directors. The officers shall constitute a Board of Directors in which the government of the Section shall be vested. It is recommended that at least two (2) members of the Board of Directors hold the membership grade of Associate Member or higher.

ARTICLE V. MEETINGS

Section 1 Membership Meetings. Meetings announced to the Section membership are Membership Meetings. Two (2) members of the Board of Directors and five (5) subscribing members shall constitute a quorum for the transaction of Section business. At least one (1) membership meeting, termed the Annual Meeting, shall be held each year.

Section 2 Board of Directors' Meetings. Meetings of the Board of Directors shall be held as determined by the Board to be necessary for the discharge of its duties.

Section 3 Committee Meetings. Meetings of the various Section committees may be held as deemed necessary to discharge committee duties.

ARTICLE VI. LOCAL ACTIVITIES

Section 1 Subsidiary Organizations. The Board of Directors may establish Branches, Technical Groups, and Institute Chapters that enhance or perform any of the functions proper to the Section objectives.

Section 2 Affiliations. The Board of Directors may support Student Chapters or Student Clubs, as prescribed by the ASCE National. The Board of Directors may also support other local organizations that enhance Section objectives.

Section 3 Committees. The Board of Directors may establish committees deemed necessary. The President shall seek and appoint the chairpersons of the several committees.

Section 4 Programs. The Board of Directors may establish continuing programs that enhance Section objectives.

ARTICLE VII. AMENDMENTS

Section 1 Adoption. Any subscribing member may submit to the Secretary a proposed amendment in writing. The Secretary shall circulate the proposed amendment to the Board of Directors who, upon having reasonable opportunity to discuss the proposal, shall vote on the proposal by roll call. Thereupon, said proposal must receive an affirmative vote of at least two thirds of the Board of Directors, proxies acceptable, before being submitted to the Section membership for their consideration by secret ballot. At least two-thirds of the valid ballots cast by subscribing members are required for adoption.

Section 2 Effective Date. Affirmed amendments shall be effective immediately.

ARTICLE VIII. BYLAWS

Section 1 Adoption. The Board of Directors may adopt bylaws on behalf of the Section consistent with this Constitution for clarification and guidance.

BYLAWS

ARTICLE I. MEMBERSHIP

Section 1 Disciplinary Proceedings. Alleged violations of Society provisions shall be considered by the Section Ethics Committee for action by the Society Board of Direction in accordance with Society Bylaws, Article III. Alleged violations of the Code of Ethics of the New Hampshire Joint Board of Licensure and Certification shall be considered by the Section Ethics Committee for referral to the New Hampshire Joint Board of Licensure and Certification and/or the Society Committee on Professional Conduct for possible action under Society Bylaws, Article III.

ARTICLE II. DUES

Section 1 Payment. The annual dues for members of the Section shall be determined by the Board of Directors and presented to the members at the Annual Meeting. Dues are payable in advance and are due on January 1.

ARTICLE III. ELECTION OF OFFICERS

Section 1 Nominating Committee. The Nominating Committee shall be composed of the President, President-Elect, and the three (3) most recent resident past Presidents of the Section.

Section 2 Duties. The Nominating Committee shall develop a slate of official nominees, who have consented to serve if elected.

Section 3 Nominees by Petition. The name of any other candidate eligible for office may appear on the ballot by the submittal of a written petition bearing the signatures of at least five (5) percent of the subscribing members of the Section, provided that a statement of consent to serve shall also be filed by said candidate.

Section 4 Candidates. Elected officers may be selected to succeed themselves in consecutive terms.

Section 5 Balloting. A letter ballot containing the names of the official slate of nominees, nominees by petition, and space for write-in votes will be sent to the membership in accordance with a prescribed timetable promulgated by the Board of Directors and administered by the Secretary.

Section 6 Vote Tally. For each office, the candidate receiving the highest number of valid votes cast by subscribing members shall be declared elected. Tie votes shall be resolved by majority vote of the incoming Board of Directors.

Section 7 Elections. Election of officers shall be by secret ballot circulated by the Secretary, voted on only by subscribing members, and tallied under the supervision of Ballot Tellers appointed by the President.

Section 8 Officer Vacancies. A vacancy in the office of President shall be filled by the President-Elect. A vacancy in the office of President-Elect shall be filled by the Vice President. Other vacancies, and vacancies created by ascension of officers, shall be filled for the unexpired term by appointment by the Board of Directors.

A President-Elect who has filled a vacant office of President may serve as President the following year. In such event, the former Vice President who has filled the vacant office of President-Elect shall continue in that office for the following year. In the case of failure of the succession, the most recent Past President who is a subscribing member of the Section and who is willing to serve shall act as President.

Section 9. Special Situations. The Board of Directors shall have the authority to resolve any unusual circumstances, of elections and officer vacancies, not specifically addressed by this Article.

ARTICLE IV. MEETINGS

Section 1 Minimum. In addition to the Annual Meeting, at least two other Membership Meetings will be held each year.

ARTICLE V. SUBSIDIARY ORGANIZATIONS

Section 1 Branches. The Section shall establish and maintain the Upper Valley Branch, which will promote Section activities within the Upper Connecticut River Valley.

Section 2 Technical Groups. The Section shall encourage formation and operation of Technical Groups in accordance with ASCE National policies.

Section 3 Student Organizations. Student Chapters and Student Clubs shall be established and administered in accordance with Society policies.

Section 4 Institute Chapters. The Section shall encourage formation and operation of Chapters affiliated with the Society professional institutes.

ARTICLE VI. MANAGEMENT

Section 1 Fiscal Year. The Section's fiscal year shall be from October 1 to September 30.

ARTICLE VII. NEW ENGLAND COUNCIL

Section 1 Membership. The Section shall subscribe to the Constitution and Bylaws of the New England Council insofar as such provisions do not conflict with Section provisions.

Section 2 Delegation. The Section shall provide two delegates to represent the Section at the Council. The delegation shall consist of two delegates who serve 2-year terms:

- (a) The delegate serving the first year of the two-year term shall be termed the Junior Delegate.
- (b) The delegate during the second year of the two-year term shall be termed the Senior Delegate and will be the Chair of the Section delegation.

In accordance with New England Council Constitution, Amendments, Article II, the Section President shall also be a member of the delegation.

Section 3 Alternates. The President shall appoint alternate delegates as the need dictates.

Section 4 Vacancies. Permanent vacancies will be filled in accordance with the Section Bylaws.

Section 5 Council Officers. Any delegate elected to officer position within the Council shall be entitled to only one council vote in the dual capacity as delegate/officer. Terms of council delegates, as prescribed in Section Constitution, Article IV, Section 2, shall not be affected by service as a council officer. This section shall not prohibit a non-delegate council officer from having a council vote in accordance with the Council Constitution.

Section 6 Certification. In accordance with Council Constitution, Article II, Section 3, the Section Secretary shall inform the Council Secretary in writing of the names, addresses and approximate term dates of the delegation members.

ARTICLE VIII. CONTINUING AWARD PROGRAMS

Section 1 Historic Landmarks Program. A program identifying New Hampshire Historic Civil Engineering Landmarks shall be established by the Board of Directors.

Section 2 Outstanding Civil Engineering Achievements. A program identifying New Hampshire Outstanding Civil Engineering Achievements shall be established by the Board of Directors.

Section 3 Engineer/Young Engineer of the Year Award. The Board of Directors shall participate in a joint program with other New Hampshire engineering societies in the selection of recipients for the New Hampshire Engineer of the Year and Young Engineer of the Year awards.

Section 4 President's Award. The Board of Directors shall establish an award program to recognize and reward outstanding service and contributions to the Society by Section members. Officers of the Section are eligible for this Award.

ARTICLE IX. OFFICIAL PUBLICATION

Section 1 Newsletter. A newsletter shall be the official publication of the Section. Notices and announcements appearing therein shall be deemed to have been brought to the attention of the membership.

ARTICLE X. RULES

Section 1 Rules. The Board of Directors may adopt policy and procedural rules consistent with the Constitution and Bylaws for clarification and guidance.

ARTICLE XI. AMENDMENTS

Section 1 Adoption. Any subscribing member may submit to the Secretary a proposed amendment in writing. The Secretary shall circulate the proposed amendment to the Board of Directors who, upon having reasonable opportunity to discuss the proposal, shall vote on the proposal by roll call. Thereupon, said proposal must receive an affirmative vote of at least two-thirds of the Board of Directors, proxies acceptable, in order to be adopted.

Section 2 Effective Date. Affirmed amendments shall be effective immediately.

OPERATING RULES

ARTICLE I. MEMBERSHIP

Section 1 Roster. The Secretary shall maintain a current roster of the Section membership and shall make the monthly addendum by the Society known to other officers or committee members who require such information.

Section 2 Life Members. Certificates shall be presented if practicable, to recipients at the Section's Annual Meeting.

ARTICLE II. DUES

Section 1 Payment. Shall be made through the Society.

Section 2 Dues. Dues of each assigned member shall be reviewed periodically and adjusted as required to accomplish the Section's mission.

ARTICLE III. MANAGEMENT

Section 1 Depositories. An FDIC-insured banking institution, as approved by the Board of Directors, shall be the official depository for Section funds.

Section 2 Disbursals. Withdrawal of funds from Section accounts is authorized only through the signature of either of two officers: Treasurer and President. The Treasurer will notify the trust fund account executive of the new offices authorized to withdraw funds from the scholarship trust fund.

Section 3 Audit. The Board of Directors shall assure that the books of account of the Section have been audited prior to transfer of any material from an outgoing Treasurer to an incoming Treasurer. Such audit shall be accomplished prior to October 15.

Section 4 Mail Service. The section will strive to distribute section information using the most expeditious and economical means.

Section 5 Disbursements. The Treasurer may establish procedures for disbursing funds, as budgeted, to the several committees.

Section 6 Address Records. In accordance with Society Rules, Article 10.1, address records are intended for use solely for Section business. Non-affiliated groups or institutions may receive the address information provided that the use of the requested information is deemed by the Secretary to be of direct interest or value to the membership and is approved by the President. A separate request must be made by the user for each use of the information.

Section 7 Quorum. Five directors shall constitute a quorum for the transaction of Section business. Unless otherwise specified, a plurality of directors voting at a Board of Directors meeting shall be sufficient for the passage of Board action.

Section 8 Education Scholarships. The Board of Directors shall work in conjunction with the Engineering Education Committee to encourage the continued growth of the funds and the awarding of scholarships to deserving recipients.

ARTICLE IV. ELECTIONS/ VOTING

Section 1 General Elections. The Nominating Committee will develop a slate of official nominees at least 75 days before the Section's Annual Meeting. Nominees by petition must inform the Board of Directors of their intention to run for office at least 75 days before the Annual Meeting. Following these notifications, the President shall appoint Ballot Tellers.

Ballots shall be distributed to the membership not later than 60 days before the Annual Meeting. Ballots from subscribing members, postmarked or delivered at least 30 days before the Annual Meeting, shall be deemed valid. The results of the election shall be reported in the following Newsletter and on the Section website.

Section 2 Special Elections. The Secretary, upon approval of the President, shall establish a timetable that quickly accomplishes the intent of the preceding section in administering an election pursuant to Section Bylaws.

