

LEHIGH VALLEY SECTION

AMERICAN SOCIETY  
OF  
CIVIL ENGINEERS

CONSTITUTION  
BY-LAWS  
&  
OPERATING MANUAL

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**LEHIGH VALLEY SECTION  
AMERICAN SOCIETY OF CIVIL ENGINEERS**

**OPERATING MANUAL**

***This operating manual is the property of the Lehigh Valley Section of ASCE. It is distributed by the Section Secretary to duly elected officers and members of the Board of Directors of the Section. Upon completion of the terms of offices of such officers and members, the operating manual is to be returned to the Section Secretary.***

**Revision approved by the Lehigh Valley Section Board of Directors**

**August 2009**

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## **II. CONSTITUTION**

## **III. BY-LAWS**

## 1. BOARD OF DIRECTORS

To meet the technical and professional needs of members at the local level, and to assist them in accomplishing the purpose of the American Society of Civil Engineers (hereinafter referred to as the Society) the Society Board of Direction has authorized, from time to time since 1905, the formation of Sections. The Lehigh Valley Section (hereinafter referred to as the Section) was formed in 1922.

According to the Lehigh Valley Section Constitution, the government of the Section is vested in a Board of Directors (hereinafter referred to as the Board) composed of the following elected officers and directors:

- President
- President-Elect
- Vice President
- Secretary
- Secretary-Elect
- Treasurer
- Past President
- Two Member, Fellow or Honorary Member Directors
- Two Associate or Student Member Directors

In addition, each resident past officer of the American Society of Civil Engineers shall, upon that person's consent, be a member of the Board for a term of five years and as further stipulated in the Constitution.

The Board manages the affairs and controls the property of the Section. It is responsible to see that all activities are carried on in compliance with the intent and spirit of the Constitution and By-Laws of the Society and of the Section. All Board activities are part of an open record. Periodic reports are made to the Section membership via the Newsletter, written announcements and announcements at the Section meetings. The Board normally meets once a month throughout the year.

## 2. DUTIES OF OFFICERS

**All officers and directors are expected to attend each monthly Board meeting, the Section's dinner meetings, and the meetings of those committees to which they have been assigned. If the Board Member is unable to attend, he/she is to arrange for their assignments to be presented.**

**A. President** – The President is the presiding officer of the Section and Chair of the Board of Directors. The President:

1. Presides at meetings of the Section and of the Board.
2. Organizes all operating committees prior to September and appoints members not otherwise provided for.
3. Serves as ex-officio member of each committee of the Section.
4. Assists in the preparation of and presents a report of the Section's activities for distribution to ASCE National. The past-president and president-elect assist in the preparation of the report.
5. Determines the Section's delegates for ASCE Conferences (with the consent of the Board).

**B. President-Elect** – The President-Elect performs the duties of the President, in the latter's absence. In addition the President-Elect:

1. Serves as chair of the Program Committee.
2. Prepares the planned programs portion of the Annual report.

**C. Vice-President** – The Vice-President performs the duties of the President, in the absence of both the President and the President-Elect. In addition the Vice-President:

1. Serves as chair of the Membership Committee.
  - a) Maintain records from ASCE National of the payment of the individual members' dues. Dues paying members are designated "active" members as distinguished from "assigned" or non-dues paying members. As stated in the Constitution, only active members are eligible to hold office or serve on certain committees. Assigned members, however, may participate in all other Section activities. The Vice-President will supply lists of active members to the Board and to committee chairs at the appropriate times.

- b) Life Members – Each fall, the Vice President shall determine the Section Members who are eligible to become Life members. (The membership lists from Society contain this information.) A life Membership Certificate is to be acquired for each individual to so be honored. The certificates are framed and presented to the Life Members at the December meeting. An invitation is mailed to the life member inviting the individual to the December meeting. (AN RSVP is requested.)
- c) Membership Lists – The Society provides an electronic database showing the current Section membership (assigned members). This list will note members dropped from the Section, new members added to the Section, and data changes for members. The Treasurer and Newsletter editor are to be notified of all address changes and deletions. When it is known that a member has moved out of the Lehigh Valley Section area, and if the address is known it is advisable to write informing the member to notify ASCE of their address change. Only the Society can process these changes.
- D. Secretary** – The primary duties of the Secretary are outlined in Article III, Section 4, of the By-Laws of the Section. The Secretary should be thoroughly familiar with the current ASCE Official Register and encourage each of the other Officers and Members of the Board to do likewise. As a guide to the proper functioning of this office these duties are further explained as follows:
1. Board Meeting Agenda – At least once a week in advance of a Board meeting, make up the Agenda, in consultation with the President, including time, day, date and place of the meeting. Agenda to be provided via mail or email to:
    - Members of the Board
    - Newsletter Editor
    - ASCE Headquarters (Field Services Coordinator)
    - Guests of the Board – These include individuals invited to attend the meeting or to report to the Board such as Section meeting chairs, committee chairs, technical group chairs, Society officers who are members of the Section and others.

