



**AMERICAN SOCIETY OF CIVIL ENGINEERS
HOUSTON BRANCH – TEXAS SECTION**

**RULES OF OPERATION
2019-2020**

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President

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INTRODUCTION

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

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

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

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

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

Board of Direction

The Board shall consist of the elected officers and immediate past president. This group normally meets monthly from October through June and again in August and September (11 meetings), usually two weeks prior to the normal monthly Branch meeting, and at any other times deemed appropriate by the President, to determine goals and objectives for the year and to consider progress in attaining these goals. At a minimum, the Board should meet at least four times a year. The Board shall also consider other matters requiring their attention, including authorization of awards and recognition of member activities. Recommendations, by committees for recipients of such awards, are to be approved by the Board prior to any announcement or notification.

The President-Elect normally calls the following unofficial meetings:

- **August:** Incoming Board only – distribution of Branch RULES OF OPERATION, stationery, general annual planning.
- **September:** Incoming Board and all committee chairs – **Annual "Branch Leadership" meeting** to discuss in detail the year's Branch RULES OF OPERATION that includes each committee's goals & objectives for the year.
- Outgoing Board will be responsible for approval of Meeting Site and Executive

Service Contracts in the spring prior to end of term.

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

Goal 1: Contact prospective committee members to fill Committee Positions.

Prospective committee members should be contacted and invited to serve by September 30, and concerted effort should be made to fill all committee positions by the end of October.

PRESIDENT

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

- The President is to preside at all regular Branch meetings, as well as at meetings of the Board of Direction, and at other official functions of the Branch.
- The President is to provide a prepared message for each newsletter.
- In case of absence or disability of the President, the President-Elect shall carry out the duties of the office.
- The President is responsible for appointments to all committees, task and standing, in accordance with the RULES OF OPERATION, and may serve as an ex-officio member of all committees of the Branch.
- The President shall ensure one government official is invited to each monthly meeting as a guest of the Board.
- The President shall present a gift to the main speaker at each monthly meeting.
- The President may activate the SAGE (Services Activities Goals Evaluation) Committee approximately every 5 years to provide a “Sunset” review of The Branch. The last SAGE committee presented findings in 2003.

SECRETARY

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

- The Secretary in coordination with the Membership Committee is to retain a roster of the members of the Houston Branch. The Membership Committee shall on a monthly basis import the membership roster to the membership database on the Houston Branch website. If the Membership Committee is unable to fulfil this role the Secretary shall assume the responsibility of the Membership Committee to update the membership database on the Houston Branch website. Such a roster is obtainable directly from the Executive Secretary of the Texas Section and shall be maintained by the Membership Committee.
- The Secretary is responsible for carrying out a number of miscellaneous activities related to the operation of the Branch, particularly in regard to acting upon correspondence from Global and Section offices of ASCE, and in responding to letters of inquiry or other communications from members or prospective members of the Houston Branch.

The goals of the Secretary are described as follows:

Goal 1: Prepare and distribute Board meeting documents.

- 1) Solicit agenda items from Board members one (1) week prior to each Board meeting. Upon approval from the acting President, distribute the *final* Board agenda the day before the Board meeting.
- 2) Prepare and distribute *draft* Board meeting minutes via e-mail within one (1) week of the Board meetings.
- 3) Upon adoption by the Board, distribute *final* meeting minutes.
- 4) Maintain all *final* Board meeting minutes as record for the Branch.

Goal 2: Maintain the RULES OF OPERATION of the Branch.

- 1) Continue to review the Branch RULES OF OPERATION for modifications.
- 2) Post the latest approved RULES OF OPERATION on the Branch website. Post approved RULES OF OPERATION by November 1.

Goal 3: Maintain the Branch organizational chart.

- 1) Update the Branch organizational chart to reflect changes in Officers or Committee Chairs or their contact information.
- 2) Post the latest organizational chart on the Branch website. Post initial update to the organizational chart by November 1.

Goal 4: Maintain the official Branch letterhead.

- 1) Update the Branch letterhead to reflect changes in Officers or their contact information.

- 2) When updates occur, distribute the revised letterhead to Branch officers for continued distribution to their Committee Chairs as required. Distribute the Branch letterhead to Board members by October 1.

Goal 5: Develop and Update the Board/Committee Checklist

- 1) Work with the President to develop a concise checklist of responsibilities by Board and Committee position. This list should include an approximate calendar date for completion of each responsibility.
- 2) Update the list prior to the end of the term and provide to the President-Elect for distribution to the new Board.

TEXAS SECTION DIRECTOR

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

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

The Texas Section Director position is established as a two-year term, elected in even years.

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

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

TREASURER

The primary responsibilities of the Treasurer are to serve as the chief financial advisor for the Branch, and as such, shall oversee the budget process, Branch investments, reserve funds, operating funds, and provide long-term financial planning.

The Treasurer position is established as a one-year term.

- The Treasurer is responsible for keeping all records pertinent to the financial affairs of the Branch.
- The Treasurer is responsible for preparing the annual budget. The draft budget shall be submitted to the Board for approval at the October Board meeting.
- The Treasurer is responsible for ensuring that expenditures of money are included in the approved budget, or are voted on by the Board. Expenditures less than \$1,000.00 that are listed within the approved budget do not require a Board vote. Expenditures more than \$1,000.00 that are within the approved budget require a vote in Board meeting or an email vote that should be ratified at the next Board meeting. Payments of Branch bills by the Treasurer that are within the usual monthly activities of the Branch do not require a board vote.
- The Treasurer is responsible for paying the bills of the Branch.
- The Treasurer is responsible for making deposits of monies received by the Branch.
- The Treasurer is responsible for updating signature cards for all Branch bank accounts.
- The Treasurer shall prepare a monthly report summarizing the monthly money transactions and present it to the Newsletter Committee Chair for inclusion in the monthly newsletter.
- The Treasurer shall prepare a financial report to be included in the annual report to the President at the end of the year and to the membership at the September meeting.
- The Treasurer shall prepare and submit the annual tax forms as required by the IRS. Assistance in preparation of these forms is available from the Texas Section office.
- The Treasurer is responsible for directing, communicating, and working with the Treasurer-Elect in execution of Treasurer activities.

The goals of the Treasurer are described as follows:

Goal 1: Provide a monthly Budget Summary of all accounts for publication in the ASCE Houston Branch Newsletter.

Goal 2: Maintain a money market fund, or similar long-term financial engine, for the Branch to maximize its interest return.

Goal 3: Prepare and submit IRS tax documentation on the schedule determined by the Texas Section office.

Goal 4: Direct, communicate, and work with the Treasurer-Elect during the elected term to provide enough experience for the Treasurer-Elect to smoothly transition into the Treasurer position.

TREASURER-ELECT

The primary responsibilities of the Treasurer-Elect are to serve under the direction of the Treasurer and may temporarily assume duties of the Treasurer when the Treasurer is absent or disabled.

The Treasurer-Elect position is established as a one-year term.

- The Treasurer-Elect is responsible for assisting with the Treasurer in keeping all records pertinent to the financial affairs of the Branch.

The goals of the Treasurer-Elect are described as follows:

Goal 1: Assist the Treasurer to ensure all responsibilities and goals are achieved.

Goal 2: Obtain experience and familiarity with the responsibilities and goals of Treasurer to aid in serving as Treasurer in future terms.

PRESIDENT-ELECT

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

- Summer/Early Fall: Contact President and offer assistance on any ad-hoc or regular assignments.
- Attend and participate in all planning Board meetings called by the President.
- Begin preparation of the Branch RULES OF OPERATION for implementation during his term as President.
- Fall: Attend the Annual Texas Civil Engineering Conference (CECON) hosted by the Texas Section.
- Contribute nominees for Section and Global offices and awards. Work with the Branch Director to ensure that Younger Member Awards, including the Edmund Friedman Young Engineer of the Year Award, are properly advertised to the Branch Younger Members. Advertisement should be made in October and November, at minimum through the Branch Newsletter, YM Newsletter, and through podium announcement at the October and November Branch meetings. Work with the Branch Director to ensure that the award nomination forms match forms used by the Texas Section and Society-level ASCE, and that applications are received and forwarded to Section and Society competitions by the established deadlines.
- January/February: Attend ASCE Regions 3, 6, & 7 Workshop for Section and Branch Leaders.
- April/May: Sponsor a dinner reception for the ASCE Global President and Executive Director in conjunction with the Offshore Technology Conference.
- May: Complete nomination of incoming Officers. Distribute the voting ballot to the Branch membership by May 15. Complete voting by May 31.
- June: Announce Officers for next year at the June Branch meeting.
- July: Begin incoming Board strategy meetings. Hold at least one meeting with incoming Board to formulate objectives and goals for the year and identify prospective committee members.
- Update the "Societies Contact List" Microsoft Excel Workbook and contact each representative to obtain

confirmation on their participation at the October Branch Meeting. In addition, recommend a list of potential keynote speakers to the Board for the October Branch Meeting. High-profile speakers of general interest to all of the societies should be considered.

August

Contact Texas Section to invite President to attend the annual September meeting for the Awards and Officer Induction Ceremony.

Order plaques for outgoing officers for the annual September meeting.

Develop a short list of Branch Award of Honor candidates. Discuss candidates with the Board and obtain a vote for an Award of Honor recipient.

September:

Installation of Officers during September Branch Meeting. Attend and participate in the annual Presidents and Governors Forum (ASCE Headquarters in Reston, VA).

October:

After installation as President, call 1st Official Board meeting and present Branch RULES OF OPERATION and budget for approval.

The goals of the President-Elect are described as follows:

Goal 1: Organize a joint meeting with the local chapters of ACEC Houston, SAME, SWE, TexITE, TPWA, TSPE, WTS, and other civil engineering societies for the October Branch Meeting.

- 1) The joint meeting with other organizations should be held in October.
- 2) Develop procedures for meeting reservations, cancellations, special meeting site arrangements, etc. It will be the responsibility of the other organizations to provide a meeting announcement to their membership.
- 3) Coordinate with the Newsletter Committee Chair to include a meeting announcement in the newsletter.

