



STUDENT ORGANIZATION HANDBOOK

(Revised February 2011)

Guidelines for Student Officers, Faculty Advisors and
Practitioner Advisors of ASCE Student Chapters
and International Student Groups

PREFACE TO THE ASCE STUDENT ORGANIZATION HANDBOOK

Civil engineering and civil engineering technology students learn about civil engineering when they participate as members of Student Chapters or International Student Groups of the American Society of Civil Engineers – collectively referred to as the ASCE Student Organizations. ASCE Student Organizations allow members to mature to their professional status more rapidly by providing support to supplement the education programs for the development of professional autonomy.

Engineering and technology students generally lack a strong sense of identification with their chosen field of study when they enter college. ASCE Student Organization participation instills a commitment by providing a link between practice and education. For the student who excels at problem solving and laboratory work, the ASCE Student Organization offers another opportunity for proving excellence and expanding knowledge. For the student who encounters difficulty with class work, the ASCE Student Organization may be inspirational in encouraging a different approach toward civil engineering. In addition, contact with professors and practitioners in an out-of-classroom setting are important aspects of student development. Students are often able to model their behavior after that of an individual or of an idea constructed of the characteristics of several civil engineers who provide assistance to the ASCE Student Organization.

ASCE is proud of its Chapters and International Student Groups. Since 1920, the world has benefited from the education received by ASCE Student Organization members who have become leaders of the program.

ASCE Student Organization officers change annually – sometimes more frequently. One third or more of the student membership changes annually. Students will find this handbook helpful in answering many questions that arise in student organization operation. It is the source book for information, suggestions and guidance to ASCE Student Organization officers and advisors. In addition, the ASCE Committee on Student Activities (CSA) coordinates contact between the individual Student Organizations and the Society-level organization. CSA is composed of ten volunteer Society members – one from each of the Regions of the Society and an EdAC Contact Member. A member of the ASCE Headquarters staff assists CSA and the ASCE Student Organizations in coordinating activities within the Society. Policies originating during a CSA biannual meeting are forwarded to the Board of Direction via the Educational Activities Committee (EdAC). CSA and the Board of Direction attempt to have one of each of its members at each of the ASCE Student Conferences. CSA is always available to assist in any matters concerning the operation of ASCE Student Organizations and the early contact of students with the civil engineering profession.

Committee on Student Activities

TABLE OF CONTENTS

ABOUT ASCE

ASCE Profile	1
Membership	2
Publications.....	2
Structure.....	3

THE ASCE STUDENT ORGANIZATION

Membership	4
Organization of the Student Organization	6
Awards and Scholarships.....	7
Society-level Dues	8
Student Organization Membership Records	8
Use of the Society Logo.....	8
ASCE Free Loan Video Library	9
Publicity for Student Organization Activities.....	9

KEYS TO A SUCCESSFUL STUDENT CHAPTER

Student Meetings	10
The Annual Report.....	11
Special Projects.....	11
Field Trips.....	13
Student Conference Activities	13
Society-level Conferences	13
Workshop for Student Chapter Leaders (WSCL).....	13
ASCE Student Conferences	14
Daniel W. Mead Student Paper Contest	15

ADVISORY PERSONNEL GUIDELINES

Preface.....	16
Committee on Student Activities (CSA).....	17
Student Organizations.....	18
ASCE Society-level Student Member (SM) Grade	19
Faculty Advisors	21
Practitioner Advisors	25

ASCE DIRECTOR, GOVERNOR, SECTION & BRANCH GUIDELINES

Director & Governor Guidelines	29
Section & Branch Guidelines.....	31

APPENDIX

Appendix Table of Contents	32
----------------------------------	----

ABOUT ASCE

ASCE PROFILE

The American Society of Civil Engineers, the oldest national professional engineering society, was founded in 1852 with an objective to enhance the welfare of humanity by advancing the science and profession of civil engineering. More than 146,000 individual ASCE members are engaged in engineering education, research, public agency, industrial, construction, and private engineering practice.

An elected Board of Direction governs ASCE. The Society's mission, goals and objectives are implemented by a structure of volunteers in ten Regions, 92 Sections, 158 Branches, and 281 Student Chapters and International Student Groups. ASCE's activities and service programs include:

- ❖ Developing guidelines, codes, and standards through technical Divisions, Councils, and Institutes;
- ❖ Assisting in the development of civil engineering education curricula and participating in the engineering accreditation process;
- ❖ Establishing professional practice standards;
- ❖ Enhancing the public image of civil engineers;
- ❖ Promoting and providing continuing education for civil engineers; and
- ❖ Encouraging participation by members and components of the Society in public affairs and community service programs.

Assisting volunteer members with coordination of these activities is the ASCE Headquarters Office and staff, located in Reston, Virginia, a suburb of Washington, DC. Approximately 250 full-time employees, under the general supervision of the Executive Director, administer the Society's affairs.