Section 3 Constitutional Amendments. Voting by the membership on constitutional amendments may take place at any time. The Secretary shall be responsible for the canvassing and reporting of votes.

ARTICLE V. COMMITTEES

Section 1 Committees. The Board may establish the following categories to serve as an aid for the management of Section activity and the orderly dissemination of work:

- A. Standing Committees are committees concerned with specific tasks or issues that are continually required from year to year.
- B. Task Committees are committees concerned with specific tasks or duties that are of short-term duration.
- C. Joint Committees are committees with a specific charge as agreed upon in cooperation with one or more other non-ASCE organizations.

Section 2 Bylaws. The committees may establish bylaws for their guidance. Bylaws and amendments thereto become effective upon approval of a majority of the Board of Directors.

Section 3 Board Contacts. Unless otherwise specified, the President shall assign each director as a contact to one or more committees. Contacts serve the express purpose of maintaining constant liaison between the Board and the committees.

ARTICLE VI. OTHER RULES

Section 1 Operating Manual. A manual to assist in the operations of the Section shall be maintained by the Secretary, as approved by the Board of Directors. Except for the Constitution and Bylaws, all other contents of the manual will be considered a part of these rules.

Section 2 Operating Procedures. Individual officers may establish written operating procedures for recurring administrative tasks provided they are reviewed annually and distributed to all individuals directly affected.

ARTICLE VII. AMENDMENTS

Section 1 Adoption. Any officer may submit a proposed amendment at any meeting of the Board of Directors, at which time it may be discussed and acted upon. Thereupon, said proposal must receive an affirmative vote of fifty (50) percent of the Board of Directors, proxies acceptable.

Section 2 Effective Date. Affirmed proposals shall be immediately effective.

PART II. BOARD-OF-DIRECTORS

The Board-of-Directors of the Section are vested with the authority to govern the ASCE New Hampshire Section. The Board-of-Directors consists of the following nine officers:

- President
- President-Elect
- Past President
- Vice President
- Treasurer
- Secretary
- Junior New England Council Delegate
- Senior New England Council Delegate
- Clerk of the Board

Each officer has one (1) vote. In accordance with Article III, §7 of the Section Rules, five (5) Board members will constitute a quorum for voting purposes at Board-of-Directors meetings.

(A) PRESIDENT

The President is the senior executive officer and chairperson of the Board of Directors. The President provides leadership in all Section activities, and is a voting member of the Board of Directors. The duties of the office of President are:

- To ensure that policies established by the Canons, the Board of Directors, and the Society are implemented.
- To preside, with voting privilege, at all meetings of the Membership and the Board of Directors.
- To supervise and coordinate the activities of the officers, delegating duties as necessary.
- To appoint the chairpersons of the committees in accordance with Constitution Article VI, Section 3.
- To appoint Board Contacts (Part III of this Manual) to the committees.
- To correspond with Society officials, other organizations, or individuals, as required.
- To serve as Board Contact to various committees deemed necessary.
- To serve as an advisor to the Budget Committee (Part III of this Manual).
- To serve as a member of the delegation to the New England Council (Bylaws, Article VII).
- To provide a written agenda at regular meetings of the Board of Directors.

(B) PRESIDENT-ELECT

The President-Elect will act as President in the absence of the President. The President-Elect shall prepare fully for the impending term as President of the Section. The President-Elect is a voting member of the Board of Directors. The duties of the office of President-Elect are:

- To serve as Chair of the Program Committee (Part III of this Manual).
- To serve as Board Contact to committees as directed by the President.
- To solicit chairpersons of the committees following the general election so that compliance with Constitution Article VI, Section 3 may be realized immediately following the Annual Meeting.
- To serve as chairperson of the Budget Committee (Part III of this Manual).
- To serve as chairperson of the Strategic Planning Committee.

(C) VICE PRESIDENT

The Vice President will assist the President with board duties or tasks, as directed, and shall familiarize himself with the overall activities and procedures of the Section. The Vice President is a voting member of the Board of Directors. The duties of the office of vice president are:

- To initiate frequent contact and provide liaison between the Board of Directors and the contact members and faculty advisors of student chapters.
- To serve as Board Contact to the Publications Committee and other committees as appointed and deemed necessary by the President.
- To perform specific tasks as delegated by the President.
- To serve as chairperson of the Publicity Committee in the absence of a chair.

(D) PAST PRESIDENT

The Past President shall provide constructive counseling on policies and activities of the Board of Directors as they relate to Section and Society procedures. The Past President is to make full use of experience gained as a Section leader in providing acumen and continuity to the Board of Directors. The Past President is a voting member of the Board of Directors. The duties of the office of Past President are:

- To serve as a member of the Nominating Committee.
- To serve as Board Contact to the Nominating Committee
- To serve as Board Contact to other committees as appointed by the President.
- To perform specific tasks as delegated by the President.

(E) SECRETARY

The Secretary is the administrator of the Section and, with the advice of the President, as necessary, oversees all promulgations of the Section Canons. The Secretary is a voting member of the Board of Directors. The duties of the office of secretary are:

- To develop and distribute the Section's Annual Report. In addition to providing the data required by the Society, the report will be so written as to also serve as a Section History of the year's activities.
- To maintain the Section files and documentation, and serve as Section archivist.
- Update the Operating Manual bi-annually (odd years).
- To assure proper maintenance of Section address records.
- To coordinate all Section printings, publishing, mailings, and electronic correspondence.
- To correspond with Society officials and other organizations or individuals, as required, or as directed by the President.
- To ensure that the membership receives timely notification of annual programs or procedures as constituted in the Canons.
- To disseminate information of routine action requirements to affected committees or officers prior to meetings of the Board of Directors.
- To maintain a notebook containing Society and Section resolutions, position papers, and other policy documents.
- To serve as a member (advisor) to the Budget Committee (refer to Part III of this Manual).

- To serve as Board Contact to committees as appointed by the President.
- To serve as the Board Contact to the Section Webmaster.

(F) TREASURER

The Treasurer is the comptroller of Section funds and financial documents or procedures. The Treasurer is a voting member of the Board of Directors. The duties of the office of Treasurer are:

- To receive, control, and disburse Section funds.
- To prepare and maintain financial records and make written reports for each meeting of the Board of Directors. Such reports will reflect debits and credits charged against the budget line item of the specific committees, officers, or activities generating the entry.
- To prepare an annual financial report for inclusion in the Section Annual Report.
- To serve as a member or advisor of the Budget Committee (refer to Part III of this Manual).
- To correspond with the Society in matters concerning the U.S. Internal Revenue Service.
- To make arrangements with the chairpersons of the Membership and Hospitality Committees to ensure that receipts collected at membership meetings are deposited in the Section checking account.
- To prepare and distribute dues-related correspondence, as required, and to send follow-up notices to non-payees.
- To serve as Board Contact to committees as appointed by the President.

(G) CLERK OF THE BOARD

The Clerk of the Board is the recorder of the proceedings of membership meetings and meetings of the Board of Directors. The Clerk of the board is a voting member of the Board of Directors. The duties of the office of Clerk of the Board are:

- To ensure the recording of the minutes of the meetings of the Board of Directors, and distributing the same as soon as practicable following the meeting.
- To ensure the recording of the minutes of membership meetings and to circulate the same at the following regular meeting of the Board of Directors.
- To serve as Board Contact to committees as directed by the President.
- To perform specific tasks as directed by the President.
- To publish annually a Committee Assignment and Telephone Roster for distribution to the membership no later than November 15 of the operating year.
- To fully disseminate information on routine action requirements to affected committees or officers prior to meetings of the Board of Directors.

- To distribute the ASCE Annual Register to the Board of Directors.

(H) NEW ENGLAND COUNCIL DELEGATES

The Senior New England Council Delegate and the Junior New England Council Delegate (refer to Bylaws, Article VII) are the Section liaisons to the New England Council. Each Delegate is a voting member of the Board of Directors. The duties of the office of the New England Delegates are:

- To carry forth to the Council the position of the Board of Directors on the various issues of action or discussion.
- To inform the Board of Directors of the known or expected agenda and resolutions of Council meetings.
- To strive to initiate or perform activities that will advance the objectives of the Council (refer to the New England Council Constitution).
- To serve as Board Contacts to committees as appointed by the President.
- To serve as the Section's delegates to the Region 1 Assembly. The Senior Delegate shall be the voting member. In the absence of the Senior Delegate, the Junior Delegate shall be the voting member.
- To perform specific tasks as delegated by the President.

PART III. COMMITTEES

Committee work is a strange and elusive concept. Within its guise, an unproductive person can languish and collect grandiose titles for a resume, yet make little real contribution to the Section or to the civil engineering profession. On the other hand, and more importantly, it is meaningful committee work that "makes" the Section and enhances the profession. Without active, influential committee work, the New Hampshire Section is nothing more than a group of civil engineers who live in the same state. With its innovative and aggressive accomplishments, the Section effectively leads the civil engineering profession to a better state of recognition and respect.

The Society and the Section are associations concerned with both professional and technical aspects of the civil engineer. Accordingly, the scope of committee charges ranges through a variety of subjects. In accordance with Article VI, §3 of the Section's Constitution, the Board of Directors creates the committees as needed and/or requested. Committees are not created simply for the sake of writing committee descriptions. The Board has traditionally responded to a requested need for a committee. Likewise, if a committee has a lengthy period of inactivity it is likely to be dissolved, for the Board strives to represent the views of the membership.

The Board of Directors also realizes that individuals have personal, professional, and civic responsibilities that do not always allow for full involvement in Section affairs. The membership should realize that the people who perform only one task per year on behalf of the Section are equally as important as the person who contributes several hours per week. Between those two extremes are infinite possibilities for contribution of your time. One possibility used in the past has been the appointment, by committees, of Advisory Members, who, without committee vote, were kept abreast of committee work and were able to lend important guidance on issues within their expertise.

Due to the diversity of civil engineering issues and Section concerns, there exists a need for different types of committees:

Standing Committees are committees concerned with professional or technical aspects of the profession or administrative aspects of the Section that are considered necessary from year to year.

Joint Committees are similar in description to Standing Committees but are authorized by the Board of Directors to cooperate with other associations or societies.

Task Force Committees are similar in description to Standing Committees but are usually empowered only for a short duration.

Board Contacts

Considering the varying schedules of committee people, the different types of work of the several committees and the flexible time frames between meetings of the Board of Directors, the organizational concept of Board Contact was established to provide each committee with direct contact to one of the directors. The President makes these assignments.

The Board Contact is to be readily available to provide to the committee interpretation or explanation of Board or Section policy, thereby eliminating any hesitancy of the committee to act and to also eliminate any time delay due to the necessary bureaucratic nature of the Section. Likewise, the committee should keep the Board Contact fully informed of its activities.

Constant communication between the Board and the committee is essential and it is the equal responsibility of both the Board Contact and the committee chairperson to initiate or maintain frequent information exchanges. At Board meetings, the Board Contact must be fully cognizant of committee activities and in order to complete the cycle, it is Board policy that Board Contacts mail each committee the most recent Board of Directors meeting minutes.

The ASCE New Hampshire Section has empaneled a number of Standing Committees over the years as listed below.