The goals and task responsibilities for the committees of the President-Elect are defined as follows:

ENGINEERS WEEK COMMITTEE

Goal 1: Serve as ASCE's representative on the Houston Engineers Week Committee and execute tasks as determined by the Committee.

Goal 2: Work with the Public Affairs Committee Chair to ensure that articles on ASCE and ASCE activities are included in the Engineers Week pull-out section of the Houston Business Journal.

HONORS/NOMINATIONS COMMITTEE

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

The Committee will work with the Executive Committee of the Texas Section in recommending qualified Houston Branch members to the Global Society for consideration as Distinguished Members of the Society.

Goal 1: Recommend a candidate for the Houston Branch Award of Honor.

- 1) The Houston Branch Award of Honor is conferred to a distinguished member of the Branch. This award is usually presented at the annual Holiday meeting in December. The candidate for the Houston Branch Award of Honor must be approved by the Houston Branch Board of Direction.
- 2) Prepare the *Award of Honor* certificate. Coordinate with the Texas Section for necessary approvals.

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

- 3) Prepare Award Nominations for Texas Section Awards. Texas Section Awards are given at the Texas Civil Engineering Conference (CECON) at the Awards Banquet. Begin to prepare nomination forms in time to meet deadlines. Coordinate with the Texas Section on deadlines.
- 4) Nominations must be approved by ASCE Houston Board of Direction.

Goal 3: Coordinate Global Awards for the Branch.

- 1) Review the ASCE Global website for awards that the Branch may be eligible to receive. Prepare, or assist with preparation of nomination material as required.
- 2) Provide periodic news articles in the Branch newsletter for awards received by members of the Houston Branch.

Goal 4: Nominations of ASCE Fellow Applications.

- 1) Review Fellow Applications that are requesting Houston Branch nomination. In addition to minimum requirements prescribed by Global, confirm that applicant:
 - Is a dues paying Texas Section/Houston Branch member or a Life Member.
 - Has participated in ASCE activities at Branch, Section, Society, or Institute levels (does not require member to be an officer, committee chair or member, but an expectation of participation in monthly meetings and/or events is expected for Houston Branch to nominate for ASCE Fellow status).

- 2) Forward to President-Elect for action by the Board with a recommendation for the Houston Branch to nominate or decline to nominate based on criteria above.

Goal 5: Recommend New Officers for the Texas Section.

- 1) Prepare Officer nominations for the Texas Section. Officer positions include President-Elect, Vice President Professional Elect, Vice President Education Elect, Vice President Technical Elect, and Director-At-Large. Nominees must be approved by ASCE Houston Board of Direction. Coordinate committee efforts with the Nominations Committee of the Texas Section. Officer nominations deadline for the Texas Section is usually October 31.

Goal 6: Recommend New Officers for the Houston Branch.

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

Goal 7: Report information on potential appointments of Branch members to Global Committees.

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

MEMBERSHIP COMMITTEE

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

Goal 1: Maintain Membership Roster.

- 1) The Membership Committee in coordination with the Secretary is to retain a roster of the members of the Houston Branch. The Membership Committee shall on a monthly basis import the membership roster to the membership database on the Houston Branch website. If the Membership Committee is unable to fulfil this role the Secretary shall assume the responsibility of the Membership Committee to update the membership database on the Houston Branch website. Such a roster is obtainable

directly from the Executive Secretary of the Texas Section and shall be maintained by the Membership Committee.

Goal 2: Organize and implement a *Student Membership Drive* Program.

- 2) The *Student Membership Drive* Program should include the University of Houston, the University of Houston-Downtown, Rice University, Prairie View A&M, Texas Southern University, and any other universities assigned to the Branch. Provide membership packets to the Practitioner Advisors to work directly with student chapters and encourage participation.
- 3) Coordinate the *Student Membership Drive* Program with the Student Chapters Committee and Practitioner Advisors of the Branch.
- 4) Provide periodic written reports of the *Student Membership Drive* Program for publication in the Branch Newsletter.

Goal 3: Increase the number of subscribing members in the Branch.

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

Goal 4: Attract new members to ASCE.

- 1) Obtain available information and literature from ASCE Global for recruiting new members. Make available ASCE Membership Drive Kits at Branch meetings, continuing education seminars, etc.

Goal 5: Develop retention initiatives to promote appreciation of existing members.

- 1) Coordinate with Newsletter Committee Chair Editor to wish members a Happy Birthday and recognize membership anniversaries in the monthly Branch Newsletter.
- 2) Attend the monthly Branch meetings and network with members. Introduce members to Board members and make them feel welcomed at the meetings.

Goal 6: Contact new Professional Engineers (PE) and Life Members

- 1) Obtain listing of new PEs and send letters of congratulation and invitation to future ASCE Branch Meetings.

- 2) Obtain listing of new Life Members and send letters of invitation to a Branch meeting. During this meeting, Life Members will be presented with their Life Member certificates. Life Members will attend free of charge as guests of the Board.