The ASCE Committee on Student Activities (CSA) has primary responsibility for overseeing ASCE's Student Programs, including guidance on Student Chapter and International Student Group operations. Managing the day-to-day functions of the Student Programs is the ASCE Student Services staff of the Educational Activities Department. To contact ASCE Student Services, write or call:

American Society of Civil Engineers
World Headquarters
1801 Alexander Bell Drive
Reston, Virginia 20191-4400
Attn: Student Services
phone: (800) 548-ASCE
e-mail: student@asce.org

MEMBERSHIP

There are six grades of membership in the Society: Honorary Member, Fellow, Member, Associate, Affiliate, and Student Member.

In 1981 the Society established the National Student Member grade of membership, now referred to as Society-level Student Member. A Student Member must be:

- Enrolled at least half-time as a student in a 2-year or 4-year civil engineering or related curriculum; and
- A member of the ASCE Student Chapter or International Student Group at the school where he or she is enrolled.*

Upon graduation Society-level Student Members are eligible to upgrade to Associate or Affiliate Membership level. See Appendix E for more information.

** If your school is eligible to have an ASCE recognized student organization but does not have one, local Chapter/International Student Group membership is not required.*

PUBLICATIONS

Civil Engineering magazine is published monthly and contains feature articles on technical and professional topics, short news stories of interest to civil engineers, general news on the profession, and reports on new developments in equipment, materials and methods. An electronic version of *Civil Engineering* magazine is available to Society-level Student Members at the ASCE web site.

Journals consist of formal papers and their written discussions by members of the various technical and professional divisions. Subscriptions to the journals may be purchased by contacting the Publications Department at ASCE Headquarters.

ASCE News is a monthly newsletter that reports on committee and member activities, as well as conferences and continuing education opportunities. *ASCE News* is available to Society-level Student Members at the ASCE web site.

Near the beginning of each calendar year the *ASCE Official Register* is published and may be downloaded from the ASCE web site. The *Official Register* contains lists of current officers of the Society; information about committee personnel and activities; the Society's Constitution, Bylaws and Rules of Policy and Procedure; officers and boundaries for Regional Councils, Sections and Branches; and information about Student Chapters and International Student Groups, organized Student Conference groups, outstanding civil engineering projects, prizes, scholarships, awards, conferences and many other items of general interest to members and students alike. The general information portion includes a listing of the hundreds of ASCE manuals and books all available to members.

A catalogue of current ASCE publications is available online at the ASCE web site at www.asce.org.

STRUCTURE

Organizations of Society members by geographical locations are called "Sections." Their subsections, where used, are called "Branches." For example, the Houston Branch is part of the Texas Section. In several Sections there are "Younger Member Forums" composed mostly of Associate Members.

Each Chapter is within the jurisdiction of a Section. Sections are grouped together into Regions, each headed by a Director. Similarly, each International Student Group is within the jurisdiction of an International Section or Group. All International Sections and Groups are overseen by the International Director. When the Directors and others meet, it is a meeting of the Board of Direction. Motions come before the Board of Direction after being considered by ASCE technical, professional and educational committees or by Sections and Regional Boards of Governors.

ASCE sponsors Student Chapters and International Student Groups. Chapters may be established at institutions in the United States or Puerto Rico with an engineering or engineering technology program related to civil engineering and leading to an engineering or engineering technology degree.

International Student Groups composed of undergraduate students may be established at educational institutions outside of the United States and Puerto Rico. The institution must have a baccalaureate degree program in civil engineering or civil engineering technology.

THE ASCE STUDENT ORGANIZATION

The basic requirements for establishing and operating an ASCE Student Organization are contained in the Society's Bylaws (see Appendix B). Within that framework, the Society assumes that each Student Organization will establish its own rules according to its needs. For example, the frequency and format of an organization's meetings are at the student organization's discretion. A constitution is helpful and highly recommended (see Appendix V). Note that the term Student Organization will be used at various times to signify Chapters and International Student Groups unless otherwise noted.

MEMBERSHIP

Civil engineering and civil engineering technology students should be encouraged to become a member of the ASCE Student Organization. It is the responsibility of each Student Organization to set up and administer its membership rules according to its own needs. ASCE does not regulate eligibility for membership in any Student Organization. Your membership rules should be included in the Student Organization constitution. But regardless of whom your Student Organization accepts as members, all who are interested should be invited to attend your meetings that include presentations on professional or technical matters.

Students enrolled in a civil engineering/engineering technology curriculum at a school with a civil engineering curriculum have the opportunity to be affiliated with the American Society of Civil Engineers in the following ways.

- Join ASCE directly as a Society-level Student Member.
- Be a member of the local ASCE Student Organization only, which is a formal affiliation with ASCE but is not direct membership in the Society.

Student Organization Membership

The terms "Student Chapter/International Student Group member" or "Chapter/International Student Group member" should be used to indicate a student who has joined the ASCE Student Organization. A suggested sample membership drive letter is shown in Appendix T. In general, every civil engineering/engineering technology student should be encouraged to become a member of the ASCE Student Organization. However, it is the responsibility of each group to set up and administer its membership rules according to its own needs. ASCE does not regulate eligibility for membership in any Student Organization. Your membership rules should be included in the Student Organization constitution.

A wide variety of membership rules can be found among the 281 ASCE Student Organizations now in existence. Some Student Organizations exclude freshmen on the premise that freshmen are too uncertain of their career objectives, while other Student Organizations accept even interested students enrolled in other engineering departments at their school. At many schools civil engineering graduate students are eligible for Student Organization membership. What your Student Organization does in this regard is a matter of personal needs and preferences. But

regardless who your Student Organization accepts as members, all who may be interested should be invited to attend your meetings that include presentations on professional or technical matters.

Benefits: Student Organization members may take advantage of many benefits arranged for them by ASCE, the local Section or the Student Organization:

- Participation in all social, professional and technical activities of the Student Organization.
- Participation in all joint activities with other organizations on campus, with other ASCE Student Organizations and with local Sections and Branches of ASCE.
- Substantial discounts for most ASCE Specialty Conferences and Conventions.
- An improved social relationship with professors and fellow students.
- Access to the publications furnished free to the Student Organizations by ASCE.
- Reduced rates for "Civil Engineering" magazine and other ASCE publications.
- Opportunity to meet practicing professional engineers who may become useful contacts when you seek employment.
- Opportunity to compete for scholarships, prizes and awards sponsored by ASCE for its Student Organization members (see specific eligibility requirements for members).
- Use of the Engineering Societies Library.
- Increased probability for professional success due to involvement with the profession in ASCE both before and after graduation.

Membership Dues: Each Student Organization determines the rate and period of dues for its members and is solely responsible for its own collections, assessments, budgets and expenditures. Most Student Organizations have dues in the range of ten dollars per year. Dues should not be too high or there will dissuade potential members from joining despite the considerable benefits. Dues may be required to be paid by the semester, academic year or calendar year according to the needs of your chapter. Note: Some Student Organizations charge seniors more than freshman, and some have four-year one-time fees.

Society-level Student Member (SM) Grade

ASCE has a Society-level Student Member grade of membership through which a student may become a direct member of ASCE. Since this Student Member grade has some impact on the Student Organization personnel, it is important that these people become familiar with the privileges, benefits, and responsibilities associated with the Student Member grade.

Requirements: Applicants for the Student Member grade must be enrolled in a civil engineering or related program and must also be members of the ASCE Student Organization at their school. Student Members are responsible for conforming to the Constitution, Bylaws and Rules of Policy and Procedure of ASCE and its Code of Ethics.

Applications: A Student Member Grade application form is available online at www.asce.org. Those who are already Society-level Student Members should not submit applications every year; they will be retained as members so long as they renew their membership. ASCE headquarters will periodically send application forms to the Student Organizations. Additional

forms will be sent upon request. Group officers or the Faculty Advisor should distribute the forms to Student Organization members.

Applicants need to fill out the form completely and return it to the Membership Department at ASCE Headquarters.

Membership Dues: Society-level membership in ASCE is on a calendar year basis, running from January through December. There is no membership fee to become an ASCE Society-level Student Member, however, students may elect to contribute to the voluntary fund or pay Section dues. Student Membership is maintained from year to year only if membership is renewed. All ASCE membership renewal notices are mailed in October for the next calendar year.

Benefits and Privileges: Since Society-level Student Members must first be local Student Organization members, they enjoy all benefits and privileges previously listed. But Society-level Student Membership also brings additional benefits:

- The right to identify themselves as Student Members of ASCE on correspondence relating to professional matters. (This is usually done by using the name in a letter, i.e. John E. Jones, S.M.ASCE).
- Access to monthly issues of *Civil Engineering* magazine and *ASCE News* via web site.
- Special technical and professional activity information bulletins.
- Opportunity to join the local Section or Branch and participate in their activities.
- Updates on legislation affecting the profession.
- Car rental discounts.
- Opportunity to serve on committees and councils at Society and local levels.
- Details of specialty conferences and meetings.
- Opportunity to participate in group life, medical and auto insurance programs.
- Professional recognition through advancement to Affiliate Member, Associate Member, Member and Fellow grades.

Grade Transfers: As members of ASCE advance in their profession, they generally seek transfer to higher membership grades. Society-level Student Members who are Chapter Members are eligible to be transferred to Affiliate or Associate Member Grade after graduation.

Faculty Advisors should inform ASCE Headquarters of the graduation of Society-level Student Members. It is very important that Society-level Student Members inform ASCE Headquarters directly of their changes of address. Additional information on ASCE student membership after graduation is contained in Appendix E.

ORGANIZATION OF THE STUDENT ORGANIZATION

Administering a Student Organization offers an excellent opportunity to develop organizational abilities. Officers and committee personnel working together discover that their interest grows as they plan and execute the numerous activities of the group. This opportunity should be offered to as many students as possible. In addition to the Student Organization officers, as many other members as possible should be appointed to working committees.

It is suggested that the organizational structure of the Student Organization consist at least five elected positions:

- President
- Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer

The organizational structure of the Student Organization can be expanded to include appointed positions, and those filling such positions would work closely with the officers under which their positions fall. In addition to the elected and appointed positions of the organizational structure of the Student Organization, committees may be formed such as:

- Social Activities
- Membership
- Publicity
- Fund Raising
- Community Service

Each committee should consist of an appointed chairperson and a staff of enough responsible volunteers to carry out the functions of the committee.

The Organizational structure of the Student Organization described above is expected to help achieve two very important goals:

- 1) Provide avenues for increased participation of student members in running the Student Organization.
- 2) Improve Student Organization continuity from administration to administration.

One method to accomplish item (2) above is to allow the additional appointed positions to provide a stepping stone to an elected position as Student Organization officers. Although the ground rules for nominating candidates of these appointed positions will not be specifically described, it is conceivable that they will be chosen from a group of volunteers who show interest in learning more about the way the Student Organization is run. They should have the potential to eventually achieve an elected office. The ASCE Committee on Student Activities (CSA) strongly encourages the younger Student Organization members to consider the opportunity to become involved in these meaningful and rewarding positions.

See Appendix R for suggested specific duties for a Student Organization Officer.

AWARDS AND SCHOLARSHIPS

ASCE also offers several scholarships and fellowships. Those for which Student Organization members may be eligible for are outlined in Appendix M.

The Robert Ridgway Student Chapter Award is the highest honor for the most outstanding ASCE Student Chapter. This chapter is selected from a field of finalists after reviewing all Annual Reports.

For each of the Society's ten Regions, a Distinguished Chapter Award is recommended for the most outstanding Student Organization in the Region.

Each year the Committee on Student Activities recommends a limited number of Student Organizations for Certificates of Commendation based on the quality of the group's general performance. Competition is keen because this is one of the highest honors for a Student Organization, as it is recognized nationwide. The number of Student Organizations to receive this award shall not exceed 5% of the total number of Student Organizations in the Society.

In addition to the Certificates of Commendation, the President of the Society awards Letters of Honorable Mention, the number being determined by the Committee on Student Activities.

The Committee on Student Activities may also issue Letters of Significant Improvement and award for Most Improved Student Organization.

SOCIETY-LEVEL DUES

Each Student Organization affiliated with the Society is charged dues of \$25 per year payable by **February 1** and applicable to the current calendar year. **Society-level dues must be paid before a Student Organization is deemed to be in good standing, may be considered for awards and is eligible to participate in national competitions.** The minimal fee shows formal affiliation and is applied toward subsidized services.

STUDENT ORGANIZATION MEMBERSHIP RECORDS

The Secretary might find it useful to have a simple recording system so that data on membership can be easily noted. A simple spreadsheet may be useful for recording such information.

At the end of the calendar year the Student Organization Secretary should compile the complete membership list, alphabetized by class, for inclusion in the Student Organization's Annual Report where it becomes a permanent record in the archives of the Student Organization and the Society. (Note that this list is one of the requirements in the Bylaws of the Society.) This list also tells Headquarters office which graduate applicants are eligible for the entry fee waiver, which is normally assessed as an entrance fee for Associate Membership.

USE OF THE SOCIETY LOGO

Student Organizations of the American Society of Civil Engineers may use the Society logo on business stationery printed by the Student Organization, on programs for Student Organization events, on meeting notices, and in similar official ways. It should be clear that the event is a

Student Organization affair, not that of a Section or of the Society itself. ASCE logos maybe be downloaded from the ASCE web site at www.ascebrandingtoolkit.org.

ASCE FREE LOAN VIDEO LIBRARY

ASCE maintains a limited number of copies of slide shows and videos with FilmComm, a professional distribution service. They may be borrowed for periods of up to five consecutive days without charge, or they may be purchased for a small fee. Student Organizations should contact FilmComm at 641 North Avenue, Glendale Heights, IL 60139, (630) 790-3300 to order ASCE audiovisual presentations.

PUBLICITY FOR STUDENT ORGANIZATION ACTIVITIES

There are recognized advantages in informing others about the activities of the Student Organization. Appropriