

**ASCE ST. LOUIS SECTION**

**Officers, Directors, and Committee Chairs Section Handbook**

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# General Information

## 2022-23 List of Officers, Directors, and Committees

* + 1. **OFFICERS AND DIRECTORS**

**President**

Chris Toenjes, P.E. Roeslein & Associates, Inc.

9200 Watson Road, Ste. 200 St. Louis, MO 63126

(618) 301-7309

[chrisatoenjes@gmail.com](mailto:chrisatoenjes@gmail.com)

**President Elect**

Melantha Norton, P.E.

Nestle Purina Pet Care Company [diodonna@hotmail.com](mailto:diodonna@hotmail.com)

**Secretary**

Melissa Rettig

Hg Concult, Inc.

Phone: (314) 758-5292

[mrettig@ghcons.com](mailto:mrettig@ghcons.com)

**Treasurer**

Shari Cunningham, P.E.

SCI Engineering, Inc.

130 Point W. Blvd

St. Charles, MO 63301

Phone: (636) 757-1029

[scunningham@sciengineering.com](mailto:scunningham@sciengineering.com)

**Director of Professional & Technical Development**

Tony Roth, P.E. Geotechnology, Inc.

11816 Lackland Road, Suite 150 St. Louis, MO 63146

Phone: (314) 997-7440

[troth@geotechnology.com](mailto:troth@geotechnology.com)

**Director of Administration**

Ronaldo Luna, PhD, PE, F. ASCE

Saint Louis University

3450 Lindell Blvd., Rm 1045

St. Louis, MO 63103

Phone: (314)-977-8372

[ronaldo.luna@slu.edu](mailto:troth@geotechnology.com)

**Past President**

Alison Graves, P.E. Civil Design,

5220 Oakland Avenue

St. Louis, MO 63110

(314) 881-5470

[agraves@civildesigninc.com](mailto:agraves@civildesigninc.com)

* + 1. **COMMITTEE CHAIRS**

**Department of Professional & Technical Development – Tony Roth**

*Government & Public Relations Chair:* Dennis Boll, P.E., Geotechnology, 11816 Lackland Road, Suite 150 Saint Louis, MO 63146, (314) 997-7440, [dboll@geotechnology.com](mailto:dboll@geotechnology.com)

*Membership Champion:* W. Lyle Simonton, Subsurface Constructors, 101 Angelica St. St. Louis, MO 63147, (314) 421-2460 x101, [lsimonton@subsurfaceconstructors.com](mailto:lsimonton@subsurfaceconstructors.com)

*Pre-College Outreach:* Ben Ruether, Keller, 12166 Old Big Bend Rd, Suite 300 W, Kirkwood, MO 63122, 314-802-2920, [BDRuether@keller-na.com](mailto:BDRuether@keller-na.com)

*Student Involvement Chair:* Jeffrey B. Smith PE, HNTB Corporation, 10 S. Broadway, Suite 400, St Louis, MO 63103, (314) 241-2808, [jesmith@hntb.com](mailto:jesmith@hntb.com)

*Sustainability Committee Chair*: Kandi Spraggs, WSP, 211 N. Broadway, Suite 2800, St. Louis, MO 63102, (314) 206-4209, [kandi.spraggs@wsp.com](mailto:kandi.spraggs@wsp.com)

*Younger Member Chair:* Alicia Padilla, Special Inspections & Design, 1 Design Mesa, Collinsville, IL 62234, (608) 577-2953, [alicia.m.padilla4@gmail.com](mailto:alicia.m.padilla4@gmail.com)

*Institutes:*

*COPRI:* VACANT

*Construction Committee Chair:* Anne Werner, Ph.D., Southern Illinois University Edwardsville, Department of Construction, Campus Box 1803, Edwardsville, IL 62026, (618) 650-5191, [awerner@siue.edu](mailto:awerner@siue.edu)

*EWRI Chair:* Meg Zuercher, USACE, (847) 219-5407, [megz.stlewri@gmail.com](mailto:megz.stlewri@gmail.com)

*Geo-Institute Chair:* Xiaomin You, WSP USA, 211 N Broadway, Ste 2800, St. Louis, MO 63102, (314) 206-4354, [Xiaomin.You@wsp.com](mailto:Xiaomin.You@wsp.com)

*SEI Chair: Lowell Seaton,* Veterans Canteen Service, [Lowell.Seaton@va.gov](mailto:heather.sei@gmail.com)

*T&DI Chair:* Brian Rensing, CBB, 12400 Olive Blvd., Ste 430, St Louis, Mo 63141 (314) 878-6644 x9569, [brensing@cbbtraffic.com](mailto:brensing@cbbtraffic.com)

**Director of Administration – Shari Cunningham**

*Annual Dinner Chair*: Britt Burkard PE, Parsons, 314-819-5049, [britt.burkard@parsons.com](mailto:britt.burkard@parsons.com)

*Awards Chair*: Nichole Witushynsky PE, WSP, 211 N Broadway, Suite 2800, St. Louis, MO 63102, (314) 206-4230 [nichole.witushynsky@wsp.com](mailto:nichole.witushynsky@wsp.com)

*Communications Chairperson:*  Brenan Pool, The Engenuity, 217-204-2808, [brenanp@theengenuity.com](mailto:brenanp@theengenuity.com)

*Diversity & Inclusion:*  Kelly Sexto, F.E. Civil Design Inc., 314-880-4437, [ksexto@civildesigninc.com](mailto:ksexto@civildesigninc.com)

*Fundraising Chair*: Britt Burkard PE, Parsons, 314-819-5049, [britt.burkard@parsons.com](mailto:britt.burkard@parsons.com)

*History & Heritage Chair*: Jeffrey L. Fouse, P.E., F.ASCE, 1216 Moncoeur Dr, Saint Louis, MO 63146, (314) 569- 3866, [jfouse@reitzjens.com](mailto:jfouse@reitzjens.com)

*Life Member Chair:* Gene Rovak, 314-303-3211 [grovak@outlook.com](mailto:grovak@outlook.com)

*Programs Chair:* Stephen Noeth, Volkert, 1500 Eastport Plaza Drive, Ste 200, Collinsville, IL 62234, (618) 345-8918, [stephen.noeth@volkert.com](mailto:stephen.noeth@volkert.com)

*Scholarships:* Alison Graves (see Past President)

*Website Manager*: Jeffrey B. Smith, HNTB Corporation, 10 S. Broadway Suite 400, St. Louis, MO 63102, (314)2412808, [jesmith@hntb.com](mailto:jesmith@hntb.com)

**Faculty Advisors**

**MS&T**

Joel Burken, Ph.D.

Department of Civil, Architectural and Environmental Engineering Missouri University of Science and Technology

Butler-Carlton Building, Room 224 1401 N. Pine St.

Rolla, MO 65409,

(573) 341-4465

[burken@mst.edu](mailto:burken@mst.edu)

**SIUE**

Alaa Elsisi

Department of Civil Engineering

Southern Illinois University at Edwardsville Campus Box 1800

Edwardsville, IL 62026-1800 [aelsisi@siue.com](mailto:aelsisi@siue.com)

**UofM**

Sarah Orton, Ph.D. [ortons@missouri.edu](mailto:ortons@missouri.edu)

**SLU**

Jalil Kianfar, PhD, PE, PTOE, RSP Associate Professor of Civil Engineering Saint Louis University

3450 Lindell Blvd, Rm 2037 St. Louis, MO 63103 Phone (314) 977-8271

[Jalil.kianfar@slu.edu](mailto:Jalil.kianfar@slu.edu)

**SIUC**

Ajay Kalra

Department of Civil Engineering Southern Illinois University Carbondale Engineering B, Room 114

Carbondale, IL 62901-6603

618-453-7008

[kalraa@siu.edu](mailto:kalraa@siu.edu)

## Budget

* + 1. **Membership Dues**

The Annual Dues for members of the ASCE St. Louis Section (Section, payable no later than January 1st, shall not exceed thirty dollars ($30.00) and the rate shall be fixed by a majority vote of those Officers and Directors present at the Annual Meeting as defined in the Section Bylaws. In the event no action on dues is taken at the Annual Meeting, they shall remain the same as for the preceding year.

* + 1. **Budget Development**

Committees and Institutes are to work with their Directors in August or September of each calendar year to request appropriate budgets for the upcoming year. A copy of the Section Budget is available to each committee chair through their Director or the Treasurer. Note that Committees and Institutes may spend the amounts approved by the Budget Committee, but expenditures beyond that amount will require approval by the Executive Board.

## Officer Responsibilities

In addition to the responsibilities outlined in the Constitution and Bylaws, the Officers shall have the following duties:

## PRESIDENT

* + 1. **Budget/Audit Committee**

The Budget/Audit Committee should be comprised of the incoming President (Chair), the outgoing President, the outgoing Treasurer, and the incoming Treasurer. The committee should meet no later than the month of September, to audit the transactions of the previous year and to prepare a draft budget for submittal to the Executive Board.

The audit should, at a minimum consist of reviewing all transactions for the previous year, to verify if they appear reasonable, and that they have been posted to the proper account code. The committee should randomly check a representative number of expense transactions, or any specific transaction of significant value, to verify that there is adequate documentation to justify the expense.

The committee should also verify that the record of transactions reconciles with the balance in the checking, savings, and investment accounts.

* + 1. **Region 7 Assembly**

The President may appoint someone to serve as the St. Louis Section representative to the Region 7 Assembly and serve as the Section’s “voice” in issues relating to the policies and governance of the national organization. The representative should participate in all telephone conference calls and meetings of the District Council and report to the Section on any issues or activities of concern. The President may choose to serve in this representative role of the Region 7 Assembly.

* + 1. **Missouri ASCE Coalition**

The Coalition is an informal group consisting of the presidents of the St. Louis and Kansas City Sections. The Coalition will confer on an “as-needed” basis on issues state issues that would affect the membership of the two Sections.

* + 1. **Region 7 Annual Report**

The President shall prepare the report for the Region 7 Board of Governors Annual Meeting. The Past-President shall attend, and if unavailable, an appointee by the President shall attend.

## PRESIDENT-ELECT

* + 1. **Section Handbook**

The President-Elect shall be responsible for annotating changes and corrects to the Section Handbook throughout the year and preparing the annual update to the Handbook. The updated Handbook should be distributed to the Executive Board in the fall of the year the President-Elect is to become President.

* + 1. **Budget/Audit Committee**

The President-Elect shall serve as a member of this committee.

* + 1. **Outstanding Section Award Application**

The President-Elect shall prepare the application and submit to Society.

* + 1. **SPAG Grants**

The President-Elect shall be responsible for preparing of the State Public Affairs Grant (SPAG) application, if available, ensuring that the awarded grants are expending during the year and submitting of the final report on the grant activity to Society. Grant applications are typically due to Society around the first of December and the final report is typically due around the first of September. To facilitate the preparation of the final grant activity report it is strongly recommended that a sample of the form be given to the committee chairs who will be using this money, so that they may provide the necessary information to complete the report in a timely manner. A sample format of the application and final reporting form is included in Section 4.

* + 1. **Region 7 Grants**

Grants are also available for activities from Region 7. While there is no set application process, the President-Elect shall contact the Region 7 Governor and shepherd the process for any Region 7 grant applications.

* + 1. **Bylaws Review**

The President-Elect shall be responsible for reviewing the Bylaws on an annual basis to identify any modifications needed, so they reflect the current operating procedures and policies of the Section. Should changes be needed, the President-Elect shall organize a Task Force to draft the recommended changes for presentation to the Executive Board and the membership for approval. Please refer to the current Bylaws regarding these procedures.

## PAST-PRESIDENT

* + 1. **Nominating Committee**

The Past-President shall serve as the Chair of this committee. The committee shall be comprised of not less than four additional members of the Section. Please refer to the Bylaws for specific information regarding the procedures for nominating officers and directors.

* + 1. **Scholarship Committee**

This committee is responsible for the selection of the five scholarship recipients, one from each of the Student Chapters within the Section. Contact with the Practitioner Advisor and the Faculty Advisor should be made no later than February of the year in which the award is to be given to ensure that the applications are submitted before the end of the spring semester. The scholarships shall be awarded at the Annual Awards Dinner.

## TREASURER

* + 1. **Treasurer’s Qualifications**

The Section Treasurer should be, or become, familiar with basic accounting principles and how to maintain simple accounting records. The Treasurer will use QuickBooks accounting web-based software to maintain records. While the QuickBooks software has tutorials and help functions it may take the Treasurer some time to learn how to use it. The Treasurer must also reconcile their book transactions to those recorded by the bank (U.S. Bank) and broker (Edward Jones).

* + 1. **Treasurers’ Responsibilities**

The Section Treasurer’s responsibilities are very important to the Section and require a consistent time commitment. The Treasurer’s general responsibilities include the following:

* Working with Section officers and board to plan activities and prepare an annual budget
* Annually update all account information with U.S. Bank and Edward Jones
* Maintaining the Section’s bank and investment accounts and safeguarding those assets, including the Section checkbooks (U.S. Bank and Edward Jones Accounts) and credit/debit card
* Paying approved bills (can be performed electronically)
* Promptly depositing money received in bank accounts
* Maintaining the Section’s accounting records on an accurate and timely basis, using outside assistance where necessary
* Reconciling the accounting records to the bank statement monthly and to the brokers statements as required
* Preparing accurate periodic financial reports (including comparisons of budgeted to actual expenses and income, balance sheets and check book reconciliations) for presentation to the Section’s monthly board meetings, or as otherwise required
* Coordinating with subsidiary organizations (mainly the Institutes reporting to the Section) to ensure they are properly maintaining their accounting records
* Combining the year-end financial information of the Section with its subsidiary organizations
* Arranging for others to audit or review accounting records
* Maintain an accurate and timely accounting of all required account information, internet websites, passwords, and necessary contacts. Obviously, this information should be closely guarded and shared only as required.
* Coordination with ASCE Section Finance Committee in the preparation of tax returns for year of Treasurer’s term (after term is completed) and associated backup materials, for submittal to IRS by ASCE Section Finance Committee.
  + 1. **Resources and References**

In addition to others on the Section Board the Treasurer has several resources available including the following:

* ASCE staff:

Jennie Grant, Senior Account Manager, 703-295-6189, email [jgrant@asce.org](mailto:jgrant@asce.org) Mark Geiger, Senior Accountant, 703-295-6173, email [mgeiger@asce.org.](mailto:mgeiger@asce.org)

* ASCE Collaborate is an on-line members forum and place for each ASCE members to access and store important ASCE-related documents. Collaborate can be accessed by using your personal ASCE username and password and depending on your position, access will be granted to certain files. There is a Community for St. Louis Section members with Board access to “Reg 7: St. Louis: Section Officers”.
* ASCE Section Financial Manual, available on ASCE Collaborate
* ASCE makes QuickBooks (including training software and tutorials) available to Sections and subsidiary organizations on-line. The St. Louis Sections utilizes this arrangement. The data is maintained and backed up on ASCE’s servers. A specific link and password will be sent to the Treasurer by ASCE Staff to access the St. Louis Section portion of the server, or since the information does not change it may be passed down by the previous Treasurer.
* Broker: Edward Jones

12812 Olive Boulevard Creve Coeur, MO 63141 (314) 469-7979

[www.edwardjones.com](http://www.edwardjones.com/) Timothy Madras, (636) 391-0400

* Bank:

U.S. Bank

4301 Lindell Blvd.

St. Louis, MO 63108 <http://www.usbank.com/index.html>

* ASCE monthly remittance reports may be obtained on the ASCE website, [www.asce.org/myprofile](http://www.asce.org/myprofile)
  + 1. **General Section Financial Information**

The St. Louis Section keeps numerous accounts, both with U.S. Bank and Edward Jones, many with dedicated or specific purposes. A brief description of these accounts is as follows:

* U.S. Bank Checking Account, used for handling the day to day functioning of the Section and Institutes. It should be noted that careful reporting of this account must be maintained, presently with QuickBooks, to properly determine which assets are dedicated to the Section versus which are dedicated to the Institutes. A further breakdown of how assets are distributed between the Section and Institutes may be found elsewhere in this Handbook. Edward Jones, ASCE Scholarship Account, dividends from the mutual funds in this account is paid into the “cash” portion of this account. The cash portion of this account, along with annual deposits of Section Voluntary Dues, Life Member’s Contributions, and fundraising profit are used to pay the five scholarships annually provided to local Student Chapters (these include Southern Illinois University-Edwardsville, Southern Illinois University-Carbondale, University of Missouri-Columbia, Missouri University of Science and Technology, and St. Louis University). These scholarships should be paid out of the checkbook associated with the cash portion of this account, each scholarship is $2,000.00. The “Income Fund of America” contained in this account is dedicated to the local SEI Institute and the principal of this fund should be used only as directed by the Institute. The “American Balanced Fund” contained in this account is dedicated to the local Section the principal of this fund should be used only as directed by the Section board.
* Edward Jones, Alizadeh Geotechnology Scholarship Account, dividends from the mutual funds in this account is paid into the “cash” portion of this account. The cash portion of this account is used to pay scholarships as directed by the local Alizadeh Scholarship Subcommittee of the Geo-Institute, generally one or two scholarships a year. These scholarships should be paid out of the checkbook associated with the cash portion of this account.
* Edward Jones, EWRI Account, this fund is dedicated to the local EWRI Institute and should be used only as directed by the Institute.
* Edward Jones, Institute Accounts are dedicated to the local Institute and should be used only as directed by the Institute.

## Typical Yearly Activity Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Type** | **Name** | **Who** |
| Monthly | Reporting | Newsletter | Communications Chair |
| Monthly | Reporting | Board Meeting Agenda | President |
| Monthly | Reporting | Meeting Minutes | Secretary |
| Monthly | Reporting | Treasurer's Report | Treasurer |
| September | Event | Annual Dinner | Annual Dinner Chair |
| September | Reminder | Send letters to schools | Pre-College Outreach |
| September | Event | Presidents & Governors Forum | President Elect |
| September | Reminder | Set year's Program Schedule | Program Committee |

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Type** | **Name** | **Who** |
| September | Reminder | Set Holiday Social Venue | Program Committee |
| September | Reminder | Perform Technical Committee Equity Account allocations | Treasurer |
| September | Event | Budget Meeting and Audit | Treasurer, President, Past- President, Secretary |
| October | Reminder | Life Member Scholarship Solicitation Letters | Committee |
| October | Reminder | Outstanding Section Award Due | President |
| October | Luncheon | Transportation | Program Committee/TD&I |
| October | Reporting | SPAG application (if applicable) | President Elect |
| October | Event | National Convention | President |
| November | Reminder | Reminder to pay voluntary dues.  $15 donation in Dec newsletter | Newsletter Chair |
| November | Event | GeoStructural Confluence | Geo-Institute/SEI |
| November | Luncheon | EWRI | Program Committee/EWRI |
| December | Event | Winter Social | Program Committee |
| January | Reminder | 5 Nominating Committee Appointees Named | Past President |
| January | Luncheon | Joint luncheon with SAME (We lead in odd years) | Program Chair |
| February | Reminder | Select Annual Dinner Venue | Annual Dinner Chair |
| February | Reminder | Life Member Certificates Arrive | Awards/Life Members |
| February | Event | Multi-Regional Leadership Conference | Treasurer, Director (newest), 2 Younger Members |
| February | Reminder | WYSE @ SWIC | Pre-College Outreach |
| Spring | Event | Missouri Legislative Drive-In | Government Affairs |
| Spring | Event | Illinois Legislative “Drive Down” | Government Affairs |
| February | Event | Rotary E-Week Luncheon | President |
| February | Reminder | Annual Section Handbook Review | President-Elect |
| February | Event | Joint Society E-Week Luncheon | Program Committee |

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Type** | **Name** | **Who** |
| February | Reminder | Tax Return Due | Treasurer (previous year) |
| February | Reminder | Annual Bylaws Review | President-Elect |
| March | Event | Life Member Certificate Presentation | Awards/Life Members |
| March | Luncheon | GeoInstitute | Program Chair |
| March | Event | Legislative Fly-In | Government Affairs |
| March | Reminder | Alizadeh Geotechnology Scholarship Announcement | Alizadeh Scholarship Subcommittee |
| April | Reminder | Region 7 Award Nominations Due | Awards |
| April | Reminder | Solicit Section Awards Nominees | Awards |
| April | Reminder | Verify MS&T Greenburg Scholarship Solicitation | Pre-College Outreach |
| April | Luncheon | Structural Engineer Institute | Program Chair |
| April | Event | Water Spring Symposium | EWRI |
| April | Event | Past-President's Dinner | Past-President |
| May | Reminder | Infrastructure Symposium Planning Begins | Committee |
| May | Reminder | Alizadeh Scholarship Applications due | Geo-Institute |
| May | Luncheon | Younger Members | Program Chair |
| May | Reminder | Discuss who is attending National Convention | Board |
| May | Event | Infrastructure Symposium | Committee |
| June | Reminder | Section Awards Nominations Due | Awards |
| June | Reminder | Scholarship Nominations Due | Past-President |
| August | Event | Region 7 Assembly | President |
| August | Event | Annual Strategic Session | Board & Committee Chairs |
| August | Reminder | Set Budget Meeting Date | President |
| August | Reporting | SPAG Report Due | President-Elect |
| August | Reminder | Request Budget Items for next FY | Board & Committee Chairs |

## Bylaws

Constitution and By-Laws were revised in the fall of 2022. Current copies are available on ASCE Collaborate.

# Department of Administration

## Department of Administration Organization

Administrative committees report to the Director of Administration. Prior to each monthly Section Board meeting, each committee chair should submit a summary of activities to the Director of Administration so a report can be made to the Executive Board. Committee chairs are encouraged to attend Board Meetings to give a personal report and can request to give their report at the beginning of the meeting.

## Annual Dinner Coordinator

Purpose and Goals

The Annual Dinner Coordinator is responsible for arranging the Annual Dinner held in mid- September on a Friday or Saturday evening.

Committee Composition

The Annual Dinner Coordinator should identify an assistant to assist in organizing the event. A full committee is not typically necessary. However, the Coordinator will need assistance and support of the Attendance Committee and the Executive Board to make this a successful event.

Duties and Responsibilities

The Annual Dinner Coordinator is responsible for all arrangements associated with this event, including:

1. Submitting a committee budget request to the Director of Administration in September to aid the budget committee with budgeting.
2. Selection of the date, meeting place and menu.
3. Determining the number of free guests, based on input from the Awards and Scholarship Committees.
4. Determining all expenses and setting the event price in order to “break even” (with the exception of meal costs for awards recipients and other exceptions as granted by the Executive Board). If at all possible, the solicitation of financial support from members’ engineering firms should be avoided. The cost of meals for award recipients and their guest is included in the budget for the Awards Committee.
5. Complimentary meals are generally extended to: Awards recipients (2 per awardee) and scholarship recipients (2 per awardee). Project of the Year award recipients may have two complimentary meals for each the owner, engineer, and contractor for a total of six potential complimentary meals.
6. Generally, speeches by recipients are to be avoided or kept as a brief acknowledgement. The Project of the Year recipient may make a brief presentation to provide an overview of the project.
7. Ensuring all guests have been notified and event properly advertises in Newsletter, Website,

and broadcast email.

1. Establishing the agenda and prepare and print program.
2. Handle RSVPs, collect money, and track attendance.
3. Coordinating with Past-President (scholarship chair), Awards Chair, Treasurer, and President to ensure all details are covered.
4. Notify the Public Information Coordinator in advance of the event for external notices/visibility.
5. The Dinner chair should coordinate contracts; however, contracts should only be signed by the President of the Section who should check any questionable contract terms with the Society’s Legal Counsel.

Reports

The Coordinator should keep Executive Board informed about the progress of the meeting arrangements and proposed event budget. Following the event, the Coordinator should prepare a report summarizing the arrangements, attendance, expenses and income of the dinner. A copy of this report should be submitted to the Secretary at an Executive Board meeting. It is recommended that the Activity Report Form in Section 4 be used for this purpose. Remarks and comments about the venue as well as possible changes in the program format should be noted for the information of future coordinators.

The Request for Payment/Reimbursement Form and Activity Report Form in Section 4 must be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment. The treasurer will not issue reimbursements until completed forms have been submitted.

The Coordinator should maintain a listing of past venues with a rating as to the acceptability of the place and service for future reference.

## Awards Committee

Scope and Objectives

The Awards Committee is responsible for coordinating the selection of local award recipients and candidates for Society award consideration. The selection of the committee is final, not subject to Board approval.

Committee Composition

The Awards Committee should consist of three to five members. The responsibility for coordinating the advertising and selection process for local awards should be distributed among the committee members, with the Chair responsible for ensuring that each member performs his/her duties. The responsible committee member may utilize the services of other committee members to serve on the selection team for a specific award. However, it is recommended that different members of the Section, who may have special knowledge about the award topic, be solicited to serve on the teams. This will increase member involvement in the Section, utilizing those members who only want to serve in a limited role.

Primary Duties

* Review requirements of the local awards listed below and the Society Awards on the Society website at [www.asce.org](http://www.asce.org) to become familiar with, and identify all potential local, regional, and Society award and prize opportunities and become conversant with the requirements of each.
* Establish an operating schedule for completing actions required for each award.
* Use the Section newsletter, web page and broadcast email to notify the membership of the various opportunities for awards and prizes, and invite their suggestions or proposals.
* Contact the Dean of Civil Engineering at St. Louis University, SIU-Edwardsville, Missouri University of Science and Technology, University of Missouri, and SIU- Carbondale regarding possible research awards. Provide them with the listing of Society and Student Awards since many of these awards and research grants are also eligible to non-members of the Society.
* Solicit the assistance of the Younger Members Committee in identifying possible candidates for awards designated specifically for younger members.
* Solicit assistance from the Student Chapter Contacts in providing information to the Student Chapters.
* Solicit the assistance of the Technical Committees in identifying possible nominees for technical awards, such as the Otto Nuttli Award awarded by SEI.
* Solicit the assistance of the other Committees in identifying possible nominees for awards, such as the Public Information Committee for the Excellence in Journalism Award.
* Provide biographical information for scholarship and award winners along with a description of project of the year and applicable photos to the Section Board as soon as the information is available in September.

Selection Process

The selection team should utilize a rating system for selecting the award recipient which eliminates where possible the potential for bias due to personal opinion or knowledge of the nominees.

When no such system exists, the committee shall undertake to develop such a system. To facilitate this process the committee should contact Society to determine if a rating system exists for the same or similar Society award. Use of rating systems by other societies that have similar awards, upon modification to meet the ASCE award criteria, should be considered.

###### Local Awards

**Young Engineer Award for Professional Achievement** - This award recognizes professional contributions of younger members to the Society and to the St. Louis Section and is presented annually to a Member of the St. Louis Section of ASCE who is less than 35 years of age on February 1 of the year in which the award is presented. The nominee must have a professional certification of Professional Engineer (P.E.), Engineering Intern (E.I.), or Engineer-in-Training (E.I.T.). The nominee must be a member of ASCE within the St. Louis Section boundaries.

The nominee who is judged must have attained significant professional achievement, by the degree to which the candidate has shown:

* Service to the advancement of the profession;
* Evidence of technical competence, high character and integrity;
* Leadership in the development of younger member attitudes toward the profession;
* Contributions to public service outside of his/her professional career.
* Other evidence of merit, which in the judgment of the award committee shall have advanced the ASCE’s objectives.

All nominations will be reviewed by the Awards Committee and a recommendation for the recipient of the award shall be made to the Executive Board at a regularly scheduled Board Meeting. The Executive Board may either approve the recommendation or vote to present the award to another nominee or vote not to present an award. No recipient may receive the award more than once.

The award shall consist of suitable wood/metal plaques, appropriately inscribed with the name of the recipient, the award name, the date, and the St. Louis Section name. The award shall be presented by the Chairperson of the Awards Committee at a regularly scheduled meeting of the St. Louis Section, preferably the Annual Meeting.

Electronic submittal of the nomination application PDF shall be emailed to the Chairperson of the Awards Committee. Nominations may also be submitted by mail postmarked by the award deadline.

The nominations must be received by the Awards Committee Chairperson by June 1st.

***Please note:*** Applicants for Young Engineer Award are encouraged to also submit for the Edmund Friedman Young Engineer Award for Professional Achievement (Edmund Friedman) award at the national level, due February 1st. The Edmund Friedman information and nomination form can be found at: <https://www.asce.org/career-growth/awards-and-honors/edmund-friedman-young-engineer-award-for-professional-achievement>

***Edmund Friedman Award MUST be endorsed by the Section President.***

**Project of the Year Award** - The Award is given for achievement—not to an individual—so that the many individuals who have worked on the project are recognized as having contributed. The award is made annually for any engineering project that falls into the general category of civil engineering. Only engineering and construction achievements within the boundaries of the St. Louis Section are eligible. The project must have been completed and placed into operation within 5 years of the date the nomination is submitted.

Basis for the Award is “an engineering project that demonstrates the greatest engineering skills and represents the greatest contribution to civil engineering progress and mankind”. In making the selection, the following criteria are given special weight:

* Contribution to the well-being of people and communities;
* Resourcefulness in planning and in the solution of design problems;
* Pioneering in use of materials and methods;
* Innovations in construction;
* Impact on physical environment, unusual aspects, and aesthetic values.

The following kinds of civil engineering projects are considered eligible: bridges, tunnels, waterway structures, roads, dams, power plants, buildings, structures, airports, water supply projects, waste disposal projects, military projects, and other large developments. Portions of projects may be considered for their civil engineering aspects. Consider all phases of the project such as planning, design, construction, operation and maintenance. It is vital to discuss the project’s significance beyond the facts of the job.

All nominations will be reviewed by the Awards Committee and a recommendation for the recipient of the award shall be made to the Executive Board at a regularly scheduled Board Meeting. The Executive Board may either approve the recommendation or vote to present the award to another nominee or vote not to present an award. No recipient may receive the award more than once.

The award shall consist of suitable wood/metal plaques, appropriately inscribed with the name of the project, the recipient’s name, the award name, the date, and the St. Louis Section name.

The award shall be presented by the Chairperson of the awards Committee at a regularly scheduled meeting of the St. Louis Section, preferably the Annual Meeting.

Electronic submittal of the nomination application PDF shall be emailed to the Chairperson of the Awards Committee. Nominations shall be limited to six pages in length and includes no more than three color photos. Any supporting information such as articles from newspapers, magazines, journals are limited to five pages, do not count toward the 6-page maximum, and must be included in an appendix.

The nominations must be received by the Awards Committee Chairperson by June 1st.

***Please note:*** Applicants for Project of the Year are encouraged to also submit for the Outstanding Civil Engineering Achievement (OCEA) Award at the national level. If you decide to do so, please submit the nomination form for the OCEA Award for both. The nomination form can be downloaded at: <https://www.asce.org/career-growth/awards-and-honors/outstanding-civil-engineering-achievement-award> OCEA national awards are recognized at the ASCE OPAL dinner annually.

**Professional Recognition Award -** This award recognizes the importance of professional attainment in the advancement of the science and profession of engineering and is presented annually to a Member of the St. Louis Section of ASCE who has made substantial contributions to the engineering profession and the St. Louis Section. The nominee must be a member of ASCE within the St. Louis Section boundaries.

The award shall be made to a Member who is judged to have contributed substantially to the status of the civil engineering profession and to the goals and objectives of the St. Louis Section by:

* An established reputation of professional service;
* Objective and lasting achievement in improving the conditions under which professional engineers serve in public and private practice;
* Significant contributions to improving civil engineering education;
* Guidance of young civil engineers in the formative stages of their careers;
* Participation and contributions to the St. Louis Section and ASCE;
* Other evidence of merit.

Nominations for the award must be made by a Member of the St. Louis Section of ASCE. All nominations will be reviewed by the Awards Committee and a recommendation for the recipient of the award shall be made to the Executive Board at a regularly scheduled Board Meeting. The Executive Board may either approve the recommendation or vote to present the award to another nominee or vote not to present an award. No recipient may receive the award more than once.

The award shall consist of suitable wood/metal plaque, appropriately inscribed with the name of the recipient, the award name, the date, and the St. Louis Section name. The award will be presented by the Chairperson of the Awards Committee at a regularly scheduled meeting of the St. Louis Section, preferably the Annual Meeting.

Electronic submittal of the nomination application PDF shall be emailed to the Chairperson of the Awards Committee. Nominations may also be submitted by mail postmarked by the award deadline.

The nominations must be received by the Awards Committee Chairperson by June 1st.