VICE PRESIDENT ADMINISTRATION

The primary responsibility of the Vice President Administration is to oversee the preparations for and execution of Branch meetings and sponsorships.

The goals of the Vice President Administration are described as follows:

Goal 1: Solicit Sponsors for the Branch.

- 1) Contact local engineering companies to obtain sponsorship. Consider companies which provide professional engineering services as well as product vendors.
- 2) Establish sponsorship rates and sponsorship letter to be advertised to local companies. Obtain approval from Board of Direction on the sponsorship rates and letter.
- 3) Coordinate with the Website Committee Chair to post logos and company descriptions on the sponsor portion of the Branch website.
- 4) Provide sponsor logos to the Website Committee Chair for posting on the homepage of the Branch website.
- 5) Coordinate with the Newsletter Chair to include sponsor logos in the newsletter template.
- 6) Sponsorships should be obtained from as many companies as possible to maximize Branch funds.

Goal 2: Negotiate the contract with the meeting site for monthly Branch meetings, including setting meeting dates for the full term of the contract.

- 1) In the March/April timeframe, or as required, contact should be made with the meeting location personnel for coordination of activities for the following Branch year. Prepare a draft meeting site contract/budget and office service contract/budget. Present to the Board of Direction for review/approval at the April Board meeting.

Goal 3: Provide additional coordination for the annual Holiday meeting to be held in December.

- 1) Coordinate with the Newsletter Committee Chair to provide articles in the November and December newsletters to solicit gifts for the annual toy collection for a local charity organization. Make an announcement at the November meeting to provide additional advance notice to membership.
- 2) Secure entertainment for the December meeting. Coordinate potential providers with the Board of Direction.

Goal 4: Provide coordination for the annual ASCE/HCA joint meeting

- 1) Coordination with HCA typically begins in March for the annual joint ASCE/HCA meeting. This meeting is typically held in August.

Goal 5: Maintain administrative rights for the website.

- 1) Update and/or add users' administrative rights to the website.

Goal 6: Create calendar events, slideshow, and post-meeting report for branch meetings.

- 1) Create the calendar event for branch meetings and populate with all information (keynote speaker, technical sessions, pricing, etc.) Ensure that meeting information including meeting agenda, sponsor, and speakers are posted prior to the 1st of each month. Ensure that meeting registration is open by the 1st of each month.
- 2) Coordinate with Vice President Communications to send email blasts to branch membership. Check if meeting registration is low the day before the meeting, if required coordinate with Vice President Communications to send final blast to boost registration. No more than three email blasts for the branch meeting should be sent.
- 3) Coordinate with Board of Direction and Keynote Speaker to prepare the branch meeting slideshow, as necessary.
- 4) After the completion of the monthly meeting, sign the bill. Within one week after the meeting, prepare a summary of meeting expenses for distribution to the Board of Direction. This summary should include such items as billed attendance, complementary attendees (students, guests, speakers, etc.), audio/visual charges, meeting sponsor(s), and any other expenses or sponsorships.

The goals and task responsibilities for the committees of the Vice President Administration are described as follows:

HOSPITALITY COMMITTEE

Every possible effort should be undertaken by this committee to make members and guests feel welcome at all Houston Branch functions.

Goal 1: Coordinate Branch meetings with the meeting site.

- 1) Select meal menus for the monthly meetings, coordinating these selections with the Vice President Administration. Provide meal selections to meeting site personnel based on their required schedule. Upgrade meals as fiscally possible.
- 2) Meeting reservations will be made and paid for on the Branch website. Walk-ins will be accommodated if space is available. Obtain guest lists from the registration list and coordinate the preliminary and final headcount for each meeting with meeting site personnel based on their required schedule.
- 3) Schedule necessary room assignments, seating arrangements, audio/visual requirements, etc. with meeting site personnel. Obtain specifics from Branch Officers on meeting room and audio/visual equipment requirements.

Goal 2: Manage Branch meeting logistics and ensure attendee satisfaction.

- 1) Solicit volunteers to assist with meeting check-in and taking photos at the Branch meetings. A minimum of 3 volunteers is suggested for each Branch meeting.
- 2) Obtain the final guest list for each meeting by accessing the registrants list on the website and provide copies to the volunteers assisting with meeting check-in. Set up reception table, signs, etc. at least 10-minutes before the scheduled start of all meetings. Obtain name tags, pens, receipts, and all other necessary items that may be needed at the reception table.
- 3) Greet guests and have them fill out name tags if needed. Several members of this committee should be located just inside the social meeting area to introduce new members and guests to officers and/or other members. Generally try to make everyone feel welcome.
- 4) Once the meeting has begun, perform a headcount of attendees to compare to the number billed by the meeting site. Coordinate any discrepancies with the meeting site personnel.
- 5) Help clean up the reception table after the meeting.

Goal 3: Provide items shown in Goals 1 and 2 above for all other Branch functions, as requested by the Board of Direction.

VICE PRESIDENT COMMUNICATIONS

The primary responsibility of the Vice President Communications is to oversee the preparations for and execution of communications, including website, social media and newsletters.

The goals of the Vice President Communications are described as follows:

Goal 1: Manage mass email communications with branch members, younger member forum, and institutes.

- 1) Send branch meeting reminders to membership. Coordinate with Vice President Administration for dates to be sent.
- 2) Send branch blast emails on Tuesday. Send younger member forum emails on Thursday. Coordinate with leadership to develop email content.
- 3) Coordinate with institute chairs for email announcements. Generally, these emails will be sent on Wednesdays unless otherwise requested.

NEWSLETTER COMMITTEE

The newsletter is one of the main lines of communication between the leadership of the Branch and the membership. Information in the newsletter includes both activities of the Branch and technical knowledge. This committee will function in support of the Newsletter Committee Chair by assisting in gathering and locating articles, reports, advertising leads and other news items which would be of interest to the membership. The primary form of communication will be the electronic newsletter.

Goal 1: Publish eleven (11) monthly issues of the Houston Branch Newsletter.

- 1) Coordinate submittals of articles from Branch Officers and Committee Chairpersons.
- 2) Provide ASCE Houston Board of Direction with article submission and publication deadline dates for the year.
- 3) Check Texas Section and Global websites to include calendar events of interest to Branch membership.
- 4) Submit all required documents to Global for the Outstanding Section and Branch Website Award. Submission is typically required each year by June 1st.
- 5) Distribute the newsletter to the assigned membership. Generally, the newsletter is sent on the first Monday of the month.
- 6) Obtain Board approval on any special advertisements requested by other organizations, agencies, employers, etc.
- 7) Archive old newsletters.

Goal 2: Post Key Newsletter information monthly on Houston Branch Home Page.

- 1) Send meeting agenda, president's message, seminar announcements, etc. to the Website Committee Chair electronically for inclusion on the website.

SOCIAL MEDIA COMMITTEE

Social media is a great outlet to communicate to the branch membership and nonmembers. It can provide real time updates and push notifications.

Goal 1: Maintain social media accounts with current events and related civil engineering articles.

- 1) Post meeting and event info to all appropriate social media accounts
- 2) Post meeting and event recaps with pictures to all appropriate social media accounts
- 3) Focus on increasing the number of members and non-members that follow the Branch through social media.

WEBSITE COMMITTEE

The website is one of the main lines of communication between the leadership of the Branch and the membership and general public.

Goal 1: Maintain the website with the latest available information.

- 1) Maintain the ASCE Houston Calendar of Events. Coordinate posting events on the Branch website with the Website Committee Chair.
- 2) Update the website with current information for all current Board Members by the first meeting in October.
- 3) Keep website updated with meeting announcements, activities, seminars, etc. with assistance from the Newsletter Committee.
- 4) Maintain all sections of the website to keep membership informed. Remove outdated information as required.

VICE PRESIDENT EDUCATION

The primary responsibility of the Vice President Education is to help direct and work with the Continuing Education Committee, the Primary and Secondary Education Committee, and the Student Chapters Committee. The programs and activities of these committees should be reported to the Board and to the Newsletter Committee Chair for dissemination to the membership.

The goals and task responsibilities for the committees of the Vice President Education are described as follows:

CONTINUING EDUCATION COMMITTEE

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

The Continuing Education Committee should provide PDH certificates for Branch meetings and seminars. These certificates will be posted on the Branch website for members to download.

Goal 1: Provide continuing education programs for the Branch.

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

PRIMARY AND SECONDARY EDUCATION COMMITTEE

The Primary and Secondary Education Committee is to coordinate and facilitate activities of the Branch related to K-12 school activities. The Committee will be actively involved in outreach programs at schools and special events within the Branch's area. The Committee will also provide guidance, materials, and lesson plans for Branch members who present at schools.

Goal 1: Organize and participate in Engineering Awareness Programs.

- 1) Participate in fundamental engineering awareness programs established by the Branch with local elementary schools.
- 2) Participate in middle school and high school outreach programs/events emphasizing math and science, and use these opportunities to promote the civil engineering profession.

- 3) Coordinate with ASCE Global on available school programs and fundamental engineering experiments, activities, promotional materials, etc.
- 4) Periodically provide the Newsletter Committee Chair with information on specific activities and accomplishments for the various engineering programs.
- 5) Provide a written report to the ASCE Houston Board of Direction on the activities of Committee. A calendar of events should be provided to the Board as early in the Branch year as possible.

Goal 2: Organize Engineering Career Activities during Engineers Week.

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

STUDENT CHAPTERS COMMITTEE

The Student Chapters and Clubs in the Houston Branch area are the University of Houston, University of Houston – Downtown, Rice University, Prairie View A&M University, and Texas Southern University. This committee will work with the Practitioner Advisors to effectively communicate with the universities. The duties for the Student Chapters Committee are as follows:

Goal 1: Establish and maintain contacts with Student Chapters.