Budget Committee
Communications Committee
Construction Engineering Committee
Engineering Education Committee
Ethics Committee
Government Affairs Committee
History & Heritage Committee
Hospitality Committee
Land-Use Committee
Membership Committee
Municipal Engineers Committee
Nominating Committee
Program Committee
Publicity Committee
Strategic Planning Committee
Technical Committee
Younger Members Committee

In addition, ASCE New Hampshire has entered into agreements with allied societies in New Hampshire to form the following joint committees:

Architects-Contractors-Engineers Committee
Joint Committee of NH ASCE – NH LSA

Joint Committee of Engineering for Environmental Quality
Joint Committee of New Hampshire Engineering Societies

Figure 1 illustrates the relationships between the different types of committees.

The Section Board-of-Directors has the authority to establish additional committees if requested by the membership.

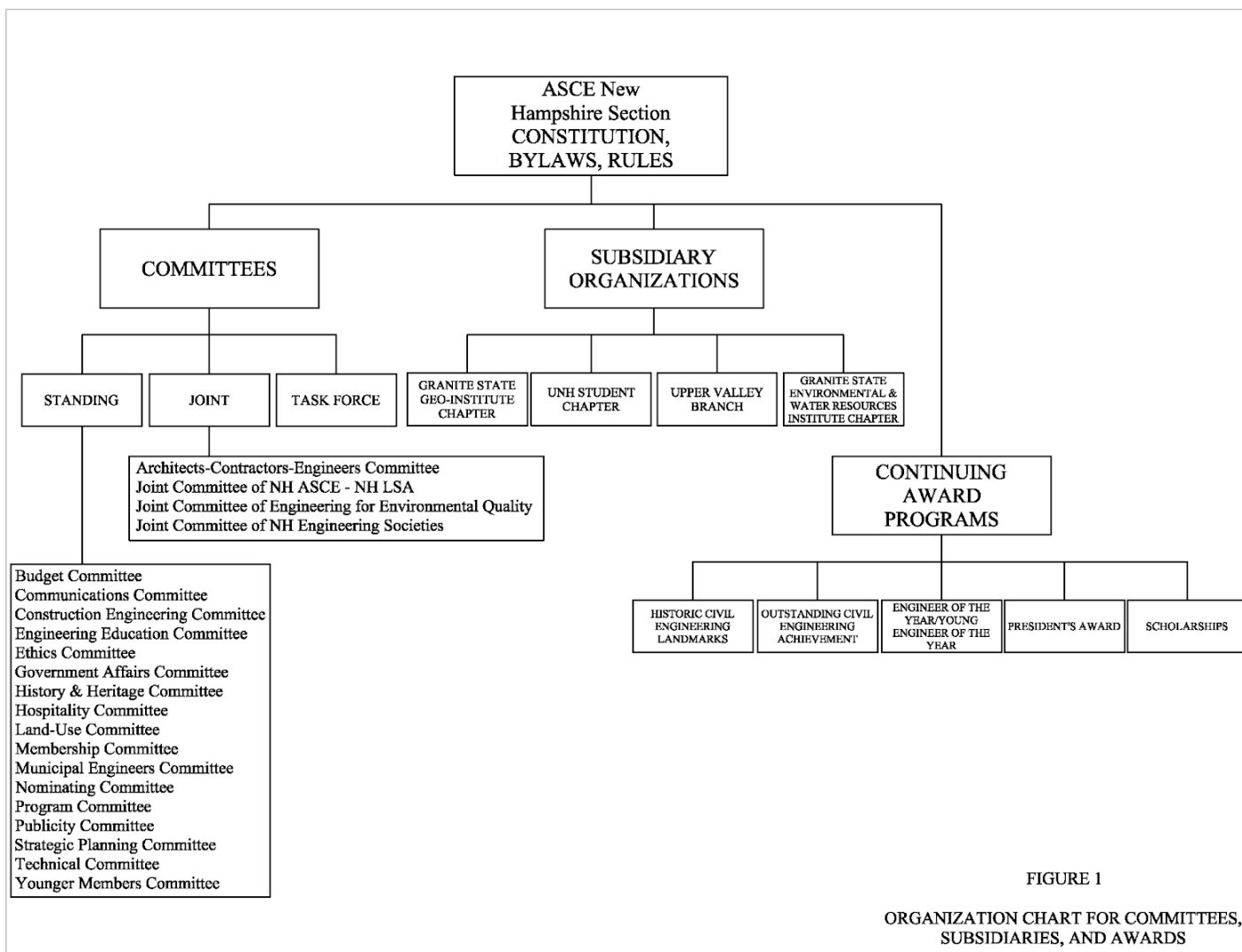


FIGURE 1

ORGANIZATION CHART FOR COMMITTEES,
SUBSIDIARIES, AND AWARDS

STANDING COMMITTEES

BUDGET COMMITTEE

The Budget Committee provides the Board of Directors with a proposed line item budget for the next operating year.

Organization The President-Elect, the incoming Secretary, and the incoming Treasurer shall be voting members of the committee, who shall also seek the advice of the President, the outgoing Secretary and the outgoing Treasurer.

Duties

1. Work of the committee will be initiated following the general elections and completed in August.
2. The proposed budget shall be displayed at a membership meeting.
3. Upon acceptance of the proposed budget, the committee shall ensure distribution to all directors, committee chairpersons, and other interested individuals prior to the new fiscal year
4. To prepare an annual report of activities.

Board Contact is not required.

COMMUNICATIONS COMMITTEE

The Communications Committee will provide the Section membership with a tabloid providing notice of Section activities, upcoming events, and articles of interest to the membership. In addition, this Committee will publish and distribute Section-sponsored technical and professional journals, position papers, directories, books, and other publications as authorized by the Board of Directors.

Organization The committee shall be directed by a chairperson who will be the Newsletter Editor appointed by the President. The committee shall consist of the Newsletter Editor, Webmaster, and any number of committee members as required to meet committee objectives.

Duties

1. To prepare, solicit, and edit articles for the Section newsletter and website.
2. To oversee the production and mailing of the newsletter to the Section membership.
3. To oversee advertisements in the Section's Newsletter
4. To solicit Journal subscriptions, oversee publication and mailing of the Journal to subscribers.
5. To publish and distribute Position Papers adopted by the Section.
6. To publish Section-sponsored publications such as books, pamphlets, and membership directories.

7. To maintain a library of Section publications.
8. To establish and maintain a website (www.ASCE-NH.org). Items to be posted on the site include, but are not limited to, minutes of Board of Directors and committee meetings, calendars of upcoming events, newsletters, and a roster of current officers.
9. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

CONSTRUCTION ENGINEERING COMMITTEE

The Construction Engineering Committee meets to consider, discuss, evaluate, and formulate positions regarding issues that affect members of the construction engineering community. Accordingly, this Committee can meet with other parties as part of the Architects-Contractors-Engineers (ACE) Committee in support of that committee's objectives.

Organization The committee shall be composed of at least three (3) members, one of whom shall be appointed chairperson by the President. The committee may elect other officers, as it deems necessary. Committee membership, for voting purposes, shall be equal to the number of members present at any committee meeting. Unless designated otherwise by the committee, the chairperson shall be the designated voting member to the ACE Committee.

Guideline No action shall go before ACE Committee with Section support unless it has the recommended support of the Construction Engineering Committee and the approval of the Board of Directors.

Duties

1. To maintain active and continuous representation on the ACE Committee.
2. To recommend action, as necessary, to the Board of Directors on matters requiring a vote of the ACE Committee.
3. To continually seek the greatest committee membership possible.
4. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

ENGINEERING EDUCATION COMMITTEE

The Engineering Education Committee is charged with ensuring an active Section program of continuing engineering education.

Organization The committee shall be directed by a chairperson appointed by the President. The chairperson shall seek any number of committee members.

Duties

1. To establish continuing education programs and a Professional Engineers Examination review course.
2. To inform the membership of matters concerning the maintenance of technical and professional competence.
3. To promote engineering programs and career opportunities among New Hampshire schools and the general public.
4. Administer the S. Russell Stearns Scholarship to civil engineering students enrolled in an ABET-accredited Civil Engineering Program. Responsibility includes distributing applications to faculty advisors, reviewing applicants, and recommending recipients of the award to the Board of Directors.
5. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

ETHICS COMMITTEE

The Ethics Committee considers and acts on matters of professional conduct by the membership.

Organization The committee shall consist of three members, including a chairperson, all of whom shall be appointed by the President and approved by a majority of the Board of Directors.

Duties

1. To ensure enforcement of Section Bylaws, Article I, Section 1.
2. To investigate the legal ramifications of the committee, the Board of Directors, and the Section as it relates to the action of the committee; and to make necessary recommendations thereon to the Board of Directors.
3. To maintain frequent contact with the New Hampshire Joint Board of Licensure and Certification.
4. To assure the maintenance, by the chairperson, of a complete and fully documented file of committee activities concerning specific cases of alleged violations.
5. To develop written guidelines, as necessary, to ensure consistent committee activity from year to year.

6. To recommend action, as necessary, to the Board of Directors concerning inequities or repressive aspects of the existing New Hampshire statutes that affect the work of the committee.
7. To prepare an annual report of activities.

Board Contact is the Section President.

GOVERNMENT AFFAIRS COMMITTEE

The Government Affairs Committee is concerned with the activities of the New Hampshire General Court and Executive Branch as they relate to the engineering profession and to the health, safety, and welfare of the public and the environment.

Organization The committee shall be directed by a chairperson appointed by the President. The chairperson shall seek any number of committee members.

- Duties**
1. To scrutinize proposed legislation and alert the Board of Directors and the membership of any legislation concerning professional civil engineering matters.
 2. To scrutinize proposed regulations and alert the Board of Directors and the membership of any regulations concerning professional civil engineering matters.
 3. To present testimony at legislative hearings as directed and/or to encourage others to do likewise.
 4. To inform the Section representative to the Joint Committee of New Hampshire Engineering Societies of matters that might be of concern to the Joint Committee.
 5. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

HISTORY AND HERITAGE COMMITTEE

The History & Heritage Committee promotes a better understanding of the history and heritage of American Civil Engineering and assists in the collection and preservation of information pertaining to its development.

Organization The committee shall be directed by a chairperson, appointed by the President. The chairperson shall seek any number of committee members.

- Duties**
1. To administer and ensure continuing progress of the New Hampshire Historic Civil Engineering Landmarks Program.

2. To investigate the possibility of collecting and maintaining civil engineering artifacts, possibly in cooperation with the State or a local historic society.
3. To prepare and promote the inclusion of information of historic civil engineering landmarks within New Hampshire in guidebooks and maps used by the general public.
4. To encourage the preservation of national, local or potential historic civil engineering landmarks within New Hampshire.
5. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

HOSPITALITY COMMITTEE

The Hospitality Committee will extend Section hospitality to members, potential members, and guests of the Section at all Membership Meetings.

Organization The President-Elect shall chair the committee. The chairperson shall seek any number of committee members.

Duties

1. To coordinate logistics of Membership Meeting reservations.
2. To be responsible for the collection of funds at all Membership Meetings. Said funds to be transferred to the Treasurer.
3. To retain and assume display of the Section banner at all Membership Meetings.
4. To be responsible for assuring the presence of at least one other "greeter" at all Membership Meetings.
5. To assist the Clerk of the Board in assembling minutes of the Membership Meetings.

LAND-USE COMMITTEE

The Land-Use Committee shall assess, develop, recommend, and evaluate all facets of the land-use and regulations and concerns as they affect New Hampshire, and to disseminate the resulting information to membership.

Organization The committee shall be directed by a chairperson appointed by the President. The chairperson shall seek any number of committee members.

Duties

1. To refine and propose, as necessary, revisions to the Section Position Paper on Land Use Policy and Legislation.

2. To review and comment on proposed legislation, within the framework of the above position paper, to the appropriate body, upon review of the President.
3. To sponsor or co-sponsor programs that serve to integrate the efforts of the Section with other land-use oriented organizations.
4. To inform or educate the public of the virtues or necessity of land-use legislation.
5. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

MEMBERSHIP COMMITTEE

The Membership Committee shall distribute information to membership and potential members of the Section.

Organization The committee shall be directed by a chairperson appointed by the President. The chairperson shall seek any number of committee members. Task members may also be utilized by the committee in performing its duties.

- Duties**
1. To send a letter of welcome to all new Section members.
 2. To promote programs to attract new members to the Section.
 3. To maintain ample supplies of membership and career information by corresponding directly with the Manager, Field Services, ASCE.
 4. To display appropriate Society and Section material at all Membership Meetings.
 5. To be responsible for assuring the presence of at least one other "greeter" at all Membership Meetings.
 6. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

MUNICIPAL ENGINEERS COMMITTEE

The Municipal Engineers Committee will work to be a viable organization for Municipal Engineers in New Hampshire, maintaining visibility within the profession and providing services that benefit the membership. This Committee will maintain the visibility of municipal engineering community and serve as their advocate within the profession.

Organization The Council membership elects a seven member Board of Directors composed of a Chair, Vice-Chair, Clerk, Treasurer, and three additional Directors. Membership is open to any member of the staff of any City, Town, or municipal engineering or public works department or division of any municipality within the State of New Hampshire whose duties

are of a professional nature such as those embodied in the term "professional engineer."

- Duties
1. To meet the technical and professional needs of municipal engineering employees within the State of New Hampshire. This will be accomplished through hosting daytime meetings with presentations by public and private individuals on topics of mutual concerns (such as highway design and maintenance, State and Federal regulations, state of the art procedures and practices, etc.), conducting special seminars and becoming active in the Legislative process.
 2. An annual report of Council activities is prepared and submitted to the President.

Board Contact is appointed by the Section President.

NOMINATING COMMITTEE

The Nominating Committee will seek and recommend Section members for Section and Society positions and honors.

Organization In accordance with Section Bylaws, Article III, Section 1, the committee shall be comprised of the current President, President-Elect and the three most recent past presidents. The Past President shall be the chairperson.

- Duties
1. To seek and develop a slate of official nominees for the general elections.
 2. To consider and submit nominations of Section members for Society awards, prizes and medals, as described in the ASCE Official Register.
 3. To seek and submit nominations of Section members for membership on Society professional committees, as described in the ASCE Official Register.
 4. To assist Section members seeking appointment to a Society Technical or Task Committee.
 5. To prepare an annual report of activities.

Board Contact is the Section Past President.

PROGRAM COMMITTEE

The Program Committee is charged with organizing the Section Membership Meetings.

Organization The President-Elect shall be the chairperson of the committee. The chairperson shall seek any number of committee members. Task subcommittees may also be formed by the committee to perform its duties.

Duties

1. To suggest or develop program details of Membership Meetings.
2. To seek and negotiate terms with appropriate persons for places of meeting.
3. To assure successful meetings through coordination with the Membership, Hospitality, and Publicity committees, and the Secretary and others involved.
4. To recruit and invite speakers and guests.
5. To maintain an ample supply of speakers' gifts.
6. To submit letter of thanks to designated individuals and ensure proper close-out of meeting details to other officers.
7. To advise committees that promote special membership meetings.
8. To prepare an annual report of activities.

PUBLICITY COMMITTEE

The Publicity Committee shall publicize Section activities or policies to the news media and/or the Society.

Organization The committee shall be directed by a chairperson appointed by the President. The chairperson shall seek any number of members.

Duties

1. To prepare and distribute news releases concerning activities planned by the Program Committee or as directed by the Board of Directors.
2. To distribute prepared news releases as submitted by committees that are promoting special membership meetings.
3. To make special publicity releases concerning Section activities or policies to the Society publications.
4. To maintain a current file of newspaper articles and clippings concerning Section activities.
5. To inform the Communications Committee of current news releases.
6. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

STRATEGIC PLANNING COMMITTEE

The Strategic Planning Committee shall develop a 5-Year Plan that identifies Section goals and objectives.

Organization All past presidents are automatically included as members of the strategic planning committee. President-Elect will serve as chair.

Duties

1. Convene an annual meeting with past presidents to formulate and update the Five-Year Plan.
2. Organize a management meeting for the membership early in the business year.
3. Prepare an annual report of activities.

Board Contact is the President-Elect.

TECHNICAL COMMITTEE

The Technical Committee shall organize and promote technical programs for the Section, to provide access to current information on a variety of technical topics and to share technical information with municipal officials by promoting a heightened understanding of engineering issues by the general public.

Organization The technical committee will be directed by a chairperson appointed by the Section President. The chairperson will seek any number of committee members.

Duties

1. To sponsor technical programs of interest to Section members. Said programs should not only include those area of expertise found among the committee members, but all technical issues that influence the field of civil engineering.
2. To include non-technical professionals, especially municipal officials and other engineering clients, in Section programs to provide them a background of knowledge from which informed decisions can be made on engineering issues.
3. To coordinate technical programs containing significant educational content with the Education Committee, particularly when Continuing Professional Competency Units (PDH's, CEU's, etc.) are included in the program.
4. To develop and publish technical papers for consideration in the Section Publications as well as local and national engineering publications.
5. To provide support and assistance to the NH Section Student Chapter in organizing technical meetings.
6. To coordinate with the faculty of the NH Universities and Colleges to garner support from the academic civil engineering professionals

in providing technical seminars to disseminate new technological information to Section members and to provide refresher courses for various technical disciplines.

7. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

YOUNGER MEMBERS COMMITTEE

The Younger Members Committee shall recommend, review, and promote activities of particular value to younger members (engineers 35 years of age or younger).

Organization All members of the committee shall be younger members. The committee shall be directed by a chairperson appointed by the President. The chairperson shall seek any number of committee members. The committee shall elect a Secretary and a Treasurer.

- Duties**
1. To encourage the full professional development of younger members, including increased participation at all levels of the Section.
 2. To consider and recommend action to the Section Board of Directors on matters of concern to younger members.
 3. To sponsor special programs that enhance the younger members or encourage greater Section activity.
 4. To maintain liaison on matters of concern with the Society Younger Members Committee.
 5. To prepare an annual report of activities.

Board Contact is appointed by the Section President.

JOINT COMMITTEES

ARCHITECTS-CONTRACTORS-ENGINEERS (ACE) COMMITTEE

The Architects-Contractors-Engineers Committee shall meet for purposes of discussing, evaluating, and formulating issues that affect members of the architectural, construction, and engineering communities.

Organization The Architects-Contractors-Engineers (ACE) Committee is a consortium of one separate committee from:

The NH Chapter of the American Institute of Architects.

The NH Chapter of the Association of General Contractors.

The NH Section of the American Society of Civil Engineers.

- Guidelines
1. Each member organization shall be entitled to one (1) vote.
 2. No position, opinion, activity, or any type of recommendation or action is to be considered or presented as being supported by the ACE Committee unless said action is unanimously adopted by all three member organizations.
 3. The committee will elect its Chair and any other officers deemed necessary.

Board Contact is appointed by the Section President.

JOINT COMMITTEE of NH ASCE - NH LSA

The Joint Committee of ASCE and LSA will be a Joint Study Committee on matters of mutual interest and concern to the New Hampshire Section ASCE and the New Hampshire Land Surveyors Association. The committee should not address areas that can be effectively managed by the individual professional associations.

Organization The committee shall be composed of five (5) members. Each parent Board of Directors shall appoint two members from within its membership, one of which shall be from the Board of Directors. The chairperson of the committee shall be a member of both parent organizations and shall be jointly appointed by both of the parent Board of Directors. The committee may designate other officers as required.

- Duties
1. To be a base of reference for legislative committees, which act on proposed bills concerning the professions; to advise the legislative committees and appear before hearings concerned with legislation that affects the professions.
 2. To maintain a committee dossier of committee member resumes.

3. To review the engineering and land surveyor laws (RSA 319 and RSA 319A respectively) to more clearly define the work that may be performed under each license.
4. To maintain an awareness of current legislation which might either lead to conflict between or erode the work presently allowed under land surveying and engineering laws.
5. To allow enforcement of RSA 319 and RSA 319A to be the concern of the parent organizations.
6. To advise or seek guidance from the Presidents of the parent organizations concerning committee actions or meetings.
7. To obtain the consent of Presidents of the parent organizations prior to enacting significant committee actions.
8. To distribute pertinent information and minutes according to a Correspondence List, which will consist of the parent organization Presidents, newsletter Editors, and others so designated by either President.

Board Contact is appointed by the Section Board of Directors.

JOINT COMMITTEE of ENGINEERING for ENVIRONMENTAL QUALITY

The NH Section ASCE and the NH Society of Professional Engineers have established this Joint Committee, which operates with the following bylaws:

1. Identify State laws pertaining to areas of committee concern.
2. Identify Departments, Agencies, Boards, Commissions, etc., having jurisdiction and/or responsibilities under Item 1.
3. Establish contact and maintain liaison with entities cited under Item 2.
4. Obtain pertinent documents of existing and proposed regulations, policies and procedures.
5. Identify where information obtained in Item 4 pertains to professional engineer practice (i.e., investigations, planning and estimates, design, construction and changes of facilities, operation and use-related matters).
6. Identify public interests affecting or affected by items above.
7. Consider matters referred to the committee by individuals or single interest groups when such considerations are germane to proper committee activity.
8. Consider pros and cons of items above with analysis and/or recommendations for action if and when applicable.
9. Inform both Societies through their presiding officers of information obtained and, when appropriate, of such committee analysis and/or recommendations as may be applicable.
10. Represent either or both Societies on matters of public and/or professional interest at hearings when permitted by the following guidelines:

- A. The committee shall present to the presiding officers of each Society the subject matter of the hearing and an outline, oral or written, of the committee's proposed testimony.
- B. The presiding officers shall, after a reasonable period of time, notify the committee of their Society's response to the proposed testimony with approval, disapproval, or abstention.
- C. Presentation of testimony
 - i. The committee shall represent both Societies if both approve of the testimony.
 - ii. The committee shall represent one Society, if that Society approves of the testimony, and if the other Society abstains.
 - iii. The committee shall represent neither Society if one or both disapproves of the testimony.

Referring to the response by the Societies in Item 10 above, the presiding officers may, in the interest of time, issue a response to the committee without Board approval.

Organization The committee shall not exceed six (6) members. The committee shall select its chairperson.

Duties

1. Conduct business in small meetings; maintain continuing informal communication.
2. Conduct business in good professional manner and in a spirit of cooperation.
3. Document actions in quarterly statements.

Board Contact is Section President.

JOINT COMMITTEE of NEW HAMPSHIRE ENGINEERING SOCIETIES

The NH Joint Engineering Societies will provide coordination and liaison among the participating societies concerning the following matters:

- Engineers' Week Activities
- Individual Society Meetings
- Inter-society Communications
- Legislative Activities
- Promotional Activities
- Professional Standards
- New Hampshire Joint Board of Licensure and Certification

Organization One representative (and one alternate) from each Society, preferably past officers or those knowledgeable of their Society's objectives and operations, will be appointed by each Society head. The committee will select its own chairperson and vice-chairperson.

Board Contact is appointed by the Section President.

PART IV. SUBSIDIARY ORGANIZATIONS

The Society encourages the formation and operation of subsidiary organizations within the ASCE umbrella that allows members to focus on more specific issues, concerns, sub-disciplines, and geographical areas. To that end, the ASCE New Hampshire Section allows for formation and operation of a number of participating sub-organizations that have more specific focus on professional practice issues, student opportunities, and the ASCE Institutes.

Formation of subsidiary organizations shall be subject to the approval of the Section Board of Directors and other such requirements as may be established by the Society. Bylaws of subsidiary organizations require approval from the Section Board of Directors prior to becoming effective. The Society reserves approval for formation of subsidiary organizations, and requires Section approval prior to their entertaining formation applications:

ASCE encourages formation of Branches within Sections to focus attention of members within smaller geographical areas than the individual ASCE Sections. ASCE encourages establishment of student chapters at ABET-accredited colleges and universities within a Section's geographical area.

ASCE formed a series of practice-specific institutes during the 1990s in order to allow members to focus within their specific civil engineering sub-disciplines. The Society encourages the establishment of new Institute chapters within the existing ASCE Sections, when proposed by a group of Institute members.

At the present time, the New Hampshire Section has four subsidiary organizations that operate under the auspices of the Section governing structure:

- Granite State Geo-Institute Chapter;
- University of New Hampshire Student Chapter;
- Upper Valley Branch; and
- Granite State Environmental & Water Resources Institute Chapter.

GRANITE STATE GEO-INSTITUTE

{Established 2009/2010}

The Granite State Geo-Institute Chapter of the ASCE New Hampshire Section was formed during the 2009/2010 year in order to provide a means for disseminating information of interest to our geotechnical membership and to provide a loose, informal (free/low-cost) forum for discussions on geotechnical issues and topics with our geotechnical membership. These forums will include webinars, newsletters, technical meetings, and other such venues as the Chapter determines.

Governing Body

Interim officers will govern this Chapter for the initial two years following establishment. Officers must be members of the Geo-Institute, who have satisfied current dues requirements of the New Hampshire Section and the Geo-Institute Chapter.

Following the initial start-up period, officers of the Geo-Institute Chapter shall consist of Chair, Vice Chair, Secretary, Treasurer, and/or Past Chair. These shall constitute a Board-of-Directors in which the government of the Geo-Institute Chapter shall be vested. The Chapter's Chair, or designee, should attend the monthly Section Board of Directors meetings.

Officers shall be elected for terms of two years, which terms shall begin at the close of the Section's Annual Meeting in May, and continue until the next election. Officers can be re-elected to multiple terms.

Membership

Membership is open to all members of the Geo-Institute who subscribe to the rules of the Geo-Institute Chapter and who have satisfied current dues requirements of the ASCE New Hampshire Section and the Granite State Geo-Institute Chapter.

Dues and Finances

Chapter operations will be subsidized by an annual stipend provided by the Section. Specific Chapter events will be financed by the annual stipend from the Section, with admission fees and sponsor donations and advertising encouraged.

No dues will be charged. Following a start-up period, a dues structure may be established to provide dedicated funding to the Chapter.

Meetings and Special Events

Meetings and special events shall be held on such date and location as designated by the Granite State Geo-Institute Chapter Board of Directors.

Awards

This Chapter may, at the discretion of the Chapter Board of Directors, present awards for members exhibiting meritorious conduct above and beyond the call of duty to New Hampshire's Geotechnical Community.

Reporting

The Chapter will submit its Annual Report of activities directly to National Geo-Institute headquarters and the Section President.

UNH STUDENT CHAPTER ASCE

{Established 1928}

The ASCE Student Chapter at the University of New Hampshire was organized in 1928. As with all chapters, its objective is to help students prepare themselves for entry into the Civil Engineering profession and the ASCE National. The “Student Organization Handbook”, available from the ASCE National, serves as a guide for student activities.

Governing Body

The Chapter has a Faculty Advisor and a Practitioner-Advisor appointed for three-year terms by the ASCE National Board of Direction upon recommendation of the District Directors. Traditionally, the District Director acts with the advice of the Section President.

Membership

Membership is open to all student members of the ASCE National and who satisfied current dues requirements of the ASCE New Hampshire Section.

Dues and Finances

Chapter operations will be subsidized by an annual stipend provided by the Section. Specific Chapter events will be financed by the annual stipend from the Section, with admission fees and sponsor donations and advertising encouraged.

An officer of the Student Chapter should attend the Board of Director Meetings to the extent practicable.

Reporting

The Chapter submits an Annual Report by March 2 of each calendar year directly to ASCE National headquarters and to the Section Board.

Meetings and Special Events

The UNH Student Chapter typically holds meetings of the student Board, and hosts socials (cookouts, meetings, outings) at the UNH campus.

UNH also supports entrants into the regional- and national-level competitions for concrete canoe building and steel bridge construction that take place during April of each year. The Student Chapter solicits donations of money, materials, and expertise; the Section donates to each of these teams during January, following a presentation to the Board of Directors by representatives of each of the student teams. Each team is typically invited back to a subsequent Board meeting in order to apprise the Board of the competition results.

UPPER VALLEY BRANCH

{Established 1978}

The Upper Valley Branch was established to allow civil engineers in the Upper Valley to have a more localized forum. The Upper Valley Branch operates as a subsidiary organization of the Section, electing officers; conducting fund-raising activities; and sponsoring meetings, field trips, seminars, and other events of interest to its members. The Section provides financial and organizational support to the Branch in the form of space in the Section Newsletter, branch financial allotment, and through the Section website.

Governing Body

The branch shall elect members to the following offices: President, President-Elect, Vice President, Secretary-Treasurer, and Director. Only subscribing members of the Upper Valley Branch are eligible to serve as officers. The terms of office coincide with those of the Section officers. An officer of the Upper Valley Branch should attend the Section Board of Director meetings to the extent practicable.

Membership

Membership is open only to subscribing members who reside and/or are employed in Sullivan or Grafton Counties, and who have satisfied current dues requirements of the ASCE New Hampshire Section.

Meetings and Special Events

The Branch is allowed to operate as a quasi-independent organization that can host periodic programs of interest to Upper Valley members. Meetings and special events shall be held on such date and location as designated by the Upper Valley Branch officers. In addition, the Upper Valley Branch is the official host of an annual joint meeting between the ASCE New Hampshire and Vermont Sections.

Dues and Finances

Branch operations will be subsidized by an annual stipend provided by the Section. Specific Branch events will be financed by the annual stipend from the Section, with admission fees and sponsor donations and advertising encouraged.

Reporting

The Upper Valley Branch will prepare an annual report of Branch activities for submittal to the Section President.

GRANITE STATE ENVIRONMENTAL & WATER RESOURCES INSTITUTE

{Established 2012}

The Granite State Environmental & Water Resources Institute Chapter of the ASCE New Hampshire Section was formed during the 2012 year in order to provide a means for disseminating information of interest to our environmental and water resources engineering membership.

PART V. CONTINUING AWARD PROGRAMS

The ASCE NH Section administers programs designed to recognize and reward practicing engineers and their projects for excellence and for their historical significance:

- (A) Historic Civil Engineering Landmarks – awarded to engineered works of historical significance to New Hampshire civil engineering.
- (B) Outstanding Civil Engineering Achievement Award – awarded annually to engineered works that exemplify excellence in engineering, design, and construction in New Hampshire.
- (C) Engineer of the Year/Young Engineer of the Year – awarded annually through the New Hampshire Joint Engineering Societies to the engineer and young engineer who best reflect the attributes and values of the engineering profession in New Hampshire.
- (D) President's Award – awarded quarterly to a New Hampshire ASCE member who exhibits outstanding service to ASCE in New Hampshire.
- (E) Scholarships – Scholarships are awarded annually to qualifying New Hampshire students enrolled in engineering degree programs.

In addition to the professional awards, the Section awards scholarships annually to New Hampshire students pursuing a post-secondary engineering degree at local colleges and universities; the funds for the scholarships are derived from the S. Russell Stearns endowment.

(A) NEW HAMPSHIRE HISTORIC CIVIL ENGINEERING LANDMARKS PROGRAM

As stated in the ASCE Guide to History and Heritage Programs, " . . . the growth and development of this country and the development of American civil engineering are not only parallel, they are in fact synonymous. The progress of any civilization can be traced by its civil engineering works. If we are to understand the present, and look to the future, we must understand the historical evolution." Recognizing landmarks as an important aspect of our statewide heritage, the Section hereby establishes the "NEW HAMPSHIRE HISTORIC CIVIL ENGINEERING LANDMARKS PROGRAM".

1. OBJECTIVES

- a. Encourage civil engineers to be aware of their own professional heritage.
- b. Increase public awareness of the contributions of the civil engineering to the progress and development of New Hampshire and elsewhere.
- c. Identify and designate those historic civil engineering works which have made a significant contribution to the development of New Hampshire and to the profession of civil engineering in particular.
- d. Encourage the preservation of significant Historic Civil Engineering Landmarks.
- e. Provide a documented archive of Historic Civil Engineering Landmarks for the use of engineers, students, historians, and the public.
- f. Promote the inclusion of information on Historic Civil Engineering Landmarks in encyclopedias, guidebooks, historic publications, and maps used by the general public.

2. CRITERIA

- a. Civil Engineering projects must be of statewide historic engineering interest - technical complexity or size alone is not sufficient.
- b. Projects must represent a significant facet of civil engineering history, but need not have been designed or constructed by one who called himself a civil engineer.
- c. Projects must have some special uniqueness, such as a first project constructed, oldest existing project, or have made some significant contribution, such as the first project designed by some method, or on which some unique and significant construction technique was used. The project itself must have contributed to the development of the state. Thus, a project which did not make a contribution, did not lead to some other development, or which was a technical "dead end" might or might not be of historic significance, even though it was the "first" (and only one) of its kind.
- d. Projects should be generally available to public view, although safety considerations or geographic isolation may restrict access.
- e. No criterion as to the date of construction is established, but generally, projects should be at least 50 years old.

3. *PROCEDURES*

Recognizing that work on nominating potential landmarks may require several years and that several different projects may simultaneously be in various stages of completion, the following procedures are established to provide continuity of this program.

- a. The History and Heritage Committee shall be responsible for implementing and administering the program.
- b. The committee will maintain an inventory of potential historic engineering works located within New Hampshire. The recommendation of a work by any Section member will be deemed sufficient cause to include a work in the inventory.
- c. As appropriate, the committee will recommend that the Board of Directors authorize a specific work to be thoroughly documented and submitted to the Board for consideration as designation as a NEW HAMPSHIRE HISTORIC CIVIL ENGINEERING LANDMARK. The request for authorization will consist of a short paragraph highlighting aspects that are generally known to satisfy any of the Objectives or Criteria.
- d. The committee's Board Contact Member shall inform the committee of the Board's action in writing.
- e. Authorized projects will be exhaustively researched by the committee. All possible sources of information will be investigated. Only one set of Nomination Materials is required and may include, in addition to a complete written background, photographs, plans, tape recordings, or other items.
- f. Upon completion, the committee shall submit its nomination to the Board of Directors in care of the Section Secretary. Accompanying the Nomination Material will be a separate Summary of the nomination, suitable for distribution to other Board members by the Secretary. The Summary shall be signed by the committee members responsible for developing the nomination and endorsed by the Board Contact Member who shall ensure compliance with these guidelines. The Summary will include an appropriate plaque design and a suggestion concerning submission of the work for designation as a National Historic Civil Engineering Landmark.
- g. The Board of Directors shall approve or disapprove designation of the potential landmark. The Section President shall inform the committee of the Board's decision in writing. If approved, the Nomination Material will remain in the Section files; if disapproved, it will be returned to the committee's inventory.
- h. Upon approval, the Section Program Chairman will convene and lead a committee composed of at least himself, the History and Heritage Committee Chairman, and the Section Publicity Chairman, to develop and present appropriate ceremonies for the presentation of a bronze plaque to the landmark owner.

**(B) NEW HAMPSHIRE OUTSTANDING CIVIL ENGINEERING
ACHIEVEMENT PROGRAM**

Civil engineering achievement within New Hampshire is recognized annually by selection of the “NEW HAMPSHIRE OUTSTANDING CIVIL ENGINEERING ACHIEVEMENT”. The Award is presented for the achievement, not the individual, so that all who have worked on the winning project are recognized as having contributed to an outstanding civil works.

1. CRITERIA

The basis for the OCEA Award is an engineering project that demonstrates excellence in engineering skills and represents a significant contribution to mankind and engineering progress. In making the selection, the following criteria are given special weight, as applicable, towards achievement of a positive contribution to engineering progress and social compatibility:

- contribution to the welfare of the citizens of New Hampshire;
- uniqueness and pioneering aspects in design and/or construction;
- environmental considerations and compatibility;
- economy in initial and/or maintenance costs;
- optimum use of materials;
- a balanced regard for utilitarian and esthetic values;
- resourcefulness in planning and in solution of design problems;
- energy conservation; and
- unusual aspects.

2. ELIGIBILITY

Only civil engineering projects that attain the following requirements within the previous two Section operating years are eligible for nomination. Eligibility of projects shall be determined by the Jury upon written request. The Jury shall have final authority for determining eligibility.

Clearly defined project stages or individual features may be nominated; however, Award-winning stages will preclude eligibility of other project stages unless it is fully of separate utility. Eligibility criteria are:

Bridges, tunnels, or roads become eligible when permanent facilities open to traffic for 90% of the project length;
dams become eligible when ready to take the full design head of water;
buildings and structures become eligible when ready for use;
airports, harbors, or military developments become eligible when 75% operational;
fuel power plants become eligible when power goes on line;
projects not culminating in actual construction, or of a nature that involves no construction, become eligible upon completion; projects culminating in a prepared document become eligible upon publication.

3. JURY

Judging and determination of the OCEA Award recipient shall be by a Jury, composed of five members, one of whom shall be the Chair of the Jury. The Chair will be responsible for ensuring timely compliance with the provisions of this program and the administration thereof.

The members of the Jury shall be appointed by the President with the consent of the Board of Directors. The recommended Jury shall be as follows (other jury compositions shall be as directed by the Board of Directors):

The Chair and one member shall be an Assigned Section Member of any membership grade;

One member shall be a NH Professional Engineer, not a member of the Society; and

Two members shall be non-engineers, one of whom shall be of environmental or journalistic background.

Jury members shall be appointed for terms of one year. Re-appointments may be made at the discretion of the President. Conflicts of interest shall be resolved by the Jury with the consent of the President.

4. NOMINATIONS

Nominations must be submitted, by any member of the Section, to the Chair of the Jury no later than December 15. There are no prescribed forms or format, other than one complete set of Nomination Material and five copies of a 1-page Summary that must be submitted. The Nomination Material may include photographs, slides, pertinent plan sheets, or any other supporting documentation. All material becomes the property of the Section and will not be returned.

Nominations not receiving the OCEA Award, but remaining eligible the following year, will be automatically resubmitted for consideration; supplementing the submission is allowable.

5. JUDGING

The Jury, by majority vote, shall have final authority in the selection of the OCEA Award recipient. The Jury has the latitude to consider all merits of the project and not depend completely on the weight of the evidence submitted. Documentation of nominated projects should consider project problems, technical and otherwise, equally to the advantages and innovations. The Jury often has knowledge of project problems, and should not discuss such problems, stating both sides forthrightly, will not enhance chance of OCEA Award designation.

The selection shall become official upon written report, signed by all Jury members, submitted to the President at the January membership meeting. The report shall include review and judgment of all nominations.

The President shall present an appropriate bronze plaque, naming the achievement, to the owner of the project for permanent display.

6. PRESENTATION

The OCEA Award winner is required to present the award-winning project to the Section membership as the subject of the October membership meeting.

7. SUGGESTED SCHEDULE SUMMARY

The following is a suggested schedule of deadlines for action required by this program and clarification of task responsibilities. Modifications to the schedule below may be made to accommodate the Section, such as promotion of the award and to allow additional entries; however, modifications shall receive Board approval:

DATE	ACTION
October 31	Call for nominations at the membership meeting, e-mail announcements, newsletter, and website.
November 15	Appointment of OCEA Jury.
December 15	Final date for submittal of nominations
January 2	Publicity release of nominees by the Publicity Chair.
February 1	Appointment of the Award Program Committee by the President. The committee will be responsible for all program arrangements including design (with consent of the Board of Directors) and procurement of the plaque.
May Meeting	Announcement of award recipient to be made at the annual membership meeting by the Jury Chair.
October Meeting	Award-winning project presentation and award ceremony.
October 31	All related documents and materials forwarded to Section archives.

8. *AWARDS*

An award shall be given to the winning project owner to be permanently, physically affixed to the winning project, at the discretion of the project owner. The design of the awards shall be as designated by the Board of Directors. Upon recommendation of the Jury, the Board of Directors may sanction additional awards (plaques, ribbons, trophies) to other primary members of the Design Team and/or contractors.

(C) NEW HAMPSHIRE ENGINEER/ YOUNG ENGINEER OF THE YEAR AWARD PROGRAM

To recognize the professional contributions and accomplishments of younger engineers and professional engineers within the State of New Hampshire, the member Societies of the Joint Committee of New Hampshire Engineering Societies, authorize the establishment of the New Hampshire Young Engineer of the Year Award and the New Hampshire Engineer of the Year Award. The awards will be presented annually at the joint meeting of New Hampshire Engineering Societies during Engineers' Week in February. The Young Engineer of the Year is awarded to an engineer who is 35 years of age or younger during the preceding calendar year. Nominees for both awards must be a member of a sponsoring New Hampshire engineering society that participates in the Joint Committee of New Hampshire Engineering Societies. The following is a list of societies that have participated in the past

- American Society of Civil Engineers, New Hampshire Section;
- American Society of Mechanical Engineers, Northern New England Section;
- American Society for Quality Control, Northern New England Section;
- Institute of Electrical and Electronic Engineers;
- New Hampshire Society of Professional Engineers;
- Society of American Military Engineers; and

- Society of Manufacturing Engineers.

ASCE nominations will comply with the format suggested by the Joint Committee of New Hampshire Engineering Societies. ASCE's Engineer of the Year nomination will be forwarded to the Joint Committee's selection panel by an officer of the Section. The candidate will be endorsed by a quorum of the Section's officers. The Joint Committee has the jurisdiction over these guidelines.

The Engineer of the Year Award and Young Engineer of the Year Award are the highest awards given to individuals by the Joint Committee of New Hampshire Engineering Societies. Each award is presented to an engineer who has made outstanding contributions to the engineering profession, the public welfare, and humankind. These awards provide the Joint Committee and the New Hampshire engineering community the opportunity to recognize outstanding individuals worthy of these honors.

1. RULES AND ELIGIBILITY REQUIREMENTS

Refer to Appendix G for the latest rules and eligibility requirements.

(D) PRESIDENT'S AWARD PROGRAM

The President's Award has been established to recognize outstanding service to ASCE. This tribute will be awarded quarterly and announced in the Section newsletter, provided there is a noteworthy recipient. The recipient will be a guest of the Section, and identified as such, at the next appropriate Section meeting and will be presented with a certificate of appreciation by the Section President. Officers of the Section are eligible for this Award.

(E) SCHOLARSHIP PROGRAM

The S. Russell Stearns Endowment Scholarship was established using extra contributions when the Franconia Notch Parkway was recognized with the OCEA Award in the mid-1980s. William Fletcher was very effective in obtaining funds to establish this scholarship. During subsequent years, the contributions to the fund were solicited as part of the Section member dues, as well as "extra" funds from the Section operating accounts. The Fund was established to encourage students to pursue a civil engineering degree at an ABET-accredited college or university. Initially, scholarship recipients were limited to the civil engineering departments at the in-state schools (New England College and the University of New Hampshire). When NEC lost their accreditation, both scholarships began being awarded to UNH students. As the endowment grew, scholarships were also awarded to graduating high school seniors who had enrolled in an ABET-accredited BSCE program at out-of-state schools.

The S. Russell Stearns Scholarship has been established as an annual award for ASCE Student Members who are enrolled in a NH ABET-accredited civil engineering program. Eligibility and requirements of the applicants will be defined by the rules recommended by the Engineering Education Committee and approved by the Board of Directors. The Engineering Education Committee will review the applications and convey their recommendation to the

Section Board of Directors for approval. The Scholarship(s) will be presented to the recipients at the May membership meeting. Funding for the scholarships is derived by revenues from the scholarship trust fund and from other contributions made specifically for the endowment account. Proceeds from the Section's annual golf outing are deposited into the scholarship funds, and serve as an important source of continuing revenue to the funds.

S. Russell Stearns (1915-1997) was a professor of engineering at Dartmouth College for a record-setting 54 years. The several Society members contacted attested to his soft-spoken, nurturing grandfatherly nature. With the amazing support of his wife, Lee, Professor Stearns was a leader within the New Hampshire engineering community. He was instrumental in founding and locating CRREL in Hanover. A brief, partial listing of his accomplishments, awards, and Society roles follows:

- New Hampshire Engineer of the Year 1980;
- Robert Fletcher Award 1987 (Dartmouth's Thayer School of Engineering);
- Section Vice President (1968-1969);
- Section President-Elect (1969-1970);
- Section President (1970-1971);
- Elected ASCE National District II Director (1978-1981);
- Elected ASCE National President-Elect 1982-1983; and
- ASCE National President 1983-1984.

In addition to the Stearns scholarships for college students, the Fred Douglas Scholarship (formerly known as the ASCE New Hampshire High School Scholarship) program was established in 2000 (by Fred Douglas) to encourage high school students to pursue an engineering degree after high school graduation. The application consists of a brief essay on how civil engineering impacts the applicant's daily life. References and class standing with transcript are required submittals. The applicant must have been accepted to a college-level engineering program (but not necessarily civil engineering).

Fred L. Douglas, P.E. is a Life Member of ASCE joining the national society in 1973 and the Boston Society of Civil Engineers (BSCES). He has worked in the transportation field since 1971 and has been involved with the design of several major transportation projects from concept to construction. The construction costs of these projects exceed 15 billion dollars. In 1989 Fred moved from Massachusetts to New Hampshire and became involved with the New Hampshire Section of ASCE. In 1992 he became the chair of the Education Committee then Secretary in 1993, Vice President in 1994, President in 1995 and Past President in 1996. Fred has continued on the Education Committee since 1992, identifying candidates for the S. Russell Stearns Scholarship for UNH civil engineering students and the High School Scholarship for high school students accepted to engineering programs at accredited colleges and universities. He also ran the PE Refresher course program from 1992 to 2005. The establishment of the High School Scholarship is designed to attract potential engineers into the various engineering disciplines.

The scholarships awarded by the Section annually are:

Two \$1,000 Stearns scholarships can be awarded to a student enrolled in a NH ABET-accredited civil engineering program.

Four \$1,000 High School scholarships can be awarded to graduating seniors accepted to a college-level engineering program (but not necessarily civil engineering).

APPENDICES

- A. Annual Action Calendar**
- B. ASCE-New England Council Canons**
- C. ASCE-Region 1 Canons**
- D. ASCE Society and Region Officer Duties**
- E. ASCE Membership Records Use Rules**
- F. ASCE E-Mail Policy**
- G. New Hampshire Engineer/Young Engineer of the Year Rules and Eligibility Requirements**

APPENDIX A

ANNUAL ACTION CALENDAR

ANNUAL ACTION CALENDAR

The annual schedule is a summary of the recurring requirements of the Society, ASCE Region 1, and the Section. The schedule is a summary of the minimum requirements and does not preclude the addition of other activities authorized by the Section Board of Directors. Election activities are listed relative to the date of the Annual Meeting in May (denoted in the calendar by “AM”).

AGENDA	DEADLINE	ACTIONS REQUIRED	RESPONSIBILITY	REFERENCE
August	September 1	Discussion of Region 1 Council Meeting	Board of Directors	Region 1/New England Council Meeting
August	September 12	Budget Committee	President	Budget Committee meeting
August	October 1	Prepare BOD and Comm. Chairs contact info	Secretary	Section Rules V.3
September	After June	Inform New England Council Director of Officers-Elect	Secretary	Section Bylaws VII.6
September	After June	Inform Society of Officers-Elect	Secretary	Secretary's Duties
September	After August	Seek and appoint committee chairpersons	President	President duties
September	December 1	Committee Annual Reports due	Secretary	Committee Duties
September	October 15	Audit Section books (when necessary)	Board of Directors	Section Rules III.3
September	October 31	Registrations for WSBL and YMC meetings due to Society	President and YMC Chair	Society Rules

AGENDA	DEADLINE	ACTIONS REQUIRED	RESPONSIBILITY	REFERENCE
September	October 31	nominations for Outstanding Section/Branch Award due to Society	President	
September	November 1	Nomination for Society awards due to Headquarters	Nomination Committee	Official Register (Awards)
September	November 1	Submission deadline for Outstanding Section/Branch Newsletter Award due to Society	Board	Society Calendar
September	November 9	SPAG Applications due to Society	Government Affairs Comm. Chair	Society Rules
September	November 30	Section Annual Report due to Society	Past Secretary	Society Bylaws IX.4
October	April 30	Nominations for ASCE Student Chapter Scholarships due at Society	Vice President	Official Register (Awards)
November	December	Nominations due for Young Engineer of the Year Award	any Section member	NH Young Engineer of the Year Guidelines
November	November 15	Appoint OCEA Jury	President	NH OCEA Program
November	December / January	Nominations Due for Engineer of the Year Award	Board of Directors	NH Engineer of the Year Program
December	December 15	OCEA Award nominations close	any Section member	NH OCEA Program

AGENDA	DEADLINE	ACTIONS REQUIRED	RESPONSIBILITY	REFERENCE
January	January 15	Scholarship Applications available	Faculty Advisors	Engineering Education Committee
January	April 30	Stearns Scholarship applications submitted to Engineering Education Committee	Faculty Advisors	Engineering Education Committee
January	April 1	Discussion of Region 1 Council Meeting	Board of Directors	Region 1/New England Council Meeting
January	March 1	Discussion of Section Resolutions	Board of Directors	Region 1/New England Council Meeting
February	March 1	Student Chapter Annual Reports due to Society	Vice President	Official Register

AGENDA	DEADLINE	ACTIONS REQUIRED	RESPONSIBILITY	REFERENCE
February	April 1	Nominations for Civil Government and Professional Recognition Awards to Society	Nomination Committee	Official Register (Awards)
March	AM-60 days	Official Nominees selected	Nomination Committee	Section Rules IV.I
N/A	AM-60 days	Ballot Tellers appointed	President	Section Rules IV.1
N/A	AM-45 days	Ballots mailed to Membership	Secretary	Section Rules IV.1
N/A	AM-30 days	Elections Close	Ballot Tellers	Section Rules IV.1
N/A	AM-30 days	Election results due	Ballot Tellers	Section Rules IV.1
N/A	After AM	Election results in Newsletter/Website	Newsletter Editor/Webmaster	Section Rules IV.1
May	June 1	Submittals for Outstanding Section/Branch Web Award due to Society	President, Webmaster	Society Calendar
May	May 15	Annual Meeting (induct Officers, award student scholarships, recognize new life members, present OCEA Award)	President-Elect	Section Rules
May/June	August 1	SPAG Activity Report due to Society	Government Affairs Comm. Chair	Society Calendar
June	June 15	Follow-up letter on Dues	Treasurer	Treasurer's Duties

APPENDIX B

ASCE-NEW ENGLAND COUNCIL CONSTITUTION

The New England Council of the American Society of Civil Engineers Constitution

Article I - Name and Objectives

Section 1. Name: The name of this organization shall be “The New England Council of the American Society of Civil Engineers,” designated hereinafter as “The Council.”

Section 2. Objectives: The objectives of The Council shall be to foster open boundary communication on activities planned and sponsored by the Local Sections of the American Society of Civil Engineers in New England; to support and cultivate friendly relations through the medium of Council and ASCE Region 1 Assembly Meetings; to assist the ASCE Region 1 Board of Governors and the Officers of the various Local Sections in New England in the work and affairs of the American Society of Civil Engineers; and to promote and integrate activities conducive to the welfare of the Local Sections in New England and the Society.

Article II - Membership

Section 1. Membership in the Council shall include three delegates, of any grade of Society membership, from each Local Section in New England. One delegate from each Section will be the current President of the Section. Each Section will choose its delegates in any manner that it desires. (adopted April 24, 1971)

Section 2. Each Local Section shall be entitled to two votes on the Council, either by member, alternate, or by proxy.

Section 3. The term of office of each delegate to The Council shall be approximately two years, beginning when certified by the Local Section to The Council and ending at the close of the Annual Meeting of the Council at the end of the second year of service. One delegate shall be selected each year from each Local Section for a two-year term. Delegates may be elected for more than one term.

Section 4. All living past and present national officers and incumbent Region 1 Governors who reside in New England shall be Advisory Members of The Council. Advisory Members shall not be eligible to hold office in The Council or to vote.

Article III - Officers

Section 1. The Officers of The Council shall consist of a Chair, a Vice-Chair, and a Secretary. The Chair shall be a member of The Council who is selected annually according to a published rotation schedule of the Local New England Sections.

Section 2. The election of Council Chair and Vice Chair will be reviewed annually at the Spring Meeting. The new officers will assume their respective offices at the end of that meeting.

Section 3. The Vice Chair shall be a member of the Council who shall serve as the Chair in the absence of the Chair at any meeting or activity.

Section 4. The Secretary shall be a member of the Council who is selected according to a published rotation schedule of the Local Sections. The Secretary shall serve as the meeting recorder for one meeting. In the event that a Special Meetings is called, a Secretary shall be appointed from the meeting quorum to record meeting minutes.

Article IV - Committees

Section 1. The Council shall have complete authority to establish either standing or special committees.

Article V - Meetings

Section 1. The Council shall schedule a minimum of two Council meetings each year.

Section 2. The place and date of the meeting shall immediately precede and be held at the same location as the Region 1 Assembly meeting, whenever possible.

Section 3. Special meetings of The Council may be called by the Chair or by petition of at least four (4) members of The Council. Such petitions shall be submitted to The Council Chair with a copy to the Vice Chair.

Article VI - Dues

Section 1. The Council shall have no authority to assess dues.

Article VII - Quorum

Section 1. A Quorum for the transaction of any business shall consist of five (5) members of The Council including proxies.

Article VIII- Amendments

Section 1. Any member of The Council may propose amendments to the Constitution. A proposed amendment may be considered at any regular meeting of The Council or at a special meeting called for that purpose and if a majority of those voting so vote, the amendment shall be submitted to the Local Sections. As an alternative, the membership of The Council, having been notified by mail of the proposed amendment, may discuss it by mail for thirty days, at the end of which time a vote may be taken by mail. If a majority of those voting within fifteen days agree, the proposed amendment shall be submitted to the Local Sections. When three-fourths of the Local Sections have voted affirmatively, the amendment shall be considered as adopted. Any Local Section not voting within thirty-five days after its next scheduled meeting shall be considered to have cast an affirmative vote.

[Adopted October 11, 2007 via teleconference of The New England Council]

APPENDIX C

ASCE-REGION 1 CANONS

C.1 ASCE-Region 1 Bylaws

C.2 ASCE-Region 1 Operating Rules

APPENDIX D

ASCE SOCIETY AND REGION OFFICER DUTIES

Duties of Society Director and Regional Governors

The Society Director and Region Governor of ASCE are important management positions in the Society. Service to ASCE at this level is personally and professionally challenging, and a rewarding experience.

This overview has been prepared to provide guidance to ASCE members seeking to become a Society Director or Region Governor of the Society. It describes the required qualifications for these positions, expected time commitments, expected financial resources, and the training required. An outline of the nomination process, including a list of the documents that must be submitted by the nominee, is provided at the end.

Each Region nominating committee, potential candidate, and anyone soliciting potential candidates should become familiar with these qualifications, expectations, and commitments. The Society can only benefit if its leadership is qualified, able to serve effectively, and dedicated to the success of the organization and its strategic plan.

Qualifications:

Society Director (SD): The Society Bylaws require that the SD of the Society meet the following criteria: “shall be a Society member and shall have had prior service on the Board of Direction or shall have had prior service as a Region Governor.”

Region Governor (RG): The Society Bylaws (6.0.1) require that a RG of the Society meet the following Criteria: “shall be a Society member and shall have served as a Section or Branch officer, as a Board of Governors member of an Institute, or as a member of a national committee of the Society.”

Society Directors and Region Governors of the American Society of Civil Engineers must possess many traits and abilities beyond those specified by the Bylaws. The 1995 Strategic Plan redefined the roles of Society Officers and the Board of Direction. The most noteworthy of the traits that an ASCE Officer should possess is the ability to be a skilled communicator, as public speaking is a requirement of the position. The Officers must be conduits between the Board of Direction and its committees, and the local sections and branches.

Additionally the Society expects Officers to be spokesperson for the profession at a regional and local level. The Officer should also be able to competently participate in the planning and policy setting duties of the Board, as well as be able to understand and address the Society’s goals. The Board is delegating oversight responsibility for managing the Society to the Executive Committee and will concentrate on planning, setting policy, and prioritizing programs, along with allocating resources. It is essential that Officers be able to work with ASCE staff and volunteers to accomplish that stated goals of the Society. The Officers must be able to fulfill these functions well, and at the same time always display the highest level of professional integrity to benefit the civil engineering profession and ASCE.

A prospective Officer should review the Official Register and visit the ASCE website. After careful study of these, the candidate will be prepared to offer an informed commitment to the qualifications and expectations herein delineated. It is also expected that Officers have the appropriate support from both family and employer. As the time commitment is significant, it is essential that those who have demands or expectations on the Officer's time be fully aware of, and be agreeable to, the commitment being made.

Time Expectations:

In addition to carrying out any specific assignments given by the Board and/or President, Officers must make a commitment of both time and financial resources. The minimum time expected from each Officer annually is as follows:

	Society Director	Region Governor
Annual Conference including Board Meeting (Committee Week, October/November)	6	3
Spring Board Meeting (April/May)	3	-
Board Committee Week (July)	3	3
Regional Board of Governors Meeting (2 per year)	3	3
Workshop for Section and Branch Leaders (WSBL & WRYMC) (1 st quarter)	3	3 (suggested)
Section/Branch, Younger Member Forum & Student Chapter Visits	3	6
Miscellaneous (Public media Outreach, Government Relations)	2	2
Minimum Expected Total:	24 days	20 days

This time is representative and not an absolute. Many of these days will be over weekends, but weekdays will also be required. An Officer must be able to attend all applicable Board and committee meetings to be effective and to give adequate representation.

Financial:

Financial requirements may also be substantial. Society Directors and Region Governors will be reimbursed by National as per the current specific guidelines established in the Bylaws and Rules. Generally the Society reimburses Officers for reasonable transportation costs plus \$20 toward ground transportation and \$100 per day for meetings attended. There is no reimbursement for spouses. The Officers bear all other expenses.

Regions may reimburse its Governors for the difference in actual expenses versus national reimbursement. Society Directors will be reimbursed based on ASCE policies. The personal expense to a Region Governor is estimated to be approximately \$700 to \$900 per year, based on the size of Region and the number of units (sections and branches) within the Governors responsibility.

Training:

Society Bylaws state the candidates must review and agree to the qualifications and experience in order to proceed with nomination. Candidates should attend a Region

Governors Board meeting if possible. Candidates should also attend a National Board meeting, WSBL, and local meetings if possible. They should also consult with an incumbent officer when considering candidacy and again after election for transition. They should read the ASCE publications, Officer Register, ASCE website and other pertinent ASCE documents.

APPENDIX E

ASCE MEMBERSHIP RECORDS USE RULES

RULES FOR REGION, SECTION & BRANCH MEMBERSHIP DATABASE USE

- 1) ASCE membership data is the sole property of ASCE. ASCE at all times retains exclusive ownership rights of all data. Membership data must be held secure and in strict confidence and may not be shared with anyone, in whole or in part, except as expressly authorized herein. It is to be used only for official ASCE Region, Section and/or Branch business.
- 2) This data should never be duplicated/transferred/copied/scanned/keyed/reused/provided/sold to nonmembers or distributed for any purpose other than official ASCE business.
- 3) ASCE will provide specific membership data to the Regions, Sections, and Branches to conduct the typical business of the Region, Section and or Branch. Questions regarding appropriate mailings or use of lists should be directed to Dan Wilson at 1 800 548 2723, ext. 6121.
 - a) Examples of “typical business” include but are not limited to: sending newsletters to Region, Section and/or Branch members, marketing Region, Section and/or Branch services and products, informing members of Region, Section and/or Branch Board actions, networking, etc.
 - b) Examples of “atypical business” include but are not limited to: giving/selling/bartering the list to anyone outside the Region, Section and/or Branch for any reason, providing the lists to individuals for direct mailings relating to an ASCE election, sending information that conflicts with ASCE Policy Statements, etc.
- 4) The Region, Section and/or Branch shall not use ASCE’s name, emblem or logo to promote any unofficial/inappropriate product or program.
- 5) The Region, Section and/or Branch must not use membership data that is older than thirty days.
- 6) The username and password assigned shall be for use solely by the person listed on this form and may not be shared with any other person for any reason. Membership data is to be downloaded only by the person listed on this form as recipient of membership data. The account holder assumes the responsibility of proper use of the information contained in the database, as stipulated in these rules. Information contained in the database may be shared with other Region, Section and/or Branch officers of the subscribing Region, Section and/or Branch provided they are cognizant of and adhere to these rules.
- 7) When distributing electronic mails to multiple ASCE members the sender must protect the privacy of those addresses by placing the addresses in the blind carbon copy (“Bcc...”) field of the email address form.
- 8) ASCE shall not be liable for any damages or loss sustained as a result of the use or nonuse

of the Records.

APPENDIX F

ASCE E-MAIL POLICY

MEMORANDUM

TO: Section and Branch Presidents, Presidents-Elect, Newsletter Editors, FTP Membership Database Account Holders, and Region Governors

FROM: Michael W. Cook, Senior Manager, Geographic Services

DATE: September 1, 2010

RE: ASCE Email Distribution Policy

During the past few months, ASCE has become concerned with the distribution practices of ASCE emails.

When sending an email to multiple recipients, the addresses should be placed in the “Bcc...” field, not the “To...” field. Placing multiple recipients in the “To...” field results in two major drawbacks:

- (1) the recipient knows that you have sent the same message to a large number of recipients, and
- (2) you are publicizing someone else's email address without their permission.

In addition, viruses and spam-bots are now designed to go through mail files and address books looking for potential addresses. Sending a single message individually addressed to a large list of people increases the chances that they all will be spammed or sent a virus should any one of them get infected.

To address this issue, ASCE has instituted strict rules on the distribution of emails, and has amended the Rules for Region, Section and Branch Membership Data Use (attached) to require that distribution of electronic media to multiple ASCE members must protect the privacy of those addresses by placing the addresses in the blind carbon copy (“Bcc...”) field of the email address form.

ASCE is committed to insuring the privacy of our member’s personal information. Please insure that the email rules are adhered to in all future correspondence.

APPENDIX G

NEW HAMPSHIRE ENGINEER/YOUNG ENGINEER OF THE YEAR RULES AND ELIGIBILITY REQUIREMENTS

**New Hampshire Engineering Societies
2019 Engineer of the Year Award
2019 Young Engineer of the Year Award**

We are pleased to announce the call for nominations for the Annual Engineer of the Year (EOY) and Young Engineer of the Year (YEOY) Awards to be presented at the 2019 Engineers' Week Awards Banquet.

EOY and YEOY are the highest awards given to individuals by the New Hampshire Engineering Societies. Each award is presented to an engineer who has made outstanding contributions to the engineering profession, the public welfare, and humankind.

This award provides the New Hampshire engineering community the opportunity to recognize outstanding individuals worthy of these honors.

The following schedule summarizes the events leading to selection of the 2019 award recipients:

Wednesday, October 31, 2018	Select representative of your society to serve on the selection jury. Submit juror's name, address, e-mail address, and daytime phone number to the person named below.
Monday, January 21, 2019	Submit electronic (pdf) copies of the application packages for EOY/YEOY candidates <u>by 5:00 pm EST.</u>
Tuesday, January 22, 2019	Application packages will be distributed electronically to all jurors for review.
Thursday, January 24, 2019	Jury meets. Tentative time and location is 3:30 PM EST at a location to be determined.
Tuesday, February 19, 2019	Engineers' Week Awards Banquet

All submittals shall be directed to:

Lawrence Dwyer, PE
Terracon Consultants, Inc.
77 Sundial Ave., Suite 401W
Manchester, NH

(603) 206-1115 (work)
E-mail: ljdwyer@terracon.com

**New Hampshire Engineering Societies
2019 Engineer of the Year Award
2019 Young Engineer of the Year Award**

Qualifications/Method of Nomination: All engineers are eligible for nomination, provided they are members in good standing of their engineering society, are citizens of the United States, and are licensed professional engineers (P.E.) in the State of New Hampshire or Engineers-in-Training (E.I.T). Candidates for the Young Engineer of the Year Award shall be 35 years of age or younger on December 31, 2018.

The nominee should not be informed of being considered for an award. All nominations not selected for an award shall remain anonymous and the candidate shall not be informed of their nomination.

Eligibility Requirements:

Engineer of the Year (EOY):

1. Member in good standing of his or her engineering society.
2. Citizen of the United States.
3. Licensed professional engineer in the State of New Hampshire or E.I.T.

Young Engineer of the Year YEOY):

1. Member in good standing of his or her engineering society.
2. Citizen of the United States.
3. 35 years of age or younger on December 31, 2017.

Nomination Format: Applications should be prepared without participation of the nominee in any way. There is no prescribed form to be completed; however, the nomination package must contain the following sections:

- A. Statement of Nomination.
- B. Statements of Recommendation (minimum of 2).
- C. Biographical Information.

Please refer to Guidelines for the Application Package (attached). An electronic (pdf) copy of the nomination package shall be submitted to:

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Terracon Consultants, Inc.
77 Sundial Ave., Suite 401W
Manchester, NH

(603) 206-1115 (work)
E-mail: ljdwyer@terracon.com

Selection: A jury which may include up to one representative from each engineering society will select the candidates to be recognized as EOY and YEOY.

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2019 Engineer of the Year Award
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Guidelines for the Application Package

A. Statement of Nomination:

The nominating person(s) shall prepare a typed statement supporting the selected candidate for consideration for the Engineer of the Year (EOY) or Young Engineer of the Year (YEOY) Award. The nominating statement shall be signed and dated by the nominating person.

B. Statements of Recommendation:

Statements or letters shall be written by a minimum of two engineers, knowledgeable of the candidate's achievements and characteristics worthy of consideration to support the nomination. These statements shall be written to provide a concise picture of the candidate as an outstanding engineer and citizen and shall be signed and dated by the author.

C. Biographical Information:

Required information for each nominee:

Name, Title, Address, Home and Business Phone Numbers

Employer (or related work experience)

Date of Birth (required for consideration for YEOY only).

The biography should cover, but need not be limited to, the following items:

- ☐ Education, including continued education;
- ☐ Licenses held (licensure not required);
- ☐ Memberships in both technical and non-technical organizations;
- ☐ Industrial experience;
- ☐ Engineering experience;
- ☐ Engineering research and development experience;
- ☐ Technical and non-technical papers authored;
- ☐ Patents held;
- ☐ Service to the profession;
- ☐ Service to the community and for the benefit of humankind;
- ☐ Honors or awards bestowed (technical, professional, governmental, educational, and civic);
- ☐ Unusual assignments;
- ☐ The individual and his/her family; and
- ☐ Support of, and participation in, unusual or interesting activities

The above items are to be included in the biography as they apply and should provide a clear portrait of the candidate as an outstanding engineer who has exhibited exemplary behavior in his/her interactions with society and the environment.