**Outstanding Faculty Advisor Award** - This award recognizes any Faculty/Practitioner Advisor who supports ASCE student chapters and civil engineering students. The nominee must be active with ASCE Students in the St. Louis Section and must be a member of ASCE.

Eligibility:

* Advisor must be an ASCE member in good standing at the time of application;
* Advisor had served as a Faculty/Practitioner advisor to an ASCE Student Chapter;
* Advisor must have demonstrated outstanding dedication and commitment to ASCE student members and emphasized the value of ASCE involvement during and after college.

The nominee who is judged must have attained significant professional achievement, by the degree to which the candidate has shown:

* Service to the advancement of the profession;
* Evidence of technical competence, high character and integrity;
* Leadership in the development of younger member attitudes toward the profession;
* Other evidence of merit, which in the judgment of the award committee shall have advanced the ASCE’s objectives.

All nominations will be reviewed by the Awards Committee and a recommendation for the recipient of the award shall be made to the Executive Board at a regularly scheduled Board Meeting. The Executive Board may either approve the recommendation, vote to present the award to another nominee, or vote not to present an award. No recipient may receive the award more than once.

The award shall consist of suitable wood/metal plaque, appropriately inscribed with the name of the recipient, the award name, the date, and the St. Louis Section name. The award will be presented by the Chairperson of the Awards Committee at a regularly scheduled meeting of the St. Louis Section, preferably the Annual Meeting.

Electronic submittal of the nomination application PDF shall be emailed to the Chairperson of the Awards Committee. Nominations may also be submitted by mail postmarked by the award deadline.

The nominations must be received by the Awards Committee Chairperson by June 1st.

**Service to People Award** - To bring public recognition to individuals who have performed outstanding service to people in their communities and to further public understanding and recognition of the identification “Civil Engineering - A People-Serving Profession”. The awardees need not be civil engineers but shall be selected based on their service to the general public that has some connection with the planning, design or construction of the people serving works of the civil engineering profession within the St. Louis Section boundaries.

The nominee who is judged must have attained significant professional achievement, by the degree to which the candidate has shown:

* Service to the advancement of the profession;
* Evidence of technical competence, high character and integrity;
* Leadership in the development of attitudes toward the profession; and
* Other evidence of merit.

All nominations will be reviewed by the Awards Committee and a recommendation for the recipient of the award shall be made to the Executive Board at a regularly scheduled Board Meeting. The Executive Board may either approve the recommendation, vote to present the award to another nominee, or vote not to present an award. No recipient may receive the award more than once.

The award shall consist of suitable wood/metal plaque, appropriately inscribed with the name of the recipient, the award name, the date, and the St. Louis Section name. The award will be presented by the Chairperson of the Awards Committee at a regularly scheduled meeting of the St. Louis Section, preferably the Annual Meeting.

Electronic submittal of the nomination application PDF shall be emailed to the Chairperson of the Awards Committee. Nominations may also be submitted by mail postmarked by the award deadline.

The nominations must be received by the Awards Committee Chairperson by June 1st.

**Otto Nuttli Award** - This award is given to an individual who has made a significant contribution to the knowledge of earthquake engineering or the public awareness of the impacts of earthquakes on the public sector. The award shall be presented to the qualified candidate at the Section Annual Meeting in September. The candidate’s qualifications shall be forwarded to The Society for consideration for the H. Bolton Seed Medal or one or more awards associated with the field of geotechnical engineering if deemed appropriate. The member of the awards selection team shall consist of members of the GeoInstitute and SEI. The chairperson of the GeoInstitute will be contacted by the Awards chair at the start of each awards cycle to ensure that SEI and GeoInstitute are forming a committee and soliciting for awards winners.

**Excellence in Journalism Award** - The Excellence in Journalism Award is to honor journalists for outstanding articles that enhance public understanding of the role and impact of civil engineering in designing solutions for clean water, transportation, the environment, and other public works projects. Nominations will be accepted for journalists and producers from English-language, general-interest regional and national newspapers, radio and television stations, magazines, and electronic and Web-based news outlets.

Through this award, ASCE St. Louis Section hopes to encourage continued coverage of civil engineering and related issues as a means of engaging the public in civil engineering initiatives impacting their community.

* 1. The award is judged by the Award Committee and approved by the ASCE St. Louis Section Executive Board. The awards will be presented at the St. Louis Section annual dinner in September. If the recipient desires, the recipient will be endorsed by the St. Louis Section for the national ASCE Excellence in Journalism Award.
  2. The Awards Committee submits to the ASCE St. Louis Section Executive Board for final approval a recipient who is judged superior based on how well they a) fairly cover all sides of the civil engineering project or issue; b) accurately describe the civil engineering project or issue; c) effectively explain how the project or outcome of the issue benefits the community or region; d) clearly show the civil engineer’s role; e) include the most knowledgeable civil engineering experts; and f) advance public knowledge and understanding of the civil engineering profession and its issues.
  3. The award encourages participation by ASCE members in the form of nomination submission. Award Committee members can also submit nominations, and journalists, editors and producers may nominate themselves or their colleagues.
  4. The award honors stories from general-interest, English-language, non-trade related regional and national newspapers, magazines, electronic/Web-based news outlets, and radio and television stations.
  5. The story must appear between November 1 and May 31.
  6. If a story is co-authored or co-produced, at least one of the reporters must be a fulltime journalist.

Nominations should be submitted by June 1.

Other Duties

* Encouraging and assisting the Student Chapter Committee in the establishment and administration of an outstanding Senior Civil Engineering Student Award.
* Presenting Life Membership Certificates at section meetings giving appropriate and comprehensive description of the recipient's achievements. This activity should be coordinated with the Life Member Committee.
* Preparation of plaques, awards, and certificates, including the Past-President’s Plaque.
* Maintain an “ongoing” list of past award recipients for historical and reference purposes.

Reports

The Awards Committee shall submit a written report the Executive Board summarizing the awardees selected for each Section award, awardees selected for the Scholarship awards, and the awarded Past-President plaque. Included in the report shall be a brief summary of the qualifications of each award recipient.

The Request for Payment/Reimbursement Form and Activity Report form should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment. The treasurer will not issue reimbursements until completed forms have been submitted.

The cost of meals for the award recipients and their guests is to be included in the Annual Dinner budget by the Annual Dinner chair, with guidance on attendance numbers from the Awards Committee.

## Diversity and Inclusion Committee

Purpose and Goals

The Diversity and Inclusion (D&I) Committee will coordinate, promote, and execute events and programs that advocate for inclusion and visibility of all people within the civil engineering profession without regard to gender or gender identity, race, national origin, ethnicity, religion, age, sexual orientation, disability, political affiliation, or family marital, or economic status.

Historically, the D&I Committee has participated in and supported career outreach events organized by the National Society of Black Engineers (NSBE) and the Society of Women Engineers. Our committee will ensure integration of ASCE Code of Ethics Canon 8 within all the activities involving the ASCE St. Louis Section.

*ASCE Code of Ethics Canon 8 - Treat all Persons Fairly*

*Engineers shall, in all matters related to their profession, treat all persons fairly and encourage equitable participation without regard to gender or gender identity, race, national origin, ethnicity, religion, age, sexual orientation, disability, political affiliation, or family, marital, or economic status.*

1. *Engineers shall conduct themselves in a manner in which all persons are treated with dignity, respect, and fairness.*
2. *Engineers shall not engage in discrimination or harassment in connection with their professional activities.*
3. *Engineers shall consider the diversity of the community and shall endeavor in good faith to include diverse perspectives, in the planning and performance of their professional services.*

## Fundraising Committee

Purpose and Goals

The purpose of this committee is to raise funds for use by the Section for the Student Scholarships and Career Guidance Activities. In past years, funds were raised by hosting a golf tournament.

## History and Heritage Committee

Purpose and Goals

This committee is charged with the duty of recording and disseminating historical information on American Civil Engineering and the St. Louis Section of ASCE.

Its aim is:

* To bring to the public an increased understanding of the civil engineering profession and its significant contributions to the advancement of civilization.
  + To stimulate professional pride among civil engineers
  + To provide orientation to students with respect to the idealism and tradition of the civil engineering profession.
  + To maintain a historical record of events or activities of note of the Section, including but not limited to a record of all award recipients.

The committee should assist the Membership Chair in the preparation of biographical information for use when awarding the Life Membership Certificates and for reports to headquarters after the death of a Past President or current member of the Executive Board.

Committee Composition

This committee may be composed of some of the "elder statesmen” of the local section who are most familiar with local civil engineering history and who exemplify the pride and idealism of the profession, however all those members of the St. Louis Section who are enthusiastic about preserving records of the Section are welcome. The size of the committee will be governed by local interest in its activities.

Duties

The ASCE Executive Board encourages the formation of local section committees to support the national ASCE committee on History and Heritage of American Civil Engineering. The first duty of the local committee is the maintenance of contact with the national committee. The national committee will offer guidance and advice. Guidance material is immediately available from headquarters in publications LS-122, "Suggestions for Local Section Committee on the History and Heritage of American Civil Engineering."

The Chair will be responsible for coordinating and assisting the Member Register Chair in the preparation of the “Brief History” of the Section for inclusion in the Member Register.

Recommended activities include:

* Discovery any publication of local civil engineering history.
* Identification of civil engineering landmarks and collection and preservation of photographs, drawings, and descriptions of them.
* Cooperation with other historical organizations and providing them with information.
* Presentation of lectures on local or national civil engineering history.
* Assembly of brief biographical information on each recipient of a Life Membership Certificate. Certificates are issued from headquarters and their presentation is enhanced by the delivery of a narrative biographical sketch at the meeting when the certificate is presented.
* Obtaining memoirs of each deceased Past President or current member of the Executive Board and forwarding abstracts to headquarters. Standard instructions for preparing such abstracts may be obtained from headquarters.
* Compile records and periodically publish the history of the Section.
* Notify the Communications Chair in advance of any events for external visibility.

Reports

The Chair should provide a written report of activities at the monthly Executive Board meeting. An annual summary report should also be prepared for inclusion in the Section’s records. The Request for Payment/Reimbursement Form and Activity Report Form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment.

## Communications Committee

Purpose and Goals

The Communications Committee was established in June 2017 when it was determined that there was no longer a need for a Membership Register Chairperson or a Public Information Coordinator. These positions were merged with the Newsletter Editor to form the Communications Committee. The chairperson for this committee is responsible for keeping the list of members of the ASCE St. Louis Section and editing and distributing the Section Newsletter to its members. The Communications Chairperson is the newsletter editor.

The Communications Chairperson is responsible for the preparation and issuance of a regular newsletter informing members of the activities of the Section and furnishing news, both professional and personal, of special interest to the members. The editor’s primary goal is to communicate to all local members news of past, present, and future activities and programs for the purpose of stimulating greater interest and participation in section affairs.

The Communications Committee should look for opportunities to increase public awareness of ASCE and civil engineering within the local community and to gain recognition of the Section within the Society.

Duties and Responsibility

The Communications Chairperson should work closely with the President and chairpersons of other committees to obtain information of vital interest to the membership. Correct and timely information should be obtained from the program committee regarding forthcoming meetings. Valuable news will also be found in regular publications and e-mail newsletters issued from ASCE headquarters. An informal but regular system of contacts or reporters is an essential component to the collection of interesting news, and the Communications Chairperson is encouraged to form a committee to assist in the preparation of the newsletter and other duties that may involve reporting of news to the section or the public.

Other duties of the committee may include:

* Develop a list of publications within the St. Louis Section to which press releases can be issued.
* Issue press releases of special activities that the Section is participating in.
* Issue press releases of local and national award recipients. Coordinator should work with the public relations department of the recipient’s company in distributing the releases.

The following items will constitute a checklist of newsletter contents:

* Forthcoming meeting date, time, location, speaker and subject.
* Reports on past meetings.
* Acknowledgment of services to the section by its members and guests.
* Accomplishments of committees on legislation, registration, employment, and professional activities.
* Information on legislation affecting the profession and the public.
* Personals, including listing new members in the area as well as special activities of members.
* Society ASCE activities of notable concern to members.
* Educational opportunities.
* Awards, prizes, elections, and appointments involving local members.
* Student Chapter programs and activities.
* Editorials
* "President's column".
* Papers by members.

A section of the newsletter may be dedicated to recognizing the fundraising sponsors, with logos and information available from the Fundraising Chair.

Distribution

The Newsletter will be electronically sent by e-mail to all assigned ASCE members of the Section in October of each year using a distribution service such as Constant Contact.

All newsletter items are due to the newsletter editor by the 15th of each month. Within 5 days, the newsletter editor will provide a draft of the newsletter to the Executive Board for Review. After a 5-day review period, the President and Director of Administration should provide the newsletter editor with any edits and any new material that has become available so that the newsletter can then be published before the 1st of the next month.

Within this newsletter, in a prominent place, the editor should notify all members that in order to continue receiving the Section Newsletter, payment of the Section dues is required.

Newsletters will only be sent to members with valid e-mail addresses in the section database, obtained from the Society. Hard-copy newsletters can be sent upon request by a current section member.

Reports

If hard copies are distributed to any members, a monthly accounting of the cost to publish and distribute the newsletter should be submitted to the Treasurer, along with any costs for photos taken for inclusion in the newsletter. The Request for Payment/Reimbursement and Activity Report Form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment. The Treasurer will not issue reimbursements until completed forms have been submitted.

The Communications Chairperson’s mission is to protect our members from unwanted solicitation.

* + Submittals should be limited to items that benefit our members professionally.

For example: announcements from ASCE committees, professional events from other organizations, university classes, and local job positions are generally considered acceptable.

* + In general, advertising for companies should not be allowed.
  + Announcements should be submitted in a timely manner by a deadline selected by the Communications Chairperson. Announcements from ASCE Committees or Institutes that do not meet the deadline can be sent via a mid-month update or other special announcement. We can, but do not have to, send out a special or emergency announcement for other organizations. These decisions on what and when to send announcements will be up to the Communications Chairperson.
  + Other items that do not meet these guidelines or other questionable submittals should be approved by the Section Board prior to submitting to our membership.
  + Copies of press releases for activities receiving SPAG Grant support should be provided to the President-Elect for inclusion in the annual report to Society.

## Programs Committee

Purpose and Goals

The purpose of the Programs Committee is to plan and organize the society’s Monthly Membership Meeting (Monthly Luncheon) and the Holiday Social. This committee will also provide educational opportunities for section members to enable them to enhance their skills and to stay “up-to-date” on current trends and advances in civil engineering. The Programs Committee is responsible for greeting members and guests at a general membership meeting, collecting the event fee, documenting attendance, and notifying the President of any unanticipated dignitaries at the event. The goal of the Program Committee is to select program topics of interest and contents of the program should be of such that Professional Development Hours (PDH) can be awarded to the attendees.

Committee Composition

The committee should be comprised of three to five members who have a clear understanding of the State Board of Regulation requirements regarding PDH’s and who are willing to review program descriptions to determine if they qualify for these hours. The committee should represent varying interests within the Society. Each committee member should be willing to assume responsibility for making the necessary speaker arrangements for at least one meeting**. A copy of the July 2002 *Dimensions* article explaining the requirements for PDH’s is included in Section 4.**

Duties and Responsibilities

The Program Committee is responsible for all aspects of hosting the Monthly Membership Meeting (Monthly Luncheon) and the Holiday Social. This includes selecting the speaker, venue, menu, establishing price, assuring that the event is properly advertised, determining if PDHs are to be given for program, being responsible for all activities on the day of the program, and ensuring all bills are forwarded to the Treasurer for payment. For monthly luncheon meetings held virtually via online meeting platforms, the Program Committee is responsible for hosting the virtual meeting (either using a platform provided by the Section or other commonly accessible platform), providing access to presenters and attendees, and providing a link to download a PDH certificate. Much coordination is required between the Program Committee and other committees. The responsibilities and required coordination efforts are described in more detail below.

**Meeting Topics** - The Program Committee is responsible for the planning and coordination of the monthly general membership meetings. The meeting topics should be coordinated with the technical committee programs so that each month, both the technical and membership meetings have the same "theme". As an example, October could be considered "Transportation" month to coincide with MoDOT’s "Put the Brakes on Fatalities" program. A representative of either or both MoDOT and IDOT would be the likely program speaker with a related technical program held sometime that month.

To accomplish this coordination, the Program Chair, with the assistance of the President, shall organize a meeting with the Technical Committee Chairs and the Program Committee in early August of each year to identify potential monthly meeting and technical committee sessions.

**Meeting Schedule** - The Program Committee will typically be responsible for arranging meetings for the months of October, November, January, March, and April. The December meeting will be the Holiday Social, February will be the Engineers Week Program and May is typically arranged by the Younger Members. The June Luncheon is optional but recently (starting 2016) has been a joint luncheon with the National Society of Black Engineers. In the years that ASCE is responsible for Engineers Week, the Program Committee will be responsible for the Joint Society Luncheon. A summary of the typical annual calendar is given below:

September: Annual Dinner

October: Transportation November: EWRI December: Holiday Social

January: EWRI (Joint meeting with SAME) February: Engineers’ Week March: Geotechnical

April: Structural May: Younger Members

June: National Society of Black Engineers (NSBE) Joint Luncheon Additional events may be scheduled as appropriate.

**Speaker Arrangements** - The program committee member (or Institute/Technical Committee member) responsible for the monthly meeting should contact the potential speaker and confirm their willingness to speak at least two months in advance of the meeting and preferable further in advance if possible. An informational sheet (See Sample at the end of Section 2.7) should be provided to the speaker at that time. A brief biography of the speaker should be obtained well in advance for inclusion in the newsletter and other notices. Speakers are generally given a thank-you gift of a $25 book store (or other) gift card, obtained by the program chair and given to the speaker by the President.

**Meeting Place, Menu and Cost -** Meetings will typically be held a venue secured by the Committee Chair; for 2023-24 this venue will typically be the Il Monstaro at St. Louis University. It will be on the second Tuesday of each month. The meeting date should only be changed if necessary to accommodate the speaker or when a joint meeting is held. Meal cost should be considered when selecting the luncheon menu, and religious holidays should also be taken into account. The cost of the meeting should be set to ensure that the programs will generally "break even". The Program Chair should review costs and notify the Board as to whether or not this charge is adequate. Increases to monthly meeting costs should be discussed with the Executive Board prior to implementation. If a program has a significant number of no-shows who did not pay, the Treasurer should be provided with the names and contact information of the individuals to be billed. Virtual events may be conducted at zero cost or a reduced cost to participant members, subject to review by Program Chair and the Executive Board.

**Professional Development Hours -** On occasion the monthly meeting may be eligible for the awarding of Professional Development Hours. If this is likely, the Program Committee should ensure that the appropriate certificates are available to the program attendees, either in person or via download. Refer to Section 3.8 PDH Guidelines to ensure programs are meeting the requirements for Professional Development Hours.

**Joint Meetings -** Joint meetings should be arranged when the speaker is one that will appeal to members of other professional organizations that would likely arrange for the same speaker at their own event. Combining the functions will increase overall attendance and reduce the potential for a meeting "break even" on cost, as well as give the speaker a wider audience.

**Engineers’ Week -** On rotating basis, ASCE is responsible for hosting the Joint Society Luncheon during Engineers Week in February. The speaker for this event should be someone that would be a significant “draw” to all societies.

Coordinate with the various Technical Committees in the development seminars, presentations, and educational activities to ensure that these programs meet the State Board of Registration requirements for Professional Development Hours (PDHs). Additional duties of the Program Committee may include:

* + - A review of each program’s description to verify that the program meets the requirements for PDHs.
    - Determine the number of PDH “hours” that can be earned for each program.
    - Prepare a certificate for each program eligible for PDH’s to be given to the attendees. A representative of the committee sponsoring the program may be responsible for distributing the certificates at the end of the program, or they may be mailed out following the event, or a link to a downloadable certificate may be provided to attendees.
    - Obtain a copy of the attendance record for each activity for which PDHs are awarded and keep this record, along with the program description for a minimum of five years.
    - Identify who is responsible for accepting reservations for a program (usually the Engineers Club, or the Holiday Social or Annual Dinner coordinator) and make sure the correct information is included in the advertisement information for the event.
    - Ensure nametags are available for use at the event (either pre-printed or blank).
    - Have adequate amount of money in the appropriate denominations to ensure that change can be made.
    - Coordinate with the event organizing committee chair, when PDHs are being offered for program, to ensure certificates are distributed and an attendance record is kept for documentation purposes.
    - Inform President, or senior officer in the absence of the President, of the attendance of Officers and Board members, past presidents, and any special guests.

Programs with PDHs - A difference in price may be charged for programs that are eligible for PDHs. The committee members working such a program should review the attendance list the day prior to the event and note which attendees are Section members and which are not if a price difference is charged for members vs. non-members. Please note that all ASCE members are not necessarily Section members. The Programs Chair will need to coordinate with the Communications Chair to ensure that an up-to-date member roster is used to check membership status.

Reports

The Committee should maintain a summary record of the title and subject matter of each program offered in a given year for which PDHs were awarded. If possible, include the names of member and non-member attendees. The summary report should be presented to the Executive Board in June or September of each year, with a copy distributed to the Technical

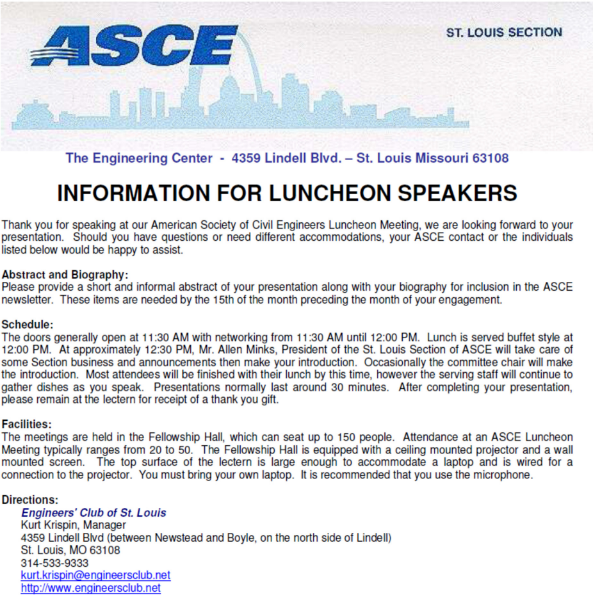
Committee Chairs and one save to the ASCE Collaborate site. This information will be of value in identifying successful programs for future years.

The Request for Payment/Reimbursement Form and Activity Report form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment.

The attendance information collected by the committee should be incorporated in the report submitted by the Program Chair or other event chair.

All PDH program documentation (a list of attendees, preferably with signatures, and a full description of the program must be maintained by the Chair following the event. If an attendee is later audited by the state issuing their license, we need to be able to produce proof of their attendance at our event(s).

*Comment: Possible improvement for the future is instituting electronic registration and recordkeeping.*



Sample Informational Sheet

* 1. **Website Manager**

#### Purpose and Goals

Develop and maintain a website for the Section to serve as a resource regarding Section purpose, activities and contact information for membership, students considering civil engineering careers as well as the general public. Site shall also provide current, topical information on civil engineering and its impact on society.

Duties and Responsibilities

* + - Develop, maintain, and update as necessary the Section Website.
    - Coordinate with page- site managers of Institutes and Younger Member Group
    - As a minimum the Site should include:
      * General Information on ASCE (i.e. purpose, mission, vision, etc.)
      * Names and contact information of all officers, directors, and committee chairs
      * Details on upcoming programs and technical committee events
      * Listings of upcoming events for partner organizations (as appropriate)
      * Links to current and past newsletters
      * Update Google calendar
      * Develop online Section surveys as requested by Section Board
      * Links to ASCE Society, State Board of Registration, and other appropriate organizations
      * Information on joining the Society

Reports

The Request for Payment/Reimbursement Form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment.

* 1. **Life Members Committee**

Purpose and Goals

The Life Member Committee Coordinator serves as a contact point for life members who are members of the ASCE St. Louis Section, keeping life members informed about the activities of the chapter and organizing any life-member oriented activities. ASCE defines Life Member status as those ASCE members who have reached the age of 65 years AND have paid dues in any membership grade except Student Member for at least 35 years AND have had 10 years of continuous membership immediately preceding the attainment of Life Member.

#### Duties and Responsibilities

* + - Conduct an annual mailing to life members in October of each year, requesting donations for the Life Member Scholarship. Checks can be mailed directly to the Treasurer.
    - Collect bios of new life members for the annual awarding of new Life Member Certificates. Coordinate with the Awards Chair to confirm awardees who will be in attendance.
    - Organize any other activities for the Life Member committee.
    - Notify the Public Information Coordinator of any activities that would benefit from external visibility.

Reports

The Request for Payment/Reimbursement Form and Activity Report form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment.

1. **Department of Professional & Technical Development**
   1. **Department of Professional Development Organization**

Professional development committees report to the Director of Professional & Technical Development. Prior to each monthly Section Board meeting, each committee chair should submit a summary of activities to the Director of Professional & Technical Development so a report can be made to the Executive Board. Committee chairs are encouraged to attend Board Meetings to give a personal report and can request to give their report at the beginning of the meeting.

* 1. **Pre-College Outreach Committee**

Purpose and Goal

The purpose of the Pre-College Outreach Committee is to inform elementary, middle, and high school students and staff about Civil Engineering. This information includes the requirements for becoming a civil engineer, and how civil engineers improve the **quality of life** for all citizens. Because this committee has many responsibilities, it may have two co-chairpersons.

Committee Composition

All members of the St. Louis Section are invited to participate since various situations require a variety of expertise depending on the activity. These activities are listed below. The Younger Members Committee and History and Heritage Committee have been instrumental in aiding the Pre-College Outreach Committee by creating and updating a traveling display board.

Duties and Activities

In September or early October, a letter is sent to about 75 high school counselors informing them of the Section’s willingness to provide speakers and participate in Career Days and Shadowing Days relating to Civil Engineering. Included with the letter are several items such as the latest Career brochure and the Society ASCE report card. A database is maintained listing the high school counselors, addresses and phone numbers.

At least once a year, possibly during the summer months, the Committee Chair should inventory the brochures, pamphlets, videos, and other “tools” used by the Committee in their activities. Periodic checks of the Society ASCE website should be made to see what’s new, and possible free materials that are available.

**Classroom Presentations** - Classroom presentations about engineering careers are conducted throughout the at the middle school and high school levels at the request of interested teachers. Teachers are notified by letter in early September as to the Society’s willingness to provide speakers.

Additional examples of past activities in which the Pre-College Outreach committee has participated are listed below. These activities may or may not currently be active, however this list provides a description of the type of activities in which the Committee may endeavor to pursue involvement.

**Future Cities** - This competition, held in past years in February, was formerly hosted by the Society of Black Engineers is geared to 7th and 8th grade students. There is currently not a local regional competition, although some area students do travel to Kansas City or Chicago to participate and there is some interest in starting a local regional competition again. ASCE’s role in the program in previous years was to provide financial support for an award for the best Transportation feature. Historically this amount has been $100.

**MATHCOUNTS** - This competition, held in past years in February, is hosted by NSPE and the only involvement ASCE has is to provide tutors, if available, to schools upon request.

**Engineers Week Science Center Display** - This event is primarily coordinated by the Younger Member Committee with the Pre-College Outreach Committee providing brochures. The event occurs on the Saturday morning following Engineers’ Week in late February.

**8th Grade Career Awareness Fair** - This career fair has been held in past years at America’s Center. Volunteers to “man” the booth include ASCE members as well as volunteers from other engineering societies and organizations, both public and private. The booth contains the ASCE traveling display, brochures, engineering plans, computers, surveying equipment and other “tools of the trade“, which might be of interest to the students. Contact person: Susan Katzman at the Career Ed Department of the St. Louis Public Schools.

**Science Fair Awards** – In past years, ASCE presented three awards for civil engineering related projects at the Science Fair held in Queeny Park in April. Four to five volunteers are needed to judge the entries. Award amount has historically been $50 each. The winning middle and high school students are usually invited to and recognized at our May meeting. Other local science fairs, such as in Illinois and the Mastadon Science Fair in Jefferson County, should also be considered for sponsorship.

**Summer Institute at Missouri University of Science and Technology** - The Section has historically provided financial assistance to a summer program. The support is in the form of a “scholarship” that enables a disadvantaged student to attend the program. This scholarship is called the Aaron Greenberg Scholarship and is administered by MUS&T, and shepherded by the Past-President. Targeted schools are Marian Middle School, Gateway Middle, and Sherman Elementary. If an attendee is not available from any of these schools, the scholarship(s) should be awarded to a student attending City of St. Louis public schools.

**St. Louis Internship Program** - Upon request, this Committee attempts to pair a high school student with an engineering firm for summer employment.

**Career and Community Resource Directory** - The Section is currently listed in this resource document developed by the St. Louis Public Schools’ Career Education Department. This should be checked annually.

Reports

The Chair shall provide a written report to be presented to the Executive Board of monthly activity. Upon completion of a specific program, the Chair should prepare a report summarizing the arrangements, membership involvement, and expenses of the activity. The Activity Reporting Form in Section 4 should be used when appropriate.

The Request for Payment/Reimbursement Form and Activity Report form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment.

Reference Materials

Traveling Display Board materials developed and maintained by the Younger Members Committee and History and Heritage Committees. Board which includes photos of St. Louis- area civil engineering landmarks, the “Roll-Up” Boards, and the cable-stayed bridge activity kit are stored at an off-site storage unit. Please reach out to any member on the Board or for access information.

Posters that can be distributed at classroom presentations and Career Days. The posters are stored by the Committee Chair.

Color brochure about civil engineering developed by the St. Louis Section, Younger Members Committee, and also obtained from ASCE “Society”. Brochures are stored by the Career Guidance Committee Chair. In the past, brochures were printed by MCI at a cost of $0.30 per brochure (as of May 2002).

Various videos on a variety of topics that can be used for presentations, along with a PowerPoint presentation found on ASCE Collaborate.

* 1. **Membership Committee**

Purpose and Goals

The Membership Committee has a two-fold objective: to promote membership in ASCE of all qualified civil engineers, and to encourage active membership in the local Section by all ASCE members in the area.

Committee Composition

The Membership Committee shall be led by a Membership Champion, or Chair, and ideally should be large in number since its success depends on person-to-person contact between the Committee and large numbers of potential ASCE members and inactive present members.

Selection of members for the committee should provide a broad geographical distribution and be representative of the various age groups and professional fields. These members should be acquainted with the activities of ASCE and the Section, its publications, and pamphlets, and with the procedures of applications, transfer, and reinstatement of membership.

The duties of the Membership Committee are aimed at recruiting new members, encouraging present members to seek advancement to higher membership grades, promoting pride and recognition for membership in ASCE and encouraging members delinquent in dues to make payment and participation in Section affairs. Wherever practicable, all contacts should be made by personal visit; where impracticable, telephone contact or personal letter may be submitted.

Specific duties are:

* Conduct periodic surveys to locate non-member civil engineers residing in the area who have a potential for membership in ASCE, invite them to attend Section meetings, and encourage them and assist them to join ASCE. Successful surveys have been initiated via heads of companies and agencies employing civil engineers, by reminding them of the merits of ASCE membership and inviting their support of the survey within their operation. The Executive Board of ASCE has stated that it is proper to conduct dignified, yet active, membership campaigns. "Why You Should Join ASCE” and other membership aid pamphlets are available from headquarters for committee use.
* Encourage all those qualified to transfer to the next higher grade of membership in ASCE. Committee members should be well versed in the qualifications needed. Special attention is needed to ensure the transfer of associate members to member grade, frequently a critical period in the member's interest.
* Obtain from the responsible local officer, usually the secretary, a list of all members of ASCE who reside in the area but are not active members of the local Section and encourage their joining and participating in local activities. This duty is a continuing one, for ASCE headquarters notifies the Section whenever ASCE members move into a local section's area.
* Encourage recent ASCE student chapter graduates to apply for membership in ASCE and become active in local section affairs.
* Once a year, obtain a list of local section members delinquent in paying dues and encourage a reawakening of their interest in the affairs of the local section. Annually, in June, contact those members who have received notification from headquarters stating that they will be dropped in three months for non-payment of dues and urge them to retain their ASCE

membership. Notification to the secretary of the local section is made in the form of a carbon copy of the letter mailed to the individual.

* Publicize, by welcoming announcement at meetings or by notice in the local Newsletter, the names of all new members and give special recognition to those who have successfully advanced in grade.
* Promote the use of membership grade designation and ASCE insignia.
* Represent the St. Louis Section at various membership drives and activities, which may present opportunities for membership recruitment.

Reports

The annual report of the Membership Committee should describe in detail the programs, procedures, and success of its activities in order that each succeeding committee may improve on the accomplishments of its predecessor. Files and records should be preserved together with copies of sample letters used when personal contact was impracticable.

The Request for Payment/Reimbursement Form and Activity Report form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment.

* 1. **Government and Public Relations Committee**

#### Purpose and Goals

This committee is the watchdog for the Section in regard to all legislative matters affecting civil engineers to ensure the protection of the public. Furthermore, the committee should identify issues or election initiatives that may affect that public welfare for which the Section should take and public position of either support or opposition.

Composition

This committee is usually composed of a select few individuals who keep abreast of legislative matters. It is recommended that the committee consist of members who reside in both the Missouri and Illinois portions of the Section’s geographic boundaries, to ensure that legislative activity from both States is being properly monitored.

Organizationally, the committee reports to the Executive Board, who take action on recommendations from the committee. To facilitate the workload of the committee and to increase its effectiveness, the Committee should coordinate with its counterpart in other leading engineering societies, especially MSPE, ISPE, ACEC, and the Engineers’ Club of St. Louis.

Duties

The principal duty of this committee is to study all proposed legislation affecting civil engineers and to recommend to the Executive Board any action that should be taken.

Specific duties included:

* Organize and attend Legislative Drive-In (Missouri) and Legislative Drive-Down (Illinois) events, partnering with the Kansas City Section and Illinois Section, respectively.
* Attend the Legislative Fly-In Event in Washington D.C., organized by ASCE Society.
* The following activities are assisted by ASCE Society Government Relations staff, who provide updates to the Section.
* Keeping informed of all proposed legislation and elective propositions at the local and state level. The MSPE and ISPE websites may be a fast, easy source of this information at the State level.
* Prepare a list of proposed state legislation (Missouri and Illinois) that would be of interest to the Section and the membership, when the information becomes available. Include in the listing, a recommendation to the Executive Board as to the level of involvement the Section should take (monitor, support, strongly support, oppose, or strongly oppose).
* For legislation that the Section is taking a position other than “monitor”, develop plan of action relative to the support or opposition of the legislature.
* Refer selected proposed legislation to other Section committees for in-depth study.
* Represent the Section at hearings when so requested by the Executive Board.
* Monitor the rule-making process of state agencies and keep the Executive Board and the general membership of any proposed rule changes. Coordinate with the Technical Committees when the rules changes are technical in nature.
* Establishing methods for activating the membership for effectively contacting Legislators in cases where concerted action is desirable.
* Maintaining a file of laws enacted and proposed affecting registration and the practice of engineering in order that sound recommendations may be made to the Executive Board.
* Attend the annual legislative training hosted by The Society in Washington D.C.
* Coordinate with the Public Information Chair to disseminate any external information.

Reports

The Chair should provide a written report monthly to the Executive Board during the legislative session on the status of the bills be monitored, opposed, or supported by the Section. Prepare an annual report, summarizing the Committee activities.

The Request for Payment/Reimbursement Form and Activity Report form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment.

* 1. **Committee for Student Involvement**

Purpose and Goals

The purpose of the Committee for Student Involvement is to increase interaction between the St. Louis Section and the students enrolled in Civil Engineering degree programs with the Universities within the St. Louis Section (University of Missouri, Missouri University of Science and Technology, St. Louis University, Southern Illinois University – Edwardsville, and Southern Illinois University – Carbondale. The Practitioner Advisors are to serve as a bridge

between the Student Chapters and the Section, keeping both the Student Chapter and Section informed about the activities of each.

Committee Composition

The proposed committee would consist of Practitioner and Faculty Advisors from regional engineering programs. Each Student Chapter should have at least one Faculty Advisor on campus. Additionally, each Student Chapter would have at least one Practitioner Advisor local to the Student Chapter. For schools outside of the immediate St. Louis Metropolitan Area, a second Practitioner Advisor could be local to the Section. Schools to be invited to be represented on this Committee include St. Louis University, Southern Illinois University at Edwardsville, Southern Illinois University at Carbondale, Missouri University of Science and Technology, and University of Missouri.

Duties and Responsibilities

* Contact the ASCE Faculty Advisor at the beginning of each school year (Fall) to determine the officers of the Student Chapters.
* Provide the Communications Chair with the mailing and email address of the Student Chapter presidents and the ASCE Faculty Advisors, so that monthly newsletters can be sent to the Chapters.
* Confer with the Student Chapter officers and Faculty Advisors early in the officers’ term of service to determine the needs of the students with regards to the resources of the Section and the Practitioner Advisors.
* Inform the Student Chapters of the Section funds available to them and assist them in requesting the funds from the Secretary.
* At least one Practitioner Advisor should have interaction with each Student Chapter at least once per semester (attending a Student Chapter meeting or activity).
* Practitioner Advisors will stay in monthly contact with the Student Chapters and report any activities to the Committee.
* Assist the Past-President in soliciting scholarship nominees. Reports

The Practitioner Advisors will report the activities of the Student Chapters to the Committee. The Chairperson of the Committee will then present a report on student activities to the Executive Board of the Section at the monthly Board meeting. The Chairperson will also convey relevant information regarding the Section to the Practitioner Advisors for dissemination to the Student Chapters.

Meetings of the Committee will be held in a time and manner to be determined by the Chairperson. These meetings are to allow representatives of the Student Chapters to share activities and problems. Ideally, the sharing of such information should strengthen the Student Chapters and identify opportunities for support from the Section.

Mileage to and from Student Chapter activities and expenses related to visits may be reimbursable. The Request for Payment/Reimbursement Form and Activity Report form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Committee Chairperson for approval and to the Treasurer for payment.

* 1. **Younger Members Committee**

Purpose and Goals

This committee provides opportunity for associate members of the Section to actively participate in Section affairs and to express their views.

Committee Composition

The committee consists of younger members (under the age of 35) with the committee Chair reporting directly to the Executive Board on committee activities. The Younger Members Committee has its own set of bylaws.

Duties

The committee seeks to provide the means whereby younger members can find continual satisfaction and involvement in ASCE affairs. This is accomplished in two ways: by having the younger members participate directly in regular section activities and by arranging for them to engaged in activities of greatest interest to themselves.

Participation in regular section activities provides a training ground for learning about section operations. Such activities for this committee can include:

* Hosting the May membership meeting
* Hold a Trivia Night or other annual fundraiser
* Participate in the Engineers Week event at the Science Center
* Update Section Traveling Display Board
* Organize social events for younger members
* Assist Awards Chair in identifying candidates for younger member awards
* Serve as the Section’s representative at Region 7 and The Society Younger Member Forums
* Notify the Public Information Coordinator well in advance of any activities that would benefit from external visibility.

Report

The Committee Chair should provide a written report at the Executive Board meetings of activities and upcoming programs.

The Activity Report in Section 4 should be used to report on any specific program sponsored by the Committee.

The Request for Payment/Reimbursement Form and Activity Report form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment.

**SAINT LOUIS SECTION YOUNGER MEMBER GROUP AMERICAN SOCIETY OF CIVIL ENGINEERS**



**BYLAWS**

### ARTICLE I - Name and Objectives

#### Sec. 1. *Name.* The name of this organization shall be the Saint Louis Section Younger Member Group, American Society of Civil Engineers (ASCE) (hereinafter referred to as the “YMG”).

#### Sec. 2. *Objective.* The objective of the YMG shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers. Additional objectives shall include: development of Younger Members, and participation in community service and outreach events throughout the area.

#### Sec. 3. *Authority.* The activities and actions of the YMG shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Saint Louis Section.

### ARTICLE II - Membership

#### Sec. 1. *Younger Members.* As used in the Bylaws of the YMG, the term "Younger Member" shall include any Associate Member, Member, or Affiliate Member of ASCE thirty-five (35) years of age or younger.

#### Sec. 2. *Subscribing Members.* Only Younger Members who are current members in good standing of the Saint Louis Section of ASCE shall be entitled to vote, to hold office, to serve on committees, or to represent the YMG officially.

### ARTICLE III - Dues

#### Sec. 1. *Member Dues.* There shall be no entrance fees or annual dues for the YMG.

### ARTICLE IV – Management

#### Sec. 1. *Chair / Co-Chairs.* The Section Board shall appoint a Chair or Co-Chairs. This person or persons shall be designated the YMG Chair / Co-Chairs.

#### Sec. 2. *President / Executive Board.* If warranted by future participation, the chairperson structure may be replaced by a President / Executive Board structure, if approved by the Section/Branch. The officers of the Executive Board shall be a President, a Vice President, a Secretary, a Treasurer, and a Past President (Chair). The Executive Board shall revise these Bylaws to reflect the amended management

#### structure during its first year of operation in such a manner.

### ARTICLE V - Duties

#### Sec. 1. *Chair(s).* It shall be the duty of the Chair(s) to coordinate and oversee all YMG activities, to preside at all meetings of the YMG, to keep the Saint Louis Section informed of the YMG’s activities, to represent the YMG at Saint Louis Section meetings, ensure the completion and submittal of the YMG Annual Report, and such other duties as are customary and proper for such office. The Chair(s) shall keep administrative and budgetary records for the YMG and report to the Section/Branch annually.

#### Sec. 2. *Terms.* The Chair(s) serve one (1) year, renewable terms, commencing at the end of the Saint Louis Section (or YMG) Annual Meeting.

#### Sec. 3. *Vacancies.* A vacancy by previous Chair(s) shall be filled by order of the Section Board, as necessary, and the individual so appointed shall hold office for the remainder of the unexpired term.

### ARTICLE VI - Activities and Meetings

#### Sec.1. *General Meetings and Annual Meeting.* General Meetings shall be held at regular intervals for the purposes of promoting active participation. The Annual Meeting shall be held on such date and at such place as the Executive Board shall designate, in coordination with the Saint Louis Section. The Chair(s) shall distribute meeting announcements.

#### Sec. 2. *Other Activities.* Special meetings, field trips, and activities of the YMG shall be held at such times and places as designated.

#### Sec. 3. *Minimum Meetings.* A minimum number of eight (8) meetings or activities shall be sponsored by the YMG each year.

#### Sec. 4. *Quorum.* At all membership meetings where business is transacted, five (5) Subscribing Members shall constitute a quorum.

### ARTICLE VII – Committees

Sec. 1. *Task Committees.* The Chair(s) may establish such other committees as needed.

Examples of such include: outreach, social, technical, tours, PE review, etc.

#### Sec. 3. *Limitations.* No individual may serve on more than three YMG committees concurrently except for the Chair(s), who will serve as *ex officio* member(s) of all YMG committees.

### ARTICLE VII – Administrative Provisions

#### Sec. 1. No part of the net earnings of the YMG shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the YMG shall be carrying on propaganda or otherwise attempting to influence legislation. The YMG shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

#### Sec. 2. Upon dissolution of the YMG, the assets remaining after the payment of the debts of the YMG shall be distributed to the Saint Louis Section.

### ARTICLE IX - Amendments

#### Sec. 1. *Proposal.* An amendment to these Bylaws may be proposed by the Chair(s), any member of the Executive Board, or by a written petition submitted to the YMG Secretary, containing the text of the amendment, signed by not less than seven (7) Subscribing Members of the YMG. Proposed Bylaws changes shall be reviewed and approved by the Saint Louis Section and discussed with the Society’s legal counsel.

#### Sec. 2. *Process.* These Bylaws may be amended only by an affirmative vote of no less than two-thirds of the Subscribing Members present and eligible to vote at a duly constituted meeting of the YMG membership where a quorum is present, provided that written notice containing the text of the proposed amendment(s) is published to the YMG membership at least two (2) weeks in advance of the meeting; or by an affirmative mail or email ballot of no less than two-thirds the number of ballots returned.

#### Sec. 3. *Approval.* Following any amendment of the Bylaws, the revised Bylaws shall be immediately forwarded to the Committee on Younger Members.

### ARTICLE X – Ratifications

Authored and approved by the Saint Louis Younger Member Group on February 22, 2011; approved by Saint Louis Section on March 1, 2011.

* 1. **Technical Committee Administration**

Technical committees report to the Director of Professional & Technical Development. Prior to each monthly Section Board meeting, the chair of each Technical Committee or Institute should submit a summary of activities to the Director of Professional & Technical Development so a report can be made to the Executive Board. Chairs are encouraged to attend Board Meetings to give a personal report, and can request to give their report at the beginning of the meeting.

* + 1. **Technical Committee Responsibilities**

The bylaws for each Institute or Technical Committee are provided here in Section 3. Additional responsibilities not outlined in the bylaws include:

* All committees/institutes should organize at least one seminar or program each year that is eligible for Professional Development Hours (PDHs). The development and presentation of the program should be coordinated with the Continuing Education Chair to ensure that event is eligible for PDH’s, the activity is appropriately documented, and certificates of attendance are provided to the attendees. Programs could include the presentation of technical papers, case studies, product demonstrations, computer software training, etc.
* All activities must be recorded on the proper forms, with copies submitted to the Section Treasurer.
  + All PDH program documentation (a list of attendees, preferably with signatures, and a full description of the program) must be submitted to the Programs Committee Chair following the event. If an attendee is later audited by the state issuing their license, we need to be able to produce proof of their attendance at our event(s).
  + The Request for Payment/Reimbursement Form and Activity Report form in Section 4 should be completed for all invoices and reimbursable expenses and submitted with receipts to the Treasurer for payment. The Treasurer will not issue reimbursements until completed forms have been submitted.

-

* Committees/institutes should provide assistance to the Government and Public Relations Coordinator relative to proposed legislation, or changes in the rules of the Board of registration that might affect the practice of Engineering by members of the committee or institute.
* Each committee/institute is responsible for coordinating with the Program Chair to provide a speaker for a monthly luncheon. Details on the typical yearly schedule are provided under the Program Chair description.
* Prepare and maintain current Local Infrastructure Report Cards
* EWRI: Conduct an annual Spring Seminar.
* Geo-Institute: Administer the Alizadeh Scholarship and serve as main contact and coordinator for the Section’s Otto Nuttli Award committee.
* SEI: Provide an ASCE representative to the SAVE Coalition. The SAVE Coalition is a volunteer group coordinated by the State Emergency Management Agency (SEMA) to be utilized in the event of an earthquake. The individuals within the group consist of building inspectors, engineers, and others who have structural knowledge who have been trained in the Rapid Assessment of structures ACT-21.
  + 1. **Program Approval Process**

An Excel file with an example Program Approval Form is available from the Director of Technical Development. The **Program Approval Form** should be submitted to the Director during the planning stages of a program *if the program was not included in the budget request submitted to the Section at the start of each fiscal year* (October).

Also attached is additional guidance for PDH guidelines, which should be used if a particular program will also issue PDH credits.

The **Program Summary Form** is required for ***ALL EVENTS*** and will be submitted to the Treasurer (if the event incurred expenses or income) and, along with a list of attendees and documentation of the program, to the Continuing Education Committee Chair. The Director should be copied on submittal of this form to assist with end-of-year reporting requirements, and any newsletter, membership register, or external publication articles and photos submitted to the appropriate committee chair.

Any contracts entered into in the name of the St. Louis Section must be signed by the Section President.

The approval and summary forms are *examples* of the minimum information necessary for the Section to meet our record keeping requirements. It is acceptable for an institute or committee to use a different format containing the same basic information, or one with more detail on the event. It is preferred that an electronic tracking of all checks and cash received be submitted with the form to ease the burden on the treasurer.

The Treasurer will not issue any reimbursements or pay invoices for an event without some version of a Program Summary Form and copies of applicable receipts (scanned copies of receipts are acceptable). Often invoices arrive to the treasurer (for example, from the Engineer’s Club Caterer) with only a date and it can be difficult at times to establish which event and committee incurred the expense without the form. Names and contact information of no-shows who did not pay should be provided to the Treasurer, who will send an invoice to the individual in question.

* + 1. **Program Profit Distribution**

The Director of Technical Development, representatives of the Executive Board, and Technical Committee/Institute representatives met on September 26, 2006 to establish the technical Institute program profit distribution policy. These decisions have been further refined during the last several years at Executive Board Meetings.

Institutes typically plan PDH programs to conservatively break even, which often results in a surplus. Prior to the adoption of the following policy, these surpluses are absorbed into the St. Louis Section’s general fund.

This process allows committees/institutes to “roll-over” surplus made from PDH programs from year to year for the committees to use for special projects. These projects may include technical discipline specific scholarships, advertising, seed money for future programs, community/school involvement, etc. The committees/institutes have a strong desire to use this money to “give” back to promote the profession through these scholarships or the community since we are here to serve and enhance the public health and safety.

Each committee should be given a break-even amount in the budget each year. The committees may request a certain amount of “seed money” based on past needs, or a number will be assigned by the treasurer during the budget process at the beginning of the fiscal year. For example, a “seed money” amount of $1,000 is often given to an active committee, reflected in the budget as $1,000 in expenses offset by $1,000 in income, with a net of zero.

In addition, line item shall be kept in the Treasurer’s monthly reporting for each technical committee/institute that would reflect the committee’s “equity”. The equity would be available to the committees for special projects and the unused amount would roll over year-to-year (as long the chapter is able to meet its overall financial obligations). A certain percentage, currently 30% of the Institute surplus for each year, will go to the St. Louis Section general fund, however this amount has been capped at a maximum $1,000 per fiscal year per Institute with a surplus in that fiscal year. Therefore, if a committee earns a net surplus of $2500 in a given year, 70% (or

$1,750) would be recorded in the new equity line item for the technical committee such that the books can still be budgeted/balanced each year with an overall net of zero, i.e. income=expenses.

The goal of some of the committees is to get enough of a roll-over balance in the equity line to annually support certain special projects such as those described above. When a committee wants to use some of the equity for a scholarship or other special project, the board shall be asked for approval. Committees/institutes can also request that their “equity” be invested in an Edward Jones investment account. Historically, it has been the Executive Board’s practice to approve reasonable requests from technical committees and to support them in any way possible. The Executive Board hopes to continue this practice.

As an integral part of the St Louis Section, the Section provides a support structure for the committees and institutes. The Section provides opportunities for monthly luncheon meetings, coordination with other committees and institutes, communications via the newsletter, email broadcasts and the website, lobbying for legislation that is important to all groups, access to SPAG grants which have been used in the past by individual groups, as well as general liability insurance, provided by the national organization, for events.

The Section also provides the management of the finances for the Institutes. This includes documentation and accounting, annual reports, and tax information to the ASCE Society, and management of investment funds. This allows the Institutes and Committees to focus on technical programming, membership, and government and public relations.

This arrangement with all of the Institutes and Committees also financially strengthens the entire Section, which in turn provides opportunities for these groups to take risks and plan for events that would normally be out of reach for a fiscally independent entity.

###### Income, Expenses, Budgets and Surpluses

Committees and Institutes are required to provide the Section with their proposed annual budget. The purpose of this is to allow for planning and preparation for the year’s events by both the group, and the section. Proposed spending that is beyond the annual budget request, regardless of realized surpluses, is subject to Executive Board approval, since the Section is taking the risk associated with the event or expenditure and was not in the previously approved budget. A group’s budgetary line item for miscellaneous expenditures allows for minor contingencies and small unforeseen expenses that may occur during the year. This process is for everyone’s benefit and is not intended to be burdensome. As such, a sample budget worksheet is attached to this memo for use by the institutes and committees

For those groups that are inactive or are attempting to establish an active Institute/Committee, the Section typically budgets an annual $500 expense, with no assumed income, in order to assist them in achieving activity.

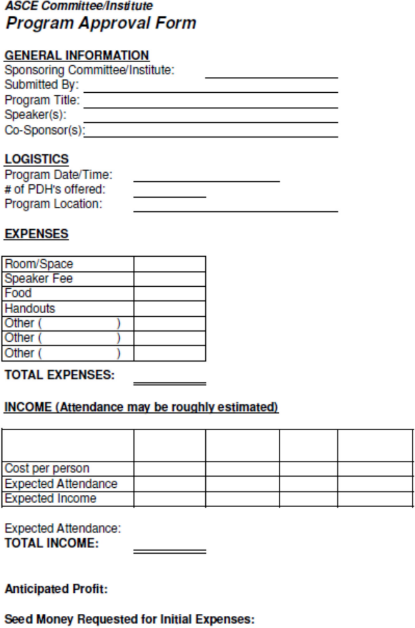
The budget reflects the estimated income, expense, and surplus that occurs during a fiscal year. At the end of the fiscal year, each group’s surplus income is identified, and 70% of that surplus is allocated to the group for their future use. This can be transferred into an investment for funding a scholarship endowment, or utilized in the future for any purpose, allowed within the ASCE charter, that the group desires.

We hope that this clarifies the arrangement and relationship, and that we can all work together for the benefit of our members, the ASCE Society, and the public. Any feedback is welcome and encouraged in order to strengthen the society.

* + 1. **Program Approval and Summary Forms**

An Excel file template for the forms shown below is posted on the Section ASCE Collaborate, website, and available from the Director of Technical Development or Section Treasurer.

**The Section Treasurer shall not reimburse any technical Committee/Institute expenses without submittal of the Program Approval Form** (shown below and in Section 4) and the Activity Report Form (found in Section 4).



* 1. **PDH Guidelines**

This is excerpted from Missouri’s Continuing Education requirements (Rules of Department of Insurance, Financial Institutions and Professional Registration Division 2030—Missouri Board for Architects, Professional Engineers, Professional Land Surveyors, and Landscape Architects Chapter 11—Renewals. <http://www.sos.mo.gov/adrules/csr/current/20csr/20csr.asp#20-> 2030

###### It is recommended that current requirements be checked before making decisions or awarding PDHs for an event.

**PROFESSIONAL DEVELOPMENT HOUR** is defined as one contact hour of instruction or presentation. It is the common denominator for the other units of credit. The maximum PDH for a seminar that starts at 8 a.m. and ends at 5 p.m. with an hour lunch is eight (8) PDHs. Short breaks are permissible as long as a minimum of 50 minutes of presentation/participation per hour is undertaken. If there are no breaks, or there are breaks of less than 10 minutes per hour, no additional time may be claimed. Seminar presenters may attempt to take the number of elapsed minutes (such as 8 hours times 60 minutes) and then divide by 50 to arrive at the PDH for which the seminar is advertised. This would result in over nine PDHs in an eight-hour period which is not permitted. PDHs cannot exceed the actual contact clock hours.

**ROUND** off PDHs to the nearest half-hour. **No activity under a half-hour will be accepted for credit**. For example, a qualifying activity of 30 to 49 minutes would be reported as 0.5 PDH and an activity of 50 to 60 minutes would be reported as 1.0 PDH.

**CARRYOVERS** of a maximum of 15 qualifying PDHs may be forwarded to the subsequent renewal period.

**CONTINUING EDUCATION UNITS (CEU)** is a nationally recognized and uniform unit of measure for continuing education and training. Since one CEU is awarded for each 10 contact hours of instruction, it logically follows that one CEU is equivalent to 10 PDHs. When a sponsor of PDH activities fully follows the requirements of the International Association for Continuing Education and Training (IACET) in awarding CEU’s, 10 PDHs will be credited for 1 CEU. However, licensees should be aware that some organizations may advertise CEU credit without having met the requirements of the IACET. In addition, some organizations report 1 CEU of credit for each contact hour of instruction. One contact hour equals one PDH.

**RECORD KEEPING** is the responsibility of the licensee. Adequate records must be maintained for a minimum of four years for auditing purposes. Examples of records required include, but are not limited to:

1. A log showing the type of activity claimed, sponsoring organization, location, duration, instructor’s, or speaker’s name, and PDH credits earned. If audited, submission of specific information on each activity is required. Simply stating "attending education activities at ABC Company" is not acceptable. (See Example.)
2. Attendance verification records in the form of completion certificates or other documents supporting evidence of attendance. All activities should have verification and the licensee must maintain sufficient verification for each credit claimed.

**SEMESTER/QUARTER HOUR CREDIT FOR COLLEGE COURSES**. To qualify for this credit, a course must meet regularly, and participants tested with a passing grade required. One semester hour is converted to 30 PDHs and one-quarter hour is converted to 20 PDHs. Monitoring courses typically does not require a test, and therefore credit is granted at 1/3 the rate specified in section (5) of Board Rule 4 CSR 30-11.015.

**INTERACTIVE ACTIVITIES** – Active participation and successful completion of seminars, tutorials, workshops, short courses, correspondence courses, televised or videotaped courses or in-house corporate sponsored educational courses are allowed one PDH credit for each contact hour. A correspondence course must require the participant to show evidence of achievement with a final graded test.

**TEACHING CREDITS** for the instructor are twice that of the participants in qualifying courses and seminars for the first time only.

**PUBLISHED PAPERS, ARTICLES OR BOOKS** which include the authoring of papers or articles that appear in nationally circulated technical journals or trade magazines do qualify for PDHs. A "news" article in a technical or professional bulletin is not considered a published paper. Although it is recognized that often many more hours are spent in being an author of a publication, only a maximum of 5 PDHs are allowed. Credit cannot be claimed until that article or paper is actually published.

###### ACTIVE PARTICIPATION IN PROFESSIONAL AND TECHNICAL SOCIETIES includes all

technical and professional societies but does not include civic or trade organizations. PDHs are awarded only for those portions of the meeting that meet the requirements of Board Rule 4 CSR 30-11.015. Licensees serving as an officer and/or actively participating in a committee of the technical professional society or organization shall earn a maximum of 2 PDHs per organization. PDH credits are not earned until the end of each year of service is completed.

###### TYPICAL QUALIFYING ACTIVITIES:

* Completing or attending courses, seminars, instruction, in-house programs, or training which relates to the licensee’s professional practice.
* Attending technical or professional society meetings when a topic related to the licensee’s professional practice is presented as a principal part of the program.
* Teaching a course for the first time.
* Attending satellite downlink video courses where attendance is verified and material meets requirements.
* Computer software instructional courses which relate to the licensee’s technical profession.
* Management or ethical courses which relate to the engineering profession.
* Correspondence courses on topics related to licensee’s professional practice where lessons are prepared, returned for correction and/or grading and testing at the end of the course is required.

###### TYPICAL NON-QUALIFYING ACTIVITIES:

* Regular employment
* Real Estate licensing courses
* Personal, estate or financial planning
* Self study
* Non-technical computer software courses
* Personal self improvement
* Service club meetings or activities
* Equipment demonstrations or trade show displays
* Topics not relevant to licensee’s profession
* Enrollment without attendance at courses, seminars, etc.
* Repetitive attendance or teaching of the same course
* Attending committee meetings or general business meetings of any organization
* Conversational language courses for personal use
* Tours of buildings, structures, schools, museums, and such unless there is a clear objective to maintain and strengthen competency in technical field

###### CONVERSION TO PDH

One semester hour of college credit...............................… 30 PDH

One-quarter hour of college credit.................................…..20 PDH One continuing education unit (CEU)............………….….. 10 PDH One nominal contact hour of acceptable professional………1 PDH

development education in course work, seminars or professional or technical presentations made at meetings, conventions, or conferences

###### EXAMPLE PDH SIGN-IN SHEET

###### May 2004

###### Please join the St. Louis Section for the ASCE May Luncheon Meeting

###### Sponsored by the Geotechnical Committee

**Tuesday, May 11, 2004**

###### Design and Construction of the Creve Coeur Lake Memorial Park Bridge

### A Presentation by:

###### Bruce C. Kates, P.E., Jacobs Civil Inc. and Ernst H. Petzold, III, P.E., Jacobs Civil Inc.

A large concrete segmental bridge has recently been dedicated for use in St. Louis County and is the first major use of segmental concrete construction by the Missouri Department of Transportation. This presentation describes: the basic features of the project, including the structural elements, spans and overall dimensions of the bridge; the selection process, including the work of the design committee; steps taken to familiarize the client with the structure type, its design and construction; specific design aspects including thermal movements, construction requirements, and seismic considerations; the specialized construction techniques required for this type of structure; some of the challenges encountered during the construction; and summarizes the construction of the structure, unique to this area.

Mr. Kates has over 25 years of experience in the design and construction of both highway and bridge projects. After earning his master’s degree, he spent 3 years as a field engineer, providing construction inspection services for the Houston Ship Channel Bridge, a CIP segmental concrete box girder structure with a 750 ft. main span. His design background includes mainly precast, prestressed concrete bridges, but he has served as lead designer and project manager of a number of challenging roadway projects for both MoDOT and IDOT. He has been the lead designer (team leader) for the concrete alternate for the MoDOT Route 5 Bridge over the Missouri River at Boonville, Missouri, and for the Creve Coeur Lake Memorial Park Bridge, part of the Page Avenue Extension. He received his B.S. and M.S. in Civil Engineering from the University of Missouri-Rolla in 1976 and 1979, respectively. He received his MBA from University of Houston-Central Campus

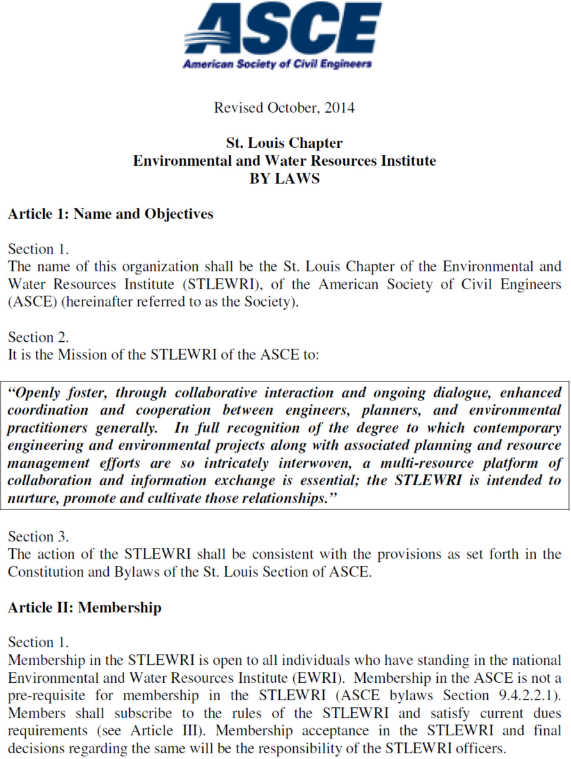
Mr. Petzold is a Chief Engineer, Bridge Structures (St. Louis) with Jacobs and has over 30 years of bridge engineering experience. His project focus has been on long-span and major river bridges. As a designer, he has experience with numerous long span bridge types including steel and concrete cable stayed, steel truss, steel orthotropic deck, steel box girder and reinforced and post tensioned concrete. He was the Project Manager for the Creve Coeur Lake Memorial Park Bridge and for other work completed by Jacobs Civil Inc. on the Page Avenue Extension project. He received his B.S. and M.S. in Civil Engineering (structures)from Washington University in 1972 and 1973, respectively. He received his MBA from St.

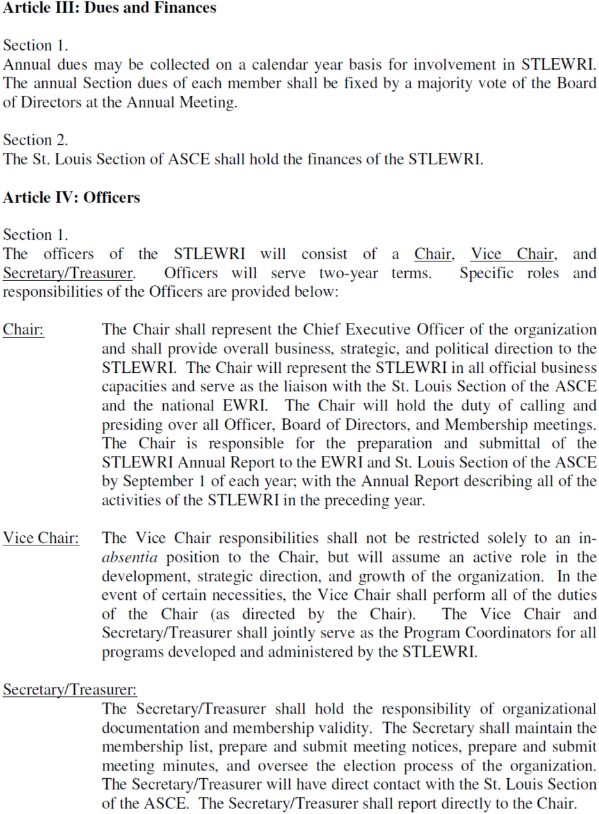
Louis University in 1986.