- 1) Assign Practitioner Advisors (2 for each school) to Student Chapters. Periodically attend student meetings and update the Student Chapters on activities of the Branch.
- 2) Conduct presentations for the Student Chapters on civil engineering. Stress importance of membership in ASCE.
- 3) Provide a report to the Houston Branch Board of Direction on the activities and needs of the Student Chapters.
- 4) Obtain final exam and holiday schedules for each chapter for use in planning functions.
- 5) Invite students to attend and participate in the Texas Section meetings and Branch meetings.
- 6) Suggest and help organize field trips.
- 7) Assist with selection of speakers for student chapter meetings.
- 8) Be prepared to answer questions that students may have concerning ASCE or assist them in finding an answer.
- 9) Promote activities of the Younger Member Forum to the student chapters.

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

- 1) Organize the Student Career Night at the Branch Meeting in March or April (check spring break schedule). Coordinate with Vice President

Technical on specific technical topics relevant to the graduate civil engineer. Provide students with an opportunity to disseminate resumes.

- 2) Coordinate with civil engineering firms on sponsoring students for dinner.

Goal 3: Student Newsletter.

- 1) Provide a 1 page newsletter of the Branch activities that are delivered by email to student branches. This should be coordinated with the YM group to highlight events and activities.

Goal 4: Civil Engineering Student Scholarship Awards.

- 1) Solicit student applications for scholarship awards. Eligible students must be currently enrolled in an ABET accredited Civil Engineering Degree Program.
- 2) Develop evaluation criteria and evaluate applications for award. Recommendations shall be presented to the Branch Board of Direction for approval.
- 3) Advertise student scholarship program to the Practitioner Advisors.

VICE PRESIDENT TECHNICAL

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

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

Goal 1: Introduce and thank the program and technical speakers at each monthly meeting and announce future meeting speakers.

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

- 1) Work with the President, President-Elect and other Board members as required on the specifics of the Annual Meeting.
- 2) Prepare programs for the Awards Banquet, listing current Branch officers and committee chairs and proposed slate of officers.

Goal 3: Organize the Holiday Program for the Branch meeting in December.

- 1) The Branch meeting in December is typically a social meeting with spouses and guests. Secure a speaker of general interest for this meeting. Consider an alternate location to hold the meeting and coordinate in advance with the Board of Direction.
- 2) Coordinate meeting announcements with the Newsletter Committee Chair.

Goal 4: Pursue avenues to transfer the duties of the Technical Subcommittees to local chapters of the ASCE Global Technical Institutes.

The goals and task responsibilities for the committees of the Vice President Technical are described as follows:

TECHNICAL PROGRAM COMMITTEE

The Technical Program Committee consists of the Technical Program Chair and twelve (12) Technical Subcommittee Chairs. The Technical Subcommittees consist of the following:

- | | | |
|---------------------------|----------------------------|--------------------|
| ● Aviation/Airport | ● Geotechnical | ● Sustainability |
| ● Construction Management | ● Industrial/Petrochemical | ● Transportation |
| ● Environmental | ● Land Development | ● Water Resources |
| ● Geomatics/Surveying | ● Structures | ● Water/Wastewater |

These Technical Subcommittees are responsible for finding speakers for and planning

the technical sessions and assisting with technical seminars as needed. These committees are under the general direction of the Vice President Technical. The Technical Subcommittees shall act as liaisons to the ASCE Global Technical Institutes (AEI, CI, COPRI, EMI, EWRI, G-I, SEI, and T&DI). Where possible, the Technical Subcommittee Chair should be active in the Technical Institute, and the local Technical Institute should operate seamlessly with the Technical Subcommittee. Technical Subcommittee Chairs shall strive to coordinate with both Texas Section and Global committees/Institutes to provide technical programs for Branch meetings.

Goal 1: Provide technical programs for Branch Meetings.

- 1) The keynote Technical Speaker should involve a headline topic with prominent speaker(s).

Month	Technical Sessions	Technical Speaker
October	Joint Societies Meeting – General Program	
November	2	1
December	Holiday Meeting – General Program	
January	2	1
February	2	1
March	2	1
April	2	1
May	2	1
June	2	1
August	ASCE/HCA Joint Meeting	
September	2	1

For the 2019-2020 Branch year, Fall meetings will be held in the evening (dinner) and all other meetings will be held mid-day (lunch).

- 2) The Branch Director is to assist in coordination of a speaker for two of these meetings.
- 3) Provide ASCE Houston Board of Direction with a technical program calendar outlining technical topics and speakers prior to each monthly Branch meeting. Coordinate special room requirements for technical sessions with Hospitality Committee. Acquire necessary audio/visual equipment (e.g. projectors and laptops) for technical sessions.

Goal 2: Sponsor technical continuing education seminars.

- 1) Conduct two (2) technical seminars for the Branch, preferably one seminar in the Fall and one seminar in the Spring. For each proposed technical seminar, submit a draft outline and budget to the ASCE Houston Board of Direction for approval.

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

- 1) Solicit nominations, through the Honors Committee, in coordination with the Technical Subcommittees.
- 2) Coordinate nomination process and requirements with the Texas Section and Global. Submit recommended nomination to the ASCE Houston Board of Direction for approval by February 1. The Houston Branch OCEA Award will be presented at the April Branch Meeting and will be recommended for the Texas Section award.

Goal 5: ASCE Institute and Other Society Relations

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

BRANCH DIRECTOR

The primary responsibilities of the Branch Director (who must be an Associate Member or Younger Member) are to attend Branch meetings and represent the Younger member viewpoint to the Board, to work with the Younger Member Forum, to attend the meetings of the Board, and to carry out whatever additional committee activities and/or tasks as may be assigned by the President. Typically, the Branch Director organizes two Branch meetings.

The goals and task responsibilities for the committee of the Branch Director are described as follows:

YOUNGER MEMBER FORUM

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

Goal 1: Organize activities for Younger Members.

- 1) Organize technical, social, and community activities for Younger Members.
- 2) Coordinate with the Branch Director, Student Chapters Committee, and Technical Programs Committee to identify technical programs and speakers of interest to Younger Members for two Branch meetings.
- 3) Provide a written report on Younger Member Forum activities for inclusion in each monthly Branch newsletter.

Goal 2: Attend and participate in the annual Presidents and Governors Forum.

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

Goal 3: Attend and participate at the ASCE Central Region Younger Member Council.

- 1) Provide a written report to the ASCE Houston Board of Direction on the activities of the Council. Recommend suggestions and ideas gathered from the Symposium.
- 2) The Houston Branch should strive to host the Council meeting every ten to fifteen years. Houston has previously hosted in 1999 and 2006. Coordinate the proposal to host this meeting at the Council meeting which occurs two years prior to the targeted Council meeting.

Goal 4: Organize and coordinate Branch Younger Member Awards.

- 1) The Younger Member Committee will be responsible for the following Branch awards:
 - Daniel W. Mead Prize

- Edmund Friedman Young Engineer Award for Professional Achievement
 - Young Government Civil Engineer Award
- 2) Prepare solicitations for these awards and coordinate with the Newsletter Committee for their advertisement in the newsletter.
 - 3) Determine the selection criteria for each award, in coordination with Global selection criteria, and organize selection committee(s) to determine the nominees. Submit the nominees to the Board of Direction for approval.
 - 4) For awards that are also given at the Section and Global levels, prepare the required nomination forms and submit in sufficient time to meet established deadlines. Branch award nominees should be approved by the Board of Direction early enough to ensure the nominees are eligible for these awards at Section and Global levels.
 - 5) Duties include writing a “call for papers” article for the Branch Newsletter, distributing information, and encouraging Associate Members to participate. Eligibility of contestants must be verified and judges secured to select the Branch winner. The committee then submits all papers to the Texas Section for consideration as the Section winner.
 - 6) The approved nominees for the Branch awards will be announced at the December or January Branch meeting. The Mead and Young Government awards will be presented this same meeting and the Edmund Friedman award will be presented at the annual Engineers Week event in February.

Goal 5: Organize and coordinate Section and Global Younger Member Awards.

- 1) The Younger Member Committee will also be responsible for other awards for Younger Members including the Younger Member Group Award, the Collingwood Prize, the Younger Member website award, and any other eligible awards at the Section or Global levels. Most of the Awards have Global submittal deadlines of February 1. The Younger Member Forum Chair should check the Section and Global websites for specific rules, application forms, and deadlines and should work with the chair of the Honors Committee for additional assistance

PAST PRESIDENT

The Past President, as a voting member of the Board of Direction, shall offer the full benefit of experience in the former position as President, and shall assist in every possible way in attaining the objectives and goals set by the current President and the Board of Direction.

The goals and task responsibilities for the committees of the Past President are defined as follows:

HISTORICAL COMMITTEE

Goal 1: Update the history of the Houston Branch.

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

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

PAST PRESIDENTS COUNCIL

The Past Presidents Council should be active in years that do not have an active SAGE Committee.

PUBLIC AFFAIRS COMMITTEE

The Public Affairs Committee works to enhance the public image of ASCE and establishes contacts with local, state and federal public agencies in the geographical boundaries of the Branch. A media mailing list should be compiled and continuously updated, containing information regarding deadlines, formats, and any other pertinent material from major newspapers, engineering periodicals, and radio and television stations. The Public Affairs Committee also identifies opportunities for the Branch to serve the engineering community with other professional and technical organizations. The Public Affairs Committee keeps the Branch members informed of local, state and Global policy issues affecting the civil engineering profession.

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

Branch programs of public importance and interest should receive special attention in the form of e-mails, social media posts, and website announcements to members.

Goal 1: Solicit nominations for ASCE Houston Branch *Excellence in Journalism* Award.

- 1) Solicit article nominations from local newspapers, magazines, etc. for the ASCE Houston Branch *Excellence in Journalism* Award.
- 2) Coordinate nomination process and requirements with the Texas Section and ASCE Global. Submit the Branch award winner to the Texas Section for consideration for the award at the Section level.
- 3) Recommend nomination to ASCE Houston Board of Direction for approval. Award will be presented at the June Branch Meeting.

Goal 2: Submit announcement of ASCE Houston Branch Officers to local newspapers.

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

Goal 3: Submit ASCE Houston Branch Meeting Calendar to local newspapers.

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

Goal 4: Participate in, or ensure Houston Branch participation in, the ASCE Legislative Fly-In, Key Contacts, and PR & GR Universities.

- 1) Solicit members to participate in legislative activities at the local, state and national local elected officials associated with relevant unveilings and/or screenings (i.e., ASCE and PBS Liquid Assets Program).
- 2) Solicit members enlistment in ASCE Global's 'Key Contacts' program.
- 3) Organize local seminars utilizing ASCE Global's 'Public Relations and Government Relations Universities' programs.
- 4) Update the ASCE Houston Board of Direction on current or upcoming public policy issues (including electoral propositions) that directly impact the mission and vision of ASCE. Obtain necessary information and coordinate with the Board of Direction to disseminate information to membership for purposes of education and awareness of the topic.

Goal 5: Provide assistance to Houston Branch Technical and Standing Committees.

- 1) Assist with publicity efforts for the Engineers Week Committee and the Membership Committee for the Houston Branch Subscribing Membership Drive Program.

SPECIAL AD-HOC TASK COMMITTEES

Special Ad-Hoc Committees are created to execute a specific task and are overseen by the entire Board of Direction. These committees are formulated by the President and shall be dissolved once their assigned task is completed or at the end of the Branch year, unless their continued function is deemed necessary by the President-Elect for his term as President.

The following ad-hoc task committees were created to support Branch activities in previous years. These committees may be reactivated at some point in the future.

HCFC D TASK FORCE COMMITTEE/EWRI

Goal 1: Maintain liaison with HCFC D.

- 1) Represent ASCE on this task group as needed/requested by HCFC D.
- 2) Provide periodic written reports of activities to the Board of Direction.

INFRASTRUCTURE REPORT CARD COMMITTEE

Goal 1: Advertise the Greater Houston Infrastructure Report Card.

- 1) Organize activities to unveil, reproduce, distribute, and publicize the Report Card to local stakeholders and the general public. Coordinate activities with the Public Affairs Committee. Utilize SPAG funding as appropriate.

SAGE COMMITTEE

The Service Activities Goals Evaluation (SAGE) Committee shall provide a “sunset” review of the Branch to determine the continued functionality and efficiency of the Branch organization.

Goal 1: Obtain information for and prepare a report of findings to the Board of Direction.

- 1) Target completion of the SAGE Committee report for the end of the 2013-2014 Branch year.
- 2) Review previous SAGE Committee reports prepared in 2003, 1994, and 1985 for guidance in the information gathered and final product to be prepared.
- 3) Conduct surveys, interviews, etc. to gather information on current Branch activities and practices for review by the Committee.
- 4) Compile and analyze the acquired information and prepare a final report for review and approval by the Board of Direction.
- 5) Make the final report available to membership. Coordinate distribution and announcements with the Newsletter and Website Committees.

TEXAS CIVIL ENGINEERING CONFERENCE COMMITTEE (CECON)

Goal 1: Organize the Fall 2014 Texas Civil Engineering Conference.

- 1) The Branch has been selected to host the Fall 2014 Texas Section Meeting in the Houston Area. Committee activities should be focused on producing a high quality program for Texas Section membership.
- 2) Communicate activities with the Board of Direction. Coordinate with the Treasurer for seed funding. Coordinate with the Texas Section Board of Direction regarding proposed activities and obtain necessary approvals as required.

WEB COMMITTEE

Goal 1: Research alternatives to improve the Branch website and newsletter.

- 1) Study possible avenues to upgrade and/or replace the current Branch website and newsletter.
- 2) Seek methods to further incorporate social media into the Branch newsletter and website.
- 3) Present any findings or recommendations, including budgetary concerns, to the Board of Direction for discussion and approval.

2015 REGIONS 3, 6, & 7 LEADERSHIP CONFERENCE COMMITTEE

Goal 1: Organize the January 2015 Leadership Conference.

- 1) The Branch has been selected to host the January 2015 Regions 3, 6, & 7 Leadership Conference in Houston. The Board should appoint two co-chairs who are jointly responsible for leading the Branch's commitment to the conference which includes development of the social program and coordination of YM speakers.
- 2) Communicate activities with the Board of Direction. Coordinate with the ASCE's Geographical Services Office regarding proposed activities and obtain necessary approvals as required.

DREAM BIG INITIATIVE

Goal 1: Publicize and utilize ASCE's Dream Big film for outreach activities.

- 1) Publicize the Dream Big film to the local public at outreach events and thru website/social media.
- 2) Provide showings of the film at the Houston Museum of Natural Science.
- 3) Develop other specific events or activities to engage/inform the public about the Dream Big film.
- 4) Purchase Dream Big Toolkits for distribution to local middle schools and elementaries.

ASCE HOUSTON BRANCH 75TH ANNIVERSARY

Goal 1: Celebrate the Branch's 75th Anniversary.

- 1) Update logo on all website, social media, and letterhead materials to indicate the 75th anniversary.
- 2) Organize a social event for Branch members in recognition of the 75th anniversary.