2. Board Meeting Minutes – The Minutes are recorded by the Secretary at the Board meeting. Minutes with the Treasurer’s Report attached are to be provided to:
  - Members of the Board
  - Newsletter Editor
  - ASCE Headquarters (Field Services Coordinator)
  - Others as directed by the President
3. ASCE Official Register – In late Spring the Secretary will receive forms from the Society requesting information on the Section for inclusion in the Official Register. These forms shall be completed and returned promptly.
4. Notification Following the Election Meeting – The Executive Director of ASCE and the Presidents and Secretaries of the Philadelphia, Pittsburgh and Central Pennsylvania Sections, the Reading Branch, the Northwestern PA Branch, and the Region 2 Director are to be notified of the names and addresses of the new officers and directors elected each year, together with the continuing officers and directors.
5. Records – The Secretary is to maintain up-to-date records and files of the Section which includes but is not limited to:
  - a. Officers and Directors of the Section
  - b. Section Meetings
  - c. Section Committees (as provided by the Chairs)
  - d. Technical Groups (as provided by the Chairs)
  - e. Newsletters
  - f. Section Meeting Minutes
  - g. Board Meeting Minutes
  - h. Student Chapter Meeting Minutes
  - i. Student Chapter Information
  - j. Membership Lists
  - k. Correspondence
  - l. List of Life Members
  - m. Annual Reports
  - n. List of Past Presidents
6. Annual Election Ballot –The Secretary supplies the chair and members of the Nominating Committee with the vacant offices to be filled at least one month in advance of the March meeting. Following the work of the Nominating Committee and the announcement of the nominations to the membership in the Newsletter preceding the March

meeting, the Secretary prepares the ballot for distribution to the active membership. Note the requirements of the By-Laws.

7. Operating Manual – The Secretary maintains the Operating Manual and distributes a current copy of the Manual to each new officer and director elected. each year (this can be an electronic or hard copy distribution).
8. Newsletter Advertisers – In September of each year the Secretary contacts the current and prospective advertisers inviting them to place advertisements in the coming year’s newsletters. The letter is to include the cost, and the number of time the advertisement will appear.

**E. Secretary-Elect** – The primary duties of the Secretary-Elect are outlined in Article III, Section 5, of the By-Laws of the Section. The Secretary-Elect should be thoroughly familiar with the current ASCE Official Register. As a guide to the proper functioning of this office these duties are further explained as follows:

1. Section Meeting Summary – A brief summary of each Section meeting is to be prepared by the Program Committee, including important details such as location and place of meeting, dinner or luncheon and meeting, meal price, menu, speaker’s name and topic, and a brief statement on the overall success of the meeting. This information will be referred to when preparing the Annual Report. It will also be available to Program Committees when future meetings are being planned. This summary is to be kept in the Secretary’s file. A brief article shall be prepared for the Newsletter.
2. Stationery – Letterhead shall be created and printed envelopes may be ordered immediately following the new make-up of the Board and no later than July 30 (envelopes only need to be acquired when the supply on hand is low). Committee Chairs and officers should be provided with a small supply of stationery for their use (stationery can be in electronic template form instead of printed).
3. Certificates to “Out-Going” Officers and Directors – Certificates, available from ASCE, are ordered for the out-going officers and directors at the May meeting.
4. Awards to Student at the April Meeting – All students from Lehigh University or Lafayette College Student Chapters who presented a paper at the Annual Student Chapter Conference (whether winning papers or not) are awarded a check payable to ASCE for the first year’s dues in ASCE.

The Outstanding Senior Civil Engineer from each of Lehigh University and Lafayette College are both awarded framed certificates and a check payable to ASCE for the first year's dues in ASCE, at the April Section meeting. Order Certificate blanks from ASCE.

In March, the Secretary-Elect contacts the Department Chairs with a copy to faculty advisors of the student chapters for a determination of the Outstanding Senior Civil Engineering students.

It is possible for the same student to present a paper at the Student Chapter Conference and be named Outstanding Senior Civil Engineering student. In this case only one check for first year's dues in ASCE is awarded, along with the framed certification.

The respective students are informed of these awards by the Secretary-Elect in writing and invited to the April meeting as guests of the Section to accept the awards. It is the responsibility of the Contact and/or Associate Contact member(s) to host these students at the April meeting.

- F. Treasurer** – The primary duties of the Treasurer are outlined in Article III, Section 6 of the Section By-Laws. As a guide to the proper functioning of this office, these duties are further explained as follows:
1. Maintain a record of the accounts of the Section. Deposit all monies received in a banking institution designated by the Board. Maintain the appropriate names and addresses on all section accounts.
  2. Pay bills of the Section in accordance with the directions of the Board. Routine bills are handled with no special action or approval of the Board.
  3. Prepare a fiscal year budget (October 1 through September 30) with the advice of the President and additional members of the Board for presentation at the September Board meeting. The approved budget shall be published in the October Newsletter.
  4. Prepare Treasurer's Report showing current state of finances (receipts and expenditures) and comparison with budget, for presentation at each Board meeting. Board acceptance of the Treasurer's Report at each Board meeting constitutes approval of expenditures and receipts being made in accordance with the approved budget.
  5. Assist the Past-President in preparing the Annual Report to ASCE.

6. Collect for meals at dinner and luncheon meetings when applicable, and keep a record of the attendees for Annual Report records and for the Nominations Committee.

**G. Past-President** – The Past-President is a member of the Board, and serves for a one-year term. The Past President:

1. Serves as a chair of the Nominating Committee.
2. Provides advice and support to the President, when requested, as an aid to the proper functioning of that office.
3. Annual Report – The Society mails the Annual Report forms to the Secretary in the fall. The Past-President is responsible for the completion of these forms and assembling them to form the Section's Annual Report and mailing them to ASCE. The Secretary is to retain a copy of the report in the files.

NOTE: It is important to return the completed Report to ASCE at the earliest date since the Section Allotment from ASCE is not transmitted to the Treasurer until receipt of the Annual Report. (See current ASCE Official Register.)

4. The past-president is responsible for reviewing the operating manual, bylaws, and constitution to insure that they remain up-to-date. A presentation should be made to the Board before the end of his/her term.

**H. Directors** – Two Member, Fellow, or Honorary Directors and one Associate or Student Member Directors are elected by the membership. The current elected President of the Younger Member Forum of the Lehigh Valley Section assumes a 2-year term as the second Associate Member Director and shall remain an Associate Member Director on the board as long as he/she is President of the Younger Member Forum. Resident past Society officers may also serve as directors for a term of 5 years, as provided by Article III, Sec. B, of the Constitution (these would be in addition to the four Director positions mentioned above). Each of the directors is directly responsible to the Board, either as chair or ex-officio member (at the discretion of the President) of one of the following committees:

- Younger Member Forum (President is one of the Directors)
- Hospitality
- Student Chapter Activities
- Legislative Affairs Committee

### **3. LOCAL SECTION COMMITTEES**

Committees are important functional elements of the Lehigh Valley Section. The growth of the Lehigh Valley Section and its usefulness to the members are highly dependent on the effectiveness of committee activities.

The By-Laws provide for certain administrative committees of the Section, and designate the chair. In general, the chair of an administrative committee will appoint committee members, with the advice of the President, and the Board. The President is responsible for organizing task and society affairs committees and appointing committee chairs by the September Board meeting. Wherever practicable the automatic appointment or carry-over of certain members for an additional year of service should be exercised, as this insures prompt action by committees early in each operating year. Generally, committee chairs appoint committee members, with the advice of the President, and the Board.

Task committees are organized by the President as necessary for compliance with Society or District directives or as required by the current issues during the year. The charges of the task committees should be presented to the Board by the President for discussion and approval.

Appointment to all committees is to be made from active (dues paying) members whose interest and abilities are consistent with committee functions. Committee chairs should be selected with the view that they are potential candidates for offices in the local organization. Regardless of the method used for selection of committee members and chairs, each chair should receive in writing from the President the duties and responsibilities of the committee in order to provide a clear understanding of the function of the committee.

Except for certain standing committees, each committee should meet as a whole at least twice during the fiscal year and more often as necessary or desirable. The first meeting should be held soon after committee formation, when objectives for the year are established and methods for their accomplishment outlined. The proposed objectives and plans should be reported to the Board in person or in writing. The second essential meeting should be held near the end of the year for review of the accomplishments of the committee. A year-end report should be submitted to the President and Board, in writing, along with recommendations for the coming year. A copy of the report should also be placed with the Secretary. This report should be submitted prior to October 1 of the following fiscal year. Each chair should receive notice of Board meetings and should attend and report as necessary to keep the Board up-to-date on committee activities, and to discuss any Board assistance or Board action required.

#### 4. ADMINISTRATIVE COMMITTEES

The following standing committees are responsible for carrying out the administrative activities of the Section.

- Program [President-Elect]
- Membership [Vice President]
- Hospitality [Director]
- Student Chapter [Director]
- Nominations and Awards [Past-President]
- Auditing [Appointed]
- History and Heritage [Appointed]
- Newsletter [Secretary-Elect]
- Continuing Education [Appointed]
- Younger Members [Director]

##### A. Program Committee

1. Purpose – to plan worthwhile, interesting, and timely programs for Section Meetings. In developing programs, this committee should be responsive to the needs and desires of the Section membership.
2. Composition – The President-Elect serves as committee chair. The Vice-President serves as committee vice chair. Other members of this committee are appointed by the chair. When a joint Student Chapter-Section Meeting is planned, the Faculty Advisor at either Lehigh University or Lafayette College, whichever school is hosting the meeting, should serve as a committee member for coordination of the joint meeting at the University/College.
3. Planning the Program – It is essential that programs be planned **and publicized well in advance of meeting dates. If possible, the complete series of programs for the year should be arranged before the first meeting in the fall, preferably by the end of August.**

The Chair is responsible for coordinating the scheduling of all Section meetings, including technical group meetings and seminars. The Faculty Advisor, together with the Student Chapter President, is responsible for arranging the Campus meeting when planned. The Section's meetings should consider the schedules of Lehigh University and Lafayette College to avoid holding meetings when the students are unavailable. The Chair may also see fit to request one or more Technical Groups to sponsor a Section Meeting.

There is no set policy as to the number of luncheon and dinner meetings that will be held. The meeting in December should be a dinner meeting. Other luncheon and dinner meetings may be added at the discretion of the Committee.

The Board inaugurated a student host program wherein Section members are invited to host a small number of students at each Section meeting.

Restaurant reservations for the December meeting should be made about 11 or 12 months in advance. This is the annual spouse's night meeting.

The Board must approve any and all expenses in connection with any Section meeting.

In the past, the Section has held joint meetings with numerous other professional groups including:

American Society of Highway Engineers  
American Institute of Architects  
American Concrete Institute  
PA Society of Professional Engineers

These joint meetings are strongly encouraged.

4. Check List for Section Meeting Arrangements – It is the custom in the Lehigh Valley Section for the program committee member in charge of each meeting to take care of all arrangements required in connection with the speaker and the meeting. A detailed check list of these arrangements is as follows:
  - a) In January – Reserve restaurant facilities for December Meeting. This should be done (by the December Meeting chair) eleven months in advance of the meeting, in order to insure first choice of dates and facilities during the crowded December season. (See Special notes herein for the Annual Meeting.)
  - b). After tentative schedule of meetings has been set up by Program Committee (usually in July) – Reserve meeting room for the entire season, and restaurant facilities for any general dinner meetings that are scheduled. (Annual Meeting excepted – see Item a) above.)
  - c) As soon as a person has agreed to be speaker – Send a letter of confirmation to confirm the date, location, and other details, and inform the speaker that he/she will hear from you again about six

weeks before the meeting. The Board must approve any and all potential expenses in connection with your meeting speaker.

- d) Six weeks before the meeting date – Contact the speaker to remind him/her of the engagement, and arrange for the following:
- 1) Arrangements for meeting the speaker on his/her arrival,
  - 2) Information about the speaker's dinner, if one is planned, when it is not a dinner meeting,
  - 3) Time the Section meeting will start (generally 6:00 P.M. social hour, 7:00 P.M. dinner and 8:00 P.M. meeting) and estimated time of adjournment.
  - 4) Any other pertinent information.
  - 5) The speaker should be asked to furnish Biographical data, (for transmittal to the Newsletter editor)
  - 6) Title of talk as it is to appear in the Newsletter
  - 7) The audio/video needs, if any. (Speakers should be encouraged to give visual presentations with slides (and/or video).)
- e) Arrange with the Program Committee Chair to attend at least one Board meeting prior to your Section meeting. At this meeting, the Board will review/approve the following items which you will advise the Board:
- 1) Meal cost and menu with the meal cost recommended in whole dollars,
  - 2) Speaker expenses should be pre-approved by the Board of Directors.
  - 3) Section meeting agenda,
  - 4) Special seating arrangements,
  - 5) Guests – Students, New Members, Others
  - 6) Speaker gift
- f) Four weeks before the meeting date – Furnish the Newsletter Editor with a biographical sketch of the speaker, exact title the

talk, and a summary statement of what the talk will cover, and the date before which reservations must be made. Confirm reservation and menu with restaurant. Arrange for audio-visual aids. Arrange for any special seating facility. Agree with restaurant on the date they must have the final meal count and on any allowances for over and under-run. Agree with restaurant on payment terms (i.e.: cash/check/invoice.)

- g) One week before the meeting date – Contact speaker with a copy of the meeting announcement (this serves as a last-minute reminder).
- h) Less than a week before the meeting date – Get meal count and forward it to the restaurant on the agreed upon day (see item g.) Get speaker gift. Arrange with someone to collect money and pay restaurant in the absence of the Treasurer. The collectors should have sufficient change.

Provide Hospitality Committee Chair with expected attendees names in sufficient time to have name tags produced.

Visit the room in which the meeting will be held, learn where the lights and speaker system controls are located and how to operate them. Test the audio/video equipment. Discuss detailed logistics of the meeting with the person representing the restaurant and responsible for meeting arrangements.

- i) Meeting date – The Speaker is your personal guest during his/her visit with us. Be on hand to greet the speaker on arrival, and introduce the speaker to others as they arrive for the speaker's dinner. At the meeting, the President will call on you to introduce the speaker. Immediately after the talk is completed, you should take the rostrum to handle the question period. (On completion of this, turn the meeting back to the President.) After adjournment, it is your job to see the speaker off (or to his/her hotel.)
- j) Immediately after the meeting date – Send speaker a letter of thanks on behalf of the Lehigh Valley Section ASCE. (A copy of this letter should be sent to the Secretary and to the Program Committee Chair.)

The Program Committee Chair will submit a report to the Board at the next Board meeting. A record of these reports is to be maintained by the Program Committee Chair for Assistance in planning future Section meetings.

- k) Correspondence – All letters should be on Lehigh Valley Section stationery, available from the Secretary. The Chair of the Program

Committee should receive copies of all correspondence and should be kept informed of the progress of the arrangements.

l) Speaker Expenses – Speaker expenses shall be paid as required from the annual budget to be administered by the Board.

The type of expenses allowed are of two categories:

- 1) Honorariums – shall be paid to speakers engaged for income generating Technical Group seminars. Ordinarily, honorariums shall not be paid to speakers for Section dinner meetings. However, the Board may make exceptions as required for Section dinner speakers who specifically request honorariums.
- 2) Travel Expenses – shall be negotiated with the speaker as required. Ordinarily, travel expenses for local speakers shall not be paid, except for meals and nominal mileage reimbursement. For speakers from out of the area, travel expenses shall be paid partially or in full, subject to negotiation with the speaker and/or subject to the sharing of the expenses with other Sections/Branches of ASCE, or other organizations.

m) Financial Check – In all cases, before making any financial commitments, please check with the chair of the Program Committee, who must in turn clear all financial problems with the Board.

5. Special Notes for the December Meeting – The December Meeting has become social and spouses are encouraged to attend. Presentation of life members and awards are held at this meeting.

Varying formats have been used combining any or all of the following activities:

- a. Cash Bar
- b. Sit-down dinner
- c. General interest speaker

One member of the Program Committee is designated meeting chair and maintains close contact with the Program Committee Chair and the President of the Section to assure Board approval of format and finances.

The following checklist supplements the list presented previously for general Section meeting arrangements.

- a. Reserve restaurant facility about 11 or 12 months in advance.
- b. Establish format (speaker) in conjunction with planning other meetings prior to first meeting in September.
- c. When current menu and pricing is available from the establishment, select menu and work out detailed budget for the meeting.
- d. Set time format.  
Suggested:  
Cocktail Hour           6:00 P.M.  
Dinner                   7:00 P.M.  
Remarks/Speaker      8:00 P.M.
- d. Get meeting information to Newsletter Editor. Place small announcement in November Newsletter to proceed general announcement in December newsletter.
- e. Special announcements (invitations) may be used to stimulate interest and attendance, i.e. invitations to past Presidents, Life Members, District and National Officers, National Field Services Representative and Section Award Recipients.
- f. Greet members and guests at the door. Provide name tags and arrange for registration with the Secretary of the Section.
- g. Arrange for publicity with the Newsletter Committee.
- l. Follow-up and thanks to all people involved in making the affair a success.
- j. Submit bills and final accounting of expenses to Treasurer for payment and report to the Board of Directors.
- k. The seating at the President's table will depend on the size of the table. Generally this is an informal arrangement.

If a head table is used, the seating will generally include: President and spouse; Speaker (and spouse); Annual Meeting Chair and spouse; Society Officers and spouses; plus any other persons deemed appropriate.

6. Special Notes for Section Meetings – Section meetings may be associated with a luncheon, a dinner, or not associated with a meal. In the latter case, arrangements should be made for the speaker’s dinner, as a guest of the Section, prior to the meeting.

Luncheon meeting (12:00 noon luncheon), 1:00 p.m. meeting) generally are informal with no designated head table. Dinner meetings may have a head table. Seating at the head table generally includes: President, Speaker, Meeting Chair, President-Elect, Vice President, Treasurer, and Society Officers.

The Section meeting agenda usually includes:

- a. Welcome from the President
- b. Introduction of head table
- c. Recognition of new members and/or guests in attendance (arrangements are made before hand for introduction of these individuals
- d. Section business and announcements
- e. President turns meeting over to Meeting Chair
- f. Chair introduces speaker
- g. Following speakers presentation, Meeting Chair chairs a discussion period. (Discussion is kept relatively brief and is terminated by announcing that “there will be a time for ? more questions.”)
- h. Meeting Chair presents speakers gift to the speaker with appropriate thanks
- i. Meeting Chair turns meeting back to President
- j. President thanks Meeting Chair, announces date and topic of next meeting then adjourns meeting.

The Meeting Chair contacts the Chair of the Hospitality Committee on final arrangements in connection with name tags, coffee and donuts (when no dinner precedes the meeting) displaying the ASCE banner, etc.

Meal costs are usually collected by the Hospitality Committee during registration at the door.

**B. Membership Committee**

1. Purpose – To promote attendance at all Section meetings, to encourage civil engineers to become affiliated with and to take an active part in the activities of the Lehigh Valley Section, and to encourage civil engineers who are not members of ASCE to join the Society.
2. Composition – The Vice-President serves as Committee Chair. Members are appointed by the Chair with advice of the President and the Board. The membership should be dispersed throughout as many employee groups and organizations as practicable.
3. Duties – Conduct periodic surveys to locate non-member civil engineers residing in the area who have a potential for membership in ASCE and encourage and assist them to join the Society. Successful surveys have been initiated via heads of companies employing civil engineers, by reminding them of the merits of ASCE membership and inviting their support of the survey within their organization.

Maintain an ample supply of membership application forms. These forms should be made available at all Section and Technical Group meetings. "Why You Should Join ASCE" and other membership aid pamphlets are available from society headquarters.

Contact Student Chapters at Lehigh University and Lafayette College prior to winter and spring graduations, encouraging students to apply for membership in the Society.

Contact assigned members who have not paid dues for the year and request that they consider doing so.

Arrange to have the Section provide a complimentary meal for a new member attending his/her first dinner meeting.

Membership Committee promptly mails a letter of welcome to all new members together with a copy of the Section meeting program list. Copies of this letter are sent to the President, Treasurer and Secretary. The letter should invite the new member to contact the Membership Committee if they are interested in serving on committees. It should also inform the new member of the Section dues and the collection of these dues by ASCE National.

**C. Hospitality Committee**

1. Purpose – To create an atmosphere of cordiality at all Lehigh Valley Section functions and to impart to newcomers a sense of belonging to the group.
2. Composition – A Director serves as committee chair. Members are appointed by the Chair with advice of the President, and Board. This committee should be composed of members having outgoing personalities capable of making everyone feel welcome, who will attend Section meetings and are aware of Section activities and goals.
3. Duties – Collaborate with Program Chair in arranging for meeting place and any props which the speaker may require.

Greet newly assigned members and introduce them to other members, particularly students or younger members unfamiliar with Section activities.

Assume responsibility for the ASCE banner and display it at meetings, when possible.

Become familiar with establishments with the Section boundaries, which could serve as meeting establishments for Section activities and advise the Program Chair.

Maintain a supply of name tags which can be worn by the members during Section meetings.

Work in conjunction with Membership Committee to provide ample supply of membership application forms at Section meetings.

Distribute name tags and collect meal payment at Section meetings.

**D. Student Chapter Committee**

1. Purpose – To provide effective contact and communication between the officers of the Lehigh University and Lafayette College Student Chapters and the Lehigh Valley Section (other student chapters should be added as they are formed at schools in the geographic area covered by the Lehigh Valley Section).
2. Composition – A director serves as Committee Chair. Suggested committee members are as follows:
  - President – Lehigh Valley Section
  - President-Elect – Lehigh Valley Section
  - Secretary – Lehigh Valley Section
  - President – Lehigh University Student Chapter
  - President – Lafayette College Student Chapter
  - Faculty Advisor – Lehigh University
  - Faculty Advisor – Lafayette College
  - Contact Member – Lehigh University
  - Associate Contact Member – Lehigh University
  - Contact Member – Lafayette College
  - Associate Contact Member – Lafayette College
3. Duties – The Student Chapter Committee meets at least once and preferably twice during the academic year. A meeting between September 15 and November 15 should be scheduled. Another meeting in the spring is desirable.

The agenda for the meeting calls for written reports from the Presidents of the two Student Chapters and the Lehigh Valley Section to be prepared and distributed at the meeting. The Faculty Advisors should assist in the preparation of the Student Chapter reports.

These reports should be the focal point of the meeting. They should summarize accomplishments and future plans. The Student Chapter reports should indicate needs with which the Section may be in a position to help.

Informal contact is also encouraged in order to promote student participation in local Section activities, such as in the Student Host Program (See Program Committee.) Section members are also to be encouraged to take interest and participate in activities organized and promoted by the Student Chapters

The Committee Chair should report the disposition of the Society allotment to the Section for each Student chapter.

The Contact and Associate Contact members should attend Section and Chapter meetings and should have an interest in and identify with student activities and problems. They should be alert to those areas with which the Section may assist and are responsible to so advise the Board from time to time.

**E. Nominations and Awards Committee**

1. Purpose – To nominate candidates for each office to be filled, and obtain consent of each nominee to serve if elected. To receive applications and recommend to the Board names of Lehigh Valley Section members eligible for nomination for awards and prizes listed in the ASCE Official Register and those Section Awards listed herein and any other awards as deemed appropriate by the Committee and Board.
2. Composition – The most recent Past-President serves as Committee Chair. This shall be a standing committee.
3. The duties of the Nominating function of the Committee are outlined in the By-Laws, Article II.
4. Review the details of each award and prize listed in the ASCE Official Register, note particularly the deadlines for nominations and qualifications required, review the membership of the Section and make appropriate recommendations to the Board sufficiently in advance that action can be taken.
5. Administer the section awards listed below:
  - a. Purpose – These awards are established to distinguish and recognize, in a dignified public way, outstanding civil engineers in the Lehigh Valley Section of the American Society of Civil Engineers. The awards need not be presented every year, but no more than one will be selected in any year from each category.
  - b. Eligibility – For consideration a candidate:
    - Must be nominated by a member of the Lehigh Valley Section of American Society of Civil Engineers. The member making the nomination must submit a nominating information to the Chair of the Civil Engineer of the year Awards Committee no later than October 1 of the year of the award.
    - Must be a member of the American Society of Civil Engineers, Lehigh Valley Section and a U.S. citizen. Member grades eligible include: Associate Member, member, Life Member, Fellow and Honorary Member.

- Should be a Registered Professional Engineer.
- c. Criteria for Selection – Selection shall be made generally on attainment by the candidate in the following categories:
- Occupational and Professional Achievements: positions held in companies, businesses, government, education or other work agencies with which the candidate is associated. Overall responsibilities, both engineering and otherwise, are the prime indicators to be used as guides in judging. This is not to discount candidates involved in smaller units, agencies or businesses, since responsibility per individual in these instances can be equally as large. Consideration of engineering accomplishments such as: design, development, education, control, testing, research, technical/professional writing, and other similar efforts will be given.
  - Civil and Political Affairs: The active citizenship of the candidate as expressed in gratuitous involvement in the affairs of the community shall be a factor. In this category of considerations are such items as:
    - Recognized service club or charitable-fraternal organization activity.
    - Community charity organization activity (United Way/Fund drives, for example).
    - Public Office – School Board, municipal governing body, county, state or federal office.
    - Quasi-public bodies – civil defense, hospital, YMCA, etc., activity.
    - Semi public – nonpaid government appointed boards, commissions and study committees.
  - Engineering and Educational Affairs: The contribution made by the candidates to their profession and to the education of future engineers shall be considered. Engineering technical and professional societies and their branches are generally the medium for work in the professional development field, while aid to educational development manifests itself in such things as: junior engineering and science programs, National Science Foundation programs, high school

- guidance programs, college seminars and teaching, association or group workshop and technical society committees.
- Scholastic Achievements: This is a consideration for Young Engineer of the Year award only.
  - Additional considerations are as follows:
    - Accomplishments during the prior year will be given emphasis in the selection process.
    - It is preferred, but not required, that nominees be Registered Engineers (Engineer-In-Training, EIT, for Young Engineer of the Year Award).
    - Letters of recommendation from peers, superiors, and associates of the candidate are encouraged.
- d. Selection by the Committee will be by majority vote of the five members.
- e. The Chair will present the recommendation of the Committee to the Board of Directors at its November meeting.
- f. The Board of Directors is responsible for final approval of the Award.
- g. Presentation: The Civil Engineer of the Year and Young Civil Engineer of the Year Awards will be presented at a Section Meeting.
6. Lehigh Valley Section American Society of Civil Engineers “Outstanding Civil Engineering Achievement Award.” – Civil Engineering achievement within the Lehigh Valley Section of ASCE is recognized annually, when merited, by selection of an “Outstanding Civil Engineering Achievement.” The award is given for the achievement -- not to an individual -- so that the many engineers who have worked on the project are recognized as having contributed. The Award need not be presented every year, but no more than one will be selected in any year.
- a. The Award is made for any engineering project that falls into the general category of civil engineering. Only engineering and construction achievements within the confines of the Lehigh Valley Section are eligible, and only those meeting the requirements of Item c below are considered.

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- b. Judging is by the Outstanding Civil Engineering Achievement Awards Committee.
- c. Basis for the Award is “an engineering project that demonstrates 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 esthetic values
  - the Outstanding Civil Engineering Achievement Awards Committee will give full consideration to each project’s beneficial as well as adverse effects, some of which may be known to the Committee.
- d. Nominations for the annual award may be made by any Section member to the Committee. A member may nominate any number of projects each year, but should keep in mind that only one, if merited, may be chosen each year.
- e. The Award is made by action of the Board of Directors upon recommendation of the Outstanding Civil Engineering Achievement Awards Committee. Any recommendations to the Board must be supported by a majority vote of the Committee. Publicity on the final selection is withheld until Board approval is obtained.
- f. An Appropriate plaque, naming the achievement, is given the owner of the project by the Section for permanent display. The Award is given, with appropriate ceremony, by the President of the Lehigh Valley Section of ASCE or designated representative.

**F. Auditing Committee**

1. Purpose – To conduct an audit of the Section records of transactions involving income and disbursements, for general correctness of accounts and compliance with acceptable accounting procedures. To check the balances in all depositories, and to recommend procedures for improving and setting standards of accounting methods.
2. Composition – Chair is appointed by the President. The Chair may appoint one additional member. Former Secretaries and Treasurers are idea candidates for duty on this Committee.
2. Duties – An audit of the Treasurer’s records should be conducted as soon as possible following the close of the Treasurer’s term of office. The Treasurer should prepare a financial statement with a closing date to correspond to the closing date of the bank quarter in his/her term. The Audit Committee will verify that all audits with recommendations, if any, should be submitted to the Secretary in writing for presentation to the Board of Directors as soon as practicable after completion.

**G. History and Heritage Committee**

1. Purpose – The propose, with Section endorsement, a nationally significant civil engineering project to the ASCE Committee on the History and Heritage of American Civil Engineering for possible designation as a National Historic Civil Engineering Landmark (See ASCE Official Register.)
2. Composition – Chair, appointed by the President. Members are appointed by the Chair with the advice of the President and the Board. This is a select committee, all members of which should have a keen interest in the work of the Committee.
3. Duties – The duties primarily consist of the considerable research and spade work required by the rules of ASCE for each nomination. The Lehigh Valley Section has been singularly successful with having projects named as National Historic Civil Engineering Landmarks.

A partial listing includes the Old Bethlehem Waterworks, Roebling’s Delaware Aqueduct, Starruca Viaduct, Northampton Street Bridge, and Tunkhannock Viaduct (See ASCE Official Register.)

**H. Newsletter Committee**

1. Purpose – To publicize Section and Technical Group activities among the membership and to disseminate announcements and information of interest to Section members via the monthly Newsletter.
2. The Secretary-Elect serves as Committee Chair and the members of the Committee are appointed by the Chair with the advice of the President and Board.
3. Duties – The Newsletter editor attends all Board Meetings to obtain details of all items which the Board wishes to be announced to the membership via the Newsletter.

Composes the Newsletters and meeting announcements and has it printed and distributed approximately two weeks prior to a Section meeting. The Newsletter will announce the Section meeting together with date, place, time, speaker and speaker's biographical data, plus other items of interest.

**M. Continuing Education Committee**

1. Purpose – To organize seminars and courses pertinent with current engineering requirements for the Section.
2. Composition – Chair appointed by the President. Members appointed by the Chair with advise of the President and Board.
3. Duties – Coordinate the review course for Professional Engineer Registration Examination.

Coordinate other educational seminars offered by the Section.

## 5. PROFESSIONAL COMMITTEES

The following standing committees are responsible for carrying out professional activities of the Section.

- Legislative Affairs
- Engineers Week

### A. Legislative Affairs Committee

1. Purpose – The Legislative Affairs Committee is to keep up with and respond to legislation affecting the civil engineering profession. The committee develops specific guidelines for action and addresses issues as determined by the Chair or directed by the President. Close cooperation with the Pennsylvania Society of Professional Engineers is advised. The Chair of this committee serves as Section representative on the District 4 Legislative Committee.
2. Composition – Chair, appointed by the President. Members are appointed by the Chair with advice of the President and Board. The members are appointed as the need arises to focus attention on the specific issues where members whose particular interest or expertise may be brought to bear on the issue.
3. Duties – The Committee utilizes the available Section membership to discuss and prepare position papers on any legislation bearing on ASCE and the civil engineering profession.

### B. Engineer's Week Committee

1. Purpose – To coordinate Section Engineer's Week activities with the Engineer's Week Joint Planning Council programs.
2. Composition – Chair, appointed by the President. Members are appointed by Chair with advice of President and Board.
3. Duties – To serve as the Section representative to EWJPC.

To organize and staff Engineer's Week activities throughout the year.

Arrange for Engineer's Week Newspaper Supplement advertisement and contributing articles.

## 6. TECHNICAL COMMITTEES

- A. Purpose – To serve the needs and interests of members whose practice lies within a specialized technical area by providing worthwhile programs.

At the present time, there are five technical groups in operation:

- Environmental/Water Resources
- Geotechnical
- Structural
- Transportation

New groups may be formed as need arises.

- B. Composition – Chair, Vice-Chair, and Secretary. Each group is responsible for selecting its own officers. Selections should be made so as to assure a smooth transition from one year's activities to the next.
- C. Scheduling of Programs – Programs should be scheduled in cooperation with the Program Committee. If possible, meetings should be arranged well in advance so that notices can appear in the Newsletter.
- D. General – Each group is subject to such rules, regulations, and controls as may be established by the Board.

Each group should develop By-Laws to suit the group's goals and function. In this manner, interested members may contact group officers for further information on programs, candidates for office, etc.

Each group is to prepare the necessary information for the Section Annual Report and submit same to the Secretary.

When official action has been taken by the Local Section approving the formation of a new technical group, Society headquarters is to be notified by letter. Such notification should contain the following information:

1. The name of the technical group.
  2. A brief statement of the technical group's objectives.
  3. The names and titles of technical group's officers.
  4. A statement indicating the endorsement of the formation of a group by the Section Board of Directors.
- E. Finances – Financing of Technical group activities is under the control of the board of the Lehigh Valley Section. Whenever possible, the Technical group should be self sustaining. The Board may provide start up funds but expects to be reimbursed. Surpluses from Technical Group activities are deposited to the Section's account by the Section Treasurer.

**By September of each year, each Technical Group shall present to the Board its proposed program, budget, and request for support from the seed fund for the next Section program year. The program and budget shall include income generating seminars, other meetings, and Section diner meeting speakers the Technical Group plans to sponsor.**

In timely fashion, the Board shall approve the above funding request based on monies available according to the guidelines established for administering the seed fund.

## **7. Revisions**

Constitution and By-Laws approved by ASCE Board of Direction on October 25, 1973, and approved by the Lehigh Valley Section membership on February 11, 1974.

Revised: December 1982

The following changes were included in the revision. Honorary Members and Student Members became eligible to become Directors. The term of the secretary was reduced to two years, with the first year as secretary-elect and the second year as the secretary. The secretary-elect position was created. Editorial changes were made and all reference to "chairman", etc. were replaced by "chairperson". Letter balloting was eliminated in the election process.

November 1985

The following amendments were needed to enable the Lehigh Valley Section to participate in the ASCE group application for a change of tax status from Section 501(c)(6) (business leagues, boards of trade, etc.) to Section 501(c)(3) (scientific and educational organizations). The new designation better describes the nature of our organization, and better assures the continuation of our tax-exempt status. Revise Article I, include geographical area in Article II and add Article IX.

August 2006

The following amendments were included in this revision in Chapter 2, Section H of the Operating Manual: "Two Members, Fellow, or Honorary Directors and one Associate or Student Member Directors are elected by the membership. The current elected President of the Younger Member Forum of the Lehigh Valley Section assumes a 2 year term as the second Associate Member Director and shall remain an Associate Member Director on the board as long as he/she is President of the Younger Member Forum. Resident past Society officers may also serve as directors for a term of 5 years, as provided by Article III, Sec. B, of the Constitution.

**August 2009 – Revised to remove references to District 4, change references to committee chairpersons to chairs, reorder committee structure and officer duties, and to bring Constitution and By-Laws in line with ASCE National guidelines.**

**8. OPERATING MANUAL CALENDAR**

TIME	ACTIVITY	WHO
June	Copies of operating manual provided to Board Members	Sec.
June	Name Committee Chairs and send duties and Responsibilities to committee chairs	Pres.
June	Perform Audit – At end of Treas. term	Audit Comm.
June	Update Account Names and Addresses	Treas.
August	Present proposed schedule and budget	Comm. Chairs
August	Submit Budgets from Tech./Other Groups	Pres., Comm. Chairs
August	Prepare Letterhead	Sec. – Elect
Summer	Prepare Schedule of Programs	Pres. Elect
September	Present Fiscal Budget	Treas.
September	National ASCE notifies of those eligible for Life Membership	Sec.
Sept. – Oct.	Student Chapter Committee Meeting	Pres., Pres. Elect,
October	Publish Budget	Sec. Elect
October	Prepare Annual Report	Past Pres.
October	Prepare list of advertisers //follow through	Sec.

**8. OPERATING MANUAL CALENDAR**

<b>TIME</b>	<b>ACTIVITY</b>	<b>WHO</b>
October	Local/National Awards Comm. Nominations	Awards Comm., Pres.
November	Determine Delegates for Management Conf.	Pres.
Fall	President prepares a report of Section activities	Pres., Pres. Elect, Sec.
December	Reserve location for following December's Dinner Meeting	Pres. Elect
December	Present Life Member Certificates at Dinner Meeting	Pres.
January	Elect four members of nominating committee	Sec.
March	Ballot published in newsletter	Sec., Sec. Elect
March	Contact Lehigh University and Lafayette Department Heads to name outstanding students	Sec. Elect
March	Order certificates/past pres. pin. For presentation at May Meeting	Sec. Elect
April	Review Operating Manual	Past. Pres.
May	Present certificates to out-going Board Members	Pres.
May	Elect Officers	
Spring	District 4 Meeting – President prepares a report of Section activities	Pres., Pres. Elect, Sec.
Spring	Prepare roster of officers for Official Register	Sec. Sec.