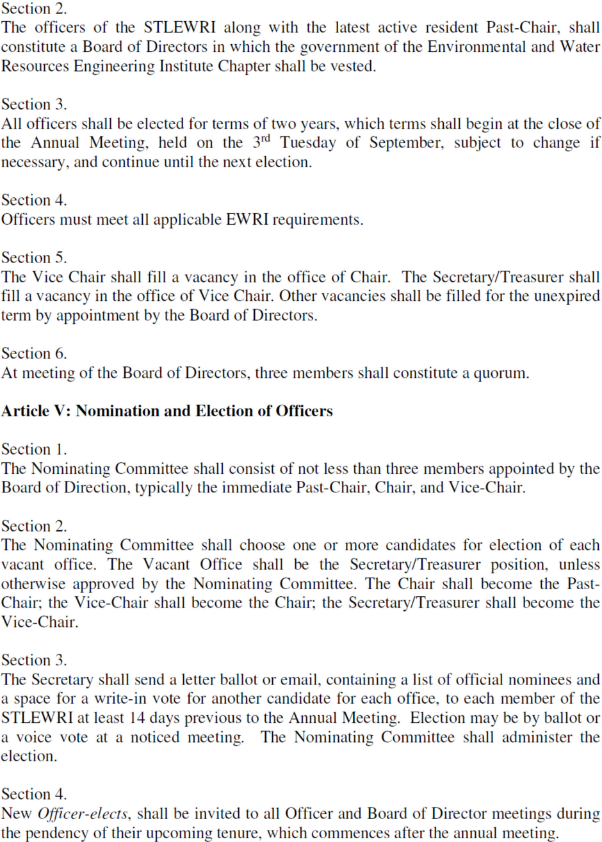
**Location: The Engineers’ Club of St. Louis, 4359 Lindell Blvd. Time: 11:30 a.m. Registration & Cash Bar / 12:00 p.m. Lunch Cost: $15.00 per person / $5.00 students**

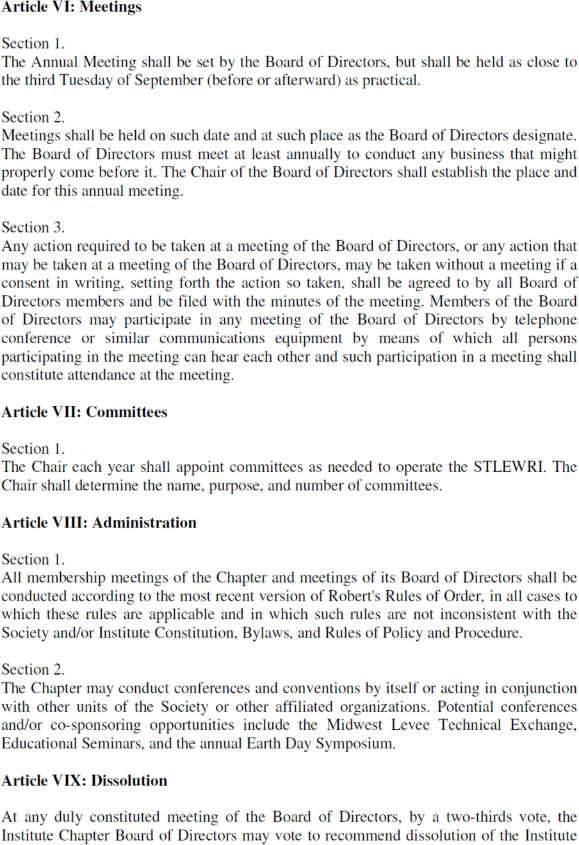
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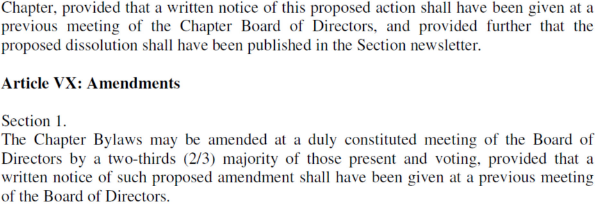
* 1. **St. Louis Chapter Environmental and Water Resources Institute**











* 1. **St. Louis Chapter Geo-Institute**

**BY LAWS** (Revised May 11, 2009)

* + 1. **Article 1: Name and Objectives**

Section 1. The name of this organization shall be the St. Louis Chapter of the Geo-Institute (STLGI), of the American Society of Civil Engineers (ASCE).

Section 2. It is the Mission of the STLGI of the ASCE to:

“Openly foster, through collaborative interaction and ongoing dialogue, enhanced coordination and cooperation between geotechnical engineers, planners, and practitioners. In full recognition of the degree to which contemporary geotechnical engineering projects are geologically diverse and complex, a multi-resource platform of collaboration and information exchange is essential; the STLGI is intended to nurture, promote, and **cultivate relationships among the geotechnical** community.

Section 3. The action of the STLGI shall be consistent with the provisions as set forth in the Constitution and Bylaws of the St. Louis Section of ASCE.

* + 1. **Article II: Membership**

Section 1. Membership in the STLGI is open to all individuals who have standing in the national Geo-Institute. Membership in the ASCE is not a pre-requisite for membership in the STLGI (ASCE bylaws Section 9.4.2.2.1). Members shall subscribe to the rules of the STLGI. Membership acceptance in the STLGI and final decisions regarding the same will be the responsibility of the STLGI officers.

* + 1. **Article III: Dues and Finances**

Section 1. No Additional dues will be collected by the STLGI for involvement in STLGI. Section 2. The St. Louis Section of ASCE shall hold the finances of the STLGI.

* + 1. **Article IV: Officers**

Section 1. The officers of the STLGI will consist of a Chair, Vice Chair, Secretary/Treasurer. Officers will serve two-year terms. Specific roles and responsibilities of the Officers are provided below:

Chair: The Chair shall represent the Chief Executive Officer of the organization and shall provide overall business, strategic, and political direction to the STLGI. The Chair will represent the STLGI in all official business capacities and serve as the liaison with the St. Louis Section of the ASCE and the national GI. The Chair will hold the duty of calling and presiding over all Officer, Board of Directors, and Membership meetings. The Chair is responsible for the preparation and submittal

of the STLGI Annual Report to the GI and St. Louis Section of the ASCE by September 1 of each year; with the Annual Report describing all of the activities of the STLGI in the preceding year.

Vice Chair: The Vice Chair responsibilities shall not be restricted solely to an in-*absentia* position to the Chair, but will assume an active role in the development, strategic direction, and growth of the organization. In the event of certain necessities, the Vice Chair shall perform all of the duties of the Chair (as directed by the Chair). The Vice Chair and Secretary shall jointly serve as the Program Coordinators for all programs developed and administered by the STLGI.

Secretary/Treasurer:

The Secretary/Treasurer shall hold the responsibility of organizational documentation and membership validity. The Secretary shall maintain the membership list, prepare, and submit meeting notices, prepare, and submit meeting minutes, and oversee the election process of the organization. The Secretary/Treasurer will have direct contact with the St. Louis Section of the ASCE. The Secretary/Treasurer shall report directly to the Chair.

Section 2. The officers of the STLGI along with the latest active resident Past-Chair, shall constitute a Board of Directors in which the government of the St Louis Geo-Institute Chapter shall be vested.

Section 3. All officers shall be elected for terms of two years, which shall begin at the close of the Annual Meeting and continue until the next election.

Section 4. Officers must meet all applicable GI requirements.

Section 5. The Vice Chair shall fill a vacancy in the office of Chair. The secretary shall fill a vacancy in the office of the Vice Chair. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 6. At meeting of the Board of Directors, three members shall constitute a quorum.

* + 1. **Article V: Nomination and Election of Officers**

Section 1. The Nominating Committee shall consist of not less than three members appointed by the Executive Board.

Section 2. The Nominating Committee shall choose one or more candidates for election of each vacant office.

Section 3. The Secretary shall send a letter ballot or email, containing a list of official nominees and a space for a write-in vote for another candidate for each office, to each member of the STLGI at least 14 days previous to the June Committee meeting. Election may be by ballot or a voice vote at a noticed meeting. The Nominating Committee shall administer the election.

Section 4. New *Officer-elects*, shall be invited to all Officer and Board of Director meetings during the pendency of their upcoming tenure, which commences on September 1.

* + 1. **Article VI: Meetings**

Section 1. The annual meeting shall be set by the Board of Directors, but shall be held as close to the first Wednesday in September (before or afterward) as practical.

Section 2. Meetings shall be held on such date and at such place as the Board of Directors designate.

* + 1. **Article VII: Committees**

Section 1. The Chair each year shall appoint committees as needed to operate the STLGI.

* + 1. **Article VIII: Amendments**

Section 1. These Bylaws may be amended only by a 20 day notice to the Chapter membership and a majority vote of those in attendance at a given meeting or an email ballot.

* 1. **St. Louis Chapter Structural Engineering Institute**

**BY LAWS** (Revised 09-06-22)

* + 1. **Article 1: Name and Objectives**

Section 1. The name of this organization shall be Structural Engineering Institute Chapter, St. Louis Section, American Society of Civil Engineers.

Section 2. The objective of the Structural Engineering Institute Chapter shall be the advancement of the science and profession of structural engineering in a manner consistent with purpose of the American Society of Civil Engineers.

Section 3. The action of the Structural Engineering Institute Chapter shall be consistent with the provisions as set forth in the Constitution and Bylaws of the St. Louis Section.

* + 1. **Article II: Membership**

Section 1. Membership is open to all members of the American Society of Civil Engineers and the respective National Institute organization, who subscribe to the rules of the Structural Engineering Institute Chapter and who have satisfied current dues requirements of the Section(s) and Structural Engineering Institute Chapter. (Refer to ASCE Bylaw Article 9.)

* + 1. **Article III: Dues and Finances**

Section 1. The Finances of the Structural Engineering Institute Chapter shall be held by the St. Louis Section.

Section 2. The Secretary/Treasurer of the Structural Engineering Institute Chapter shall maintain the ledger of this St. Louis Section line item.

Section 3: Select SEI with ASCE membership to ensure receipt of SEI (national) Member benefits. This can be managed by adjusting your profile when you visit [www.asce.org.](http://www.asce.org/)

* + 1. **Article IV: Officers**

Section 1. The officers of the Structural Engineering Institute Chapter shall be Chair, Vice Chair and Secretary/Treasurer, who with the latest active resident Past-Chair shall constitute a Board of Directors in which the government of the Structural Engineering Institute Chapter shall be vested.

Section 2. All officers shall be elected for terms of two years, which terms shall begin at the close of the Annual Meeting and continue until the next election.

Section 3. Officers must meet ASCE and Institute requirements.

Section 4. The Vice Chair shall fill a vacancy in the office of Chair. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 5. The duties of officers shall be those usual for such officers. Specific roles and responsibilities of the Officers are provided below:

Chair: The Chair shall represent the Chief Executive Officer of the organization and shall provide overall business, strategic, and political direction to the STL SEI. The Chair will represent the STL SEI in all official business capacities and serve as the liaison with the St. Louis Section of the ASCE and the national SEI. The Chair will hold the duty of calling and presiding over all Officer, Board of Directors, and Membership meetings. The Chair is responsible for the preparation and submittal of the STL SEI Annual Report to the SEI and St. Louis Section of the ASCE by September 1 of each year; with the Annual Report describing all activities of the STL SEI in the preceding year. The Chair should attend all national SEI meetings, including but not limited to the SEI Local Chapter Chairs Quarterly call and the yearly Presidents and Governors Forum at ASCE Headquarters.

Vice Chair: The Vice Chair responsibilities shall not be restricted solely to an in-absentia position to the Chair, but will assume an active role in the development, strategic direction, and growth of the organization. In the event of certain necessities, the Vice Chair shall perform all duties of the Chair (as directed by the Chair). The Vice Chair and Secretary/Treasurer shall jointly serve as the Program Coordinators for all programs developed and administered by the STL SEI.

Secretary/Treasurer:

The Secretary/Treasurer shall hold the responsibility of organizational documentation and membership validity. The Secretary shall maintain the membership list, prepare and submit meeting notices, prepare and submit meeting minutes, and oversee the election process of the organization. The Secretary/Treasurer will have direct contact with the St. Louis Section of the ASCE. The Secretary/Treasurer shall report directly to the Chair.

Section 6. At meeting of the Board of Directors, three members shall constitute a quorum.

* + 1. **Article V: Nomination and Election of Officers**

Section 1. The Nominating Committee shall consist of not less than three members appointed by the Executive Board.

Section 2. The Nominating Committee shall choose one or more candidates for election of each office.

Section 3. The Secretary shall send a letter ballot or email, containing a list of official nominees and a space for a write-in vote for another candidate for each office, to each member of the Structural Engineering Institute Chapter at least 20 days before the Annual Meeting. Election may be by ballot or a voice vote at a noticed meeting.

* + 1. **Article VI: Meetings**

Section 1. Meetings shall be held on such date and at such place as the Board of Directors designate.

* + 1. **Article VII: Committees**

Section 1. The Chair each year shall appoint committees as needed to operate the Structural Engineering Institute Chapter.

Section 2. The President shall appoint such other committees as are from time to time deemed necessary.

* + 1. **Article VIII: Amendments**

Section 1. These Bylaws may be amended only by a 20 day notice to the Chapter membership and a majority vote of those in attendance at a given meeting or an email ballot.

* 1. **CONSTRUCTION COMMITTEE**

###### Purpose and Goals

The purpose of the Construction Committee is to provide opportunities for members to enhance their technical skills, become informed about new products and methods, and to network with other members having like interests.

###### Committee Composition

The committee should be composed of a chair and a minimum of three to five members having an interest in Construction Engineering.

###### Duties

In October, the Construction Institute (CI) should be officially notified of the name of the Construction Committee chair. The notification should be sent to President of the CI as listed in the Official Register.

The committee should organize at least one seminar or program each year that is eligible for Professional Development Hours (PDHs). The development and presentation of the program should be coordinated with the Continuing Education Chair to ensure that event is eligible for PDH’s, the activity is appropriately documented and certificates of attendances are provided to the attendees. Programs could include the presentation of technical papers, case studies, product demonstrations, computer software training, etc.

The committee should provide assistance to the Government and Public Relations Coordinator relative to proposed legislation, or changes in the rules of the Board of Registration that might affect the practice of Construction Engineering

The committee should also assist the Awards Committee in identifying individuals and projects that may be eligible for local or national awards. A listing of local awards is provided on page 3-2 of this Handbook. A listing of national awards is included in Section 5.

###### Reports

Upon completion of each program, the Chair should prepare the Activity Reporting Form in Section 4, summarizing the arrangements, attendance, expenses, and income of the program. A copy of this report should be submitted to the Secretary at an Executive Board meeting. In addition, the Request for Reimbursement Form should be completed for all reimbursable expenses and submitted with the receipts to the Treasurer.

* 1. **St. Louis Chapter of the Transportation & Development Institute**

**BY LAWS (**Revised March 8, 2011)

* + 1. **Article 1: Name**

The name of this organization shall be the St. Louis Chapter of the Transportation and Development Institute (STLT&DI) (hereinafter referred to as the Chapter), of the American Society of Civil Engineers (ASCE) (hereinafter referred to as the Society).

* + 1. **Article 2. Vision**

The Chapter will strive to be the recognized leader in the geographic area covered by the St. Louis Section of ASCE for the advocacy of livable communities and practical design by promoting environmentally sensitive transportation and land development in the region. The Chapter will work hand-in-hand with other agencies including TEAM, APA, and ITE to unite the disciplines of planning, design, construction, operation, maintenance, and research in support of sustainable development and design in our region.

* + 1. **Article 3. Mission**

It is the Mission of the Chapter to:

“Promote the interdependence of transportation, land development, and the environment by providing a multidisciplinary focus for professional communication, education and collaboration. The Chapter will enhance the professional knowledge and skills of its members so that they may improve the quality of life in the region. The Chapter will bring together local engineers, planners, industry representatives, citizen groups, developers, public officials, and others dedicated to improving transportation and fostering appropriate development decisions at the local, regional, and state-wide levels.”

* + 1. **Article 4. Organization**

The action of the STLT&DI shall be consistent with the provisions as set forth in the Constitution and Bylaws of the St. Louis Section of ASCE.

* + 1. **Article 5. Membership**

Membership in the STLT&DI is open to all individuals who have standing in the national T&DI. Membership in ASCE is not a pre-requisite for membership in the STLT&DI (ASCE bylaws Section 9.4.2.2.1). Members shall subscribe to the rules of the STLT&DI. Membership acceptance in the STLT&DI and final decisions regarding the same will be the responsibility of the STLT&DI officers.

* + 1. **Article 6: Dues and Finances**

Section 1. Additional dues may be collected by the STLT&DI for involvement in STLT&DI. The annual Section dues of each member shall be fixed by a majority vote of the Board of Directors at the Annual Meeting.

Section 2. The St. Louis Section of ASCE shall hold the finances of the STLT&DI.

* + 1. **Article 7: Officers**

##### Section 1. The officers of the STLT&DI will consist of a Chair, Vice Chair, Secretary/Treasurer.

Specific roles and responsibilities of the Officers are provided below:

Chair: The Chair shall provide overall business, strategic, and policy direction to the STLT&DI. The Chair will represent the STLT&DI in all official business capacities and serve as the liaison with the St. Louis Section of the ASCE and the national T&DI. The Chair will hold the duty of calling and presiding over all Officer, Board of Directors, and Membership meetings. The Chair is responsible for the preparation and submittal of the STLT&DI Annual Report to the T&DI and St. Louis Section of the ASCE by September 1 of each year; with the Annual Report describing all of the activities of the STLT&DI in the preceding year.

Vice Chair: The Vice Chair responsibilities shall not be restricted solely to an in-*absentia* position to the Chair, but will assume an active role in the development, strategic direction, and growth of the organization. In the event of certain necessities, the Vice Chair shall perform all of the duties of the Chair (as directed by the Chair). The Vice Chair shall serve as the Program Coordinator for all programs developed and administered by the STLT&DI.

Secretary/Treasurer:

The Secretary/Treasurer shall hold the responsibility of organizational documentation and membership validity. The Secretary shall maintain the membership list, prepare, and submit meeting notices, prepare, and submit meeting minutes, and oversee the election process of the organization. The Secretary/Treasurer will have direct contact with the St. Louis Section of the ASCE. The Secretary/Treasurer shall report directly to the Chair.

Section 2. The officers of the STLT&DI along with the latest active resident Past-Chair, shall constitute a Board of Directors in which the government of the St Louis Transportation and Development Institute Chapter shall be vested.

Section 3. All officers shall be elected for terms of two years, which shall begin at the close of the Annual Meeting and continue until the next election.

Section 4. Officers must meet all applicable T&DI membership requirements.

Section 5. The Vice Chair shall fill a vacancy in the office of Chair. The Secretary/Treasurer shall fill a vacancy in the office of the Vice Chair. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 6. At meeting of the Board of Directors, three members shall constitute a quorum.

* + 1. **Article 8: Nomination and Election of Officers**

Section 1. The Nominating Committee shall consist of not less than three members appointed by the Executive Board, typically the immediate Past-Chair, Chair, and Vice-Chair.

Section 2. The Nominating Committee shall choose one or more candidates for election of each vacant office. The Vacant Office shall be the Secretary/Treasurer position, unless otherwise approved by the Nominating Committee. The Chair shall become the Past-Chair; the Vice-Chair shall become the Chair; the Secretary/Treasurer shall become the Vice Chair.

Section 3. The Secretary shall send an email, containing a list of official nominees and a space for a write-in vote for another candidate for each office, to each member of the STLT&DI at least 14 days previous to the Annual Meeting. Election may be by ballot or a voice vote at a noticed meeting. The Nominating Committee shall administer the election.

Section 4. New *Officer-elects* shall be invited to all Officer and Board of Director meetings during the pendency of their upcoming tenure, which commences on October 1.

* + 1. **Article 9: Meetings**

Section 1. The Annual Meeting shall be set by the Board of Directors but shall be held as close to the first week in September (before or afterward) as practical.

Section 2. Meetings shall be held on such date and at such place as the Board of Directors designate. The Board of Directors must meet at least annually to conduct any business that might properly come before it. The Chair of the Board of Directors shall establish the place and date for this annual meeting.

Section 3. Any action required to be taken at a meeting of the Board of Directors, or any action that may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be agreed to by all Board of Directors members and be filed with the minutes of the meeting. Members of the Board of Directors may participate in any meeting of the Board of Directors by telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear each other and such participation in a meeting shall constitute attendance at the meeting.

* + 1. **Article 10: Committees**

Section 1. The Chair each year shall appoint committees as needed to operate the STLT&DI. The Chair shall determine the name, purpose, and number of committees.

* + 1. **Article 11: Administration**

Section 1. All membership meetings of the Chapter and meetings of its Board of Directors shall be conducted according to the most recent version of Robert's Rules of Order, in all cases to which these rules are applicable and in which such rules are not inconsistent with the Society and/or Institute Constitution, Bylaws, and Rules of Policy and Procedure.

Section 2. The Chapter may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations. Potential conferences and/or co-sponsoring opportunities include the annual TEAM, Missouri Planning, and University of Missouri Traffic & Safety events.

* + 1. **Article 12: Dissolution**

At any duly constituted meeting of the Board of Directors, by a two-thirds vote, the Institute Chapter Board of Directors may vote to recommend dissolution of the Institute Chapter, provided that a written notice of this proposed action shall have been given at a previous meeting of the Chapter Board of Directors and provided further that the proposed dissolution shall have been published in the Section newsletter.

* + 1. **Article 13: Amendments**

Section 1. The Chapter Bylaws may be amended at a duly constituted meeting of the Board of Directors by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at a previous meeting of the Board of Directors.

* 1. **SUSTAINABILITY COMMITTEE**
     1. **Purpose and Goals**

The purpose of the Sustainability Committee is to facilitate and accelerate the sustainability discussion, offer sustainability related continuing education sessions, and serve as an available and useful resource for the St. Louis engineering community.

* + 1. **Committee Composition**

The committee should be composed of a chair and a minimum of three members having interest in sustainability as it applies to civil/structural engineering.

* + 1. **Duties**

In October, the Department of Technical Development should be officially notified of the name of the Sustainability Committee chair. The notification should be sent to the Director of Technical Development as listed in the Official Register.

The committee should organize at least one seminar or program each year that is eligible for Professional Development Hours (PDHs). The development and presentation of the program should be coordinated with the Continuing Education Chair to ensure that the event is eligible for PDHs, the activity is appropriately documented, and certificates of attendance are provided to the attendees. Programs could include presentation of fundamental concepts of sustainability, case studies, interactive work sessions, etc.

The committee should assist the Awards Committee in identifying individuals and projects that may be eligible for local or national awards. A listing of local awards is provided on page 1-3- 23 of this Handbook. A listing of national awards can be found on the ASCE Society’s website.

* + 1. **Reports**

Upon completion of each program, the Chair should prepare the Activity Reporting Form in Section 4, summarizing the arrangements, attendance, expenses, and income of the program. A copy of this report should be submitted to the Secretary at an Executive Board meeting. In addition, the Request for Reimbursement Form should be completed for all reimbursable expenses and submitted with the receipts to the Treasurer.

* 1. **COASTS, OCEANS, PORTS & RIVERS COMMITTEE**
     1. **Purpose and Goals**

The purpose of the Coasts, Oceans, Ports & Rivers Committee (COPRC) is to provide opportunities for members to enhance their technical skills, become informed about new products and methods, and to network with other members having like interests.

* + 1. **Committee Composition**

The committee should be composed of a chair and a minimum of three to five members having an interest in Coastal, Ocean, Port and River Engineering.

* + 1. **Duties**

In October, the Coasts, Oceans, Ports & Rivers Institute (COPRI) should be officially notified of the name of the Coasts, Oceans, Ports & Rivers Committee chair. The notification should be sent to President of the COPRI as listed in the Official Register.

The committee should organize at least one seminar or program each year that is eligible for Professional Development Hours (PDHs). The development and presentation of the program should be coordinated with the Continuing Education Chair to ensure that event is eligible for PDH’s, the activity is appropriately documented, and certificates of attendances are provided to the attendees. Programs could include the presentation of technical papers, case studies, product demonstrations, computer software training, etc.

The committee should provide assistance to the Government and Public Relations Coordinator relative to proposed legislation, or changes in the rules of the Board of Registration that might affect the practice of Coastal, Ocean, Port and/or River Engineering

The committee should also assist the Awards Committee in identifying individuals and projects that may be eligible for local or national awards. A listing of local awards is provided on page 3-2 of this Handbook. A listing of national awards is included in Section 5.

Members of the COPRC are highly encouraged to participate within at least one national COPRI Committee. A current list of all available COPRI committees can be found online at [http://www.asce.org/COPRI.](http://www.asce.org/COPRI)

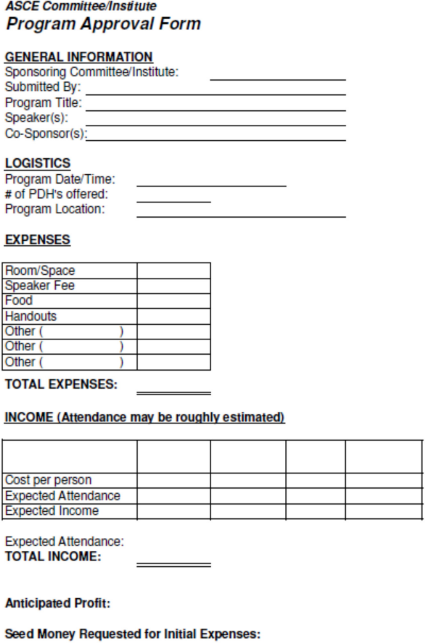
* + 1. **Reports**

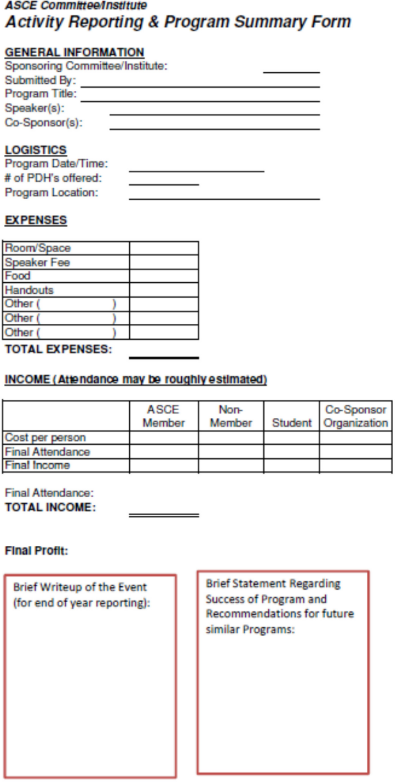
Upon completion of each program, the Chair should prepare the Activity Reporting Form in Section 4, summarizing the arrangements, attendance, expenses, and income of the program. A copy of this report should be submitted to the Secretary at an Executive Board meeting. In addition, the Request for Reimbursement Form should be completed for all reimbursable expenses and submitted with the receipts to the Treasurer.

1. **Reports and Forms**
   1. **SPAG**

State Public Affairs Grant reports are typically due in the fall. The reporting requirements and forms can change from year to year. The National SPAG office should be contacted each year (spag@asce.org) to verify reporting requirements.

* 1. **Reporting Forms and Receipts**





* 1. **ASCE Society-Level Awards**

A list of ASCE Society-Level awards is available on the Society Website, [www.asce.org.](http://www.asce.org/)

1. **Vision, Mission, and Goals**
   1. **The Society**

The American Society of Civil Engineers represents more than 150,000 members of the civil engineering profession in 177 countries. Founded in 1852, ASCE is the nation’s oldest engineering society.

ASCE stands at the forefront of a profession that plans, designs, constructs, and operates society’s economic and social engine – the built environment – while protecting and restoring the natural environment.

Through the expertise of its active membership, ASCE is a leading provider of technical and professional conferences and continuing education, the world’s largest publisher of civil engineering content, and an authoritative source for codes and standards that protect the public.

The Society advances civil engineering technical specialties through nine dynamic institutes and leads with its many professional- and public-focused programs.

* Member strength: all career stages & students; all sectors & disciplines
* Local strength: 94 sections, 159 branches, 12 groups, 416 student chapters, and 131 younger member groups
* Technical strength: 9 specialty institutes

Our Purpose: Help you matter more and enable you to make a bigger difference.

Our Mission: Deliver value to our members, advance civil engineering, and protect the public health, safety, and welfare.

Our Vision: Civil engineers are global leaders, building a better quality of life. Our Goals:

1. An ever-growing number of people in the civil engineering realm are members of, and engage in, ASCE.
2. Civil engineers develop and apply innovative, state-of-the-art practices and technologies.
3. All infrastructure is safe, resilient, and sustainable.
4. ASCE advances the educational and professional standards for civil engineers.
5. The public values civil engineers’ essential role in society.
6. ASCE excels in strategic and operational effectiveness.

The ASCE Strategic Plan (PDF) details each goal and includes strategies.

* 1. **St. Louis Section SWOT Analysis**

On January 21, 2021, a meeting of ASCE Committee/Institute Leaders was conducted with Section Officers, Directors, and Committee Chairs, to discuss Section leadership structure, roles and responsibilities, membership resources, and Section strategic strengths, weaknesses, opportunities, and threats (SWOTs). Identification of these SWOTs will be used for strategic planning in the coming years.

###### Strengths:

* Participation during COVID-19 pandemic has been great
* Strong commitment by leaders to continue reaching out

o i.e., this meeting; emails

* Increased Scholarships this year ($2k this year)
* No large outlays by the Section

###### Weaknesses:

* In-person activities limited during the pandemic.
* Lack of participation for other groups
* Reduced revenue potential for several institutes
* Ongoing communication

###### Opportunities:

* Work to identify future revenue streams
  + Luncheon Sponsorships
  + Fundraiser Ideas
* Another year for planning large events
* Grow Section membership
* Continue reaching out to Schools (Pre-College and Student Involvement)
* ID ways to build upon response during pandemic
  + Some things may not “go back to normal” – how do we implement that?

###### Threats:

* Low participation rates after pandemic ends
* Declining membership
* Lack of interest in committees/institutes/Board
  1. **ASCE St. Louis Section 2023 – 2027 Strategic Plan**

In 2023 the ASCE St. Louis Section began developing a strategic plan for 2023 – 2028. A strategic plan is a road map for the future – it defines the direction for the Section and is used to help make decisions on allocating resources, such as time and money. The plan communicates a common set of goals that help everyone algin their programs and actions to the future. It provides clarity of your mission to new members and leaders. It also outlasts any one member or leader.

The Vision developed to guide the Strategic Plan states:

***The St. Louis Section fosters a diverse, collaborative, and welcoming community of engaged members who are trusted leaders in creating a safe, sustainable, and resilient environment while supporting the development of the next generation of civil engineers.***

The Mission Statement developed to support the Strategic Plan states:

***The ASCE St Louis Section is a community for Civil Engineers which provides our members with professional and technical development opportunities, promotes the profession through outreach to the public and future civil engineers, and advocates for safe and sustainable infrastructure.***

The strategic plan goals are as follows:

Table 4.4.1 SMART Goals

|  |
| --- |
| 1. COMMUNITY / PRE-COLLEGE OUTREACH |
| SMART GOAL: |
| Expand our network of civil engineering outreach by volunteering with the number of schools per county as described below within 3 years. - St. Louis City - 1 - St. Louis County - 2 - St. Charles County - 1 - Metro East - 1 - Jefferson County - 1 |
|  |
| 2. PARTNERSHIPS |
| SMART GOAL: |
| Expand our professional footprint in the Construction/Architecture/Engineering professional and academic community by partnering with 1 new outside organization each year. |
|  |
| 3. CREATING MEMBER VALUE |
| SMART GOAL: |
| Increase unique participants by 5% year over year in 5 years. |
|  |
| 4. YOUNGER MEMBERS |
| SMART GOAL: |
| Increase number of active Younger Members (attending >50% of events) by 50% in 5 years. |
|  |
| 5. DIVERSITY & MEMBERSHIP |
| SMART GOAL: |
| Increase diversity in the Section to reflect the civil engineering profession. |
|  |
| 6. SECTION OPERATIONS |
| SMART GOAL: |
| Fill all committee chairs in 2 years and recruit one additional member for all committees within 3 years. |
|  |

At the time that this handbook is being published (10/7/2023), action plans to achieve the strategic plan goals are being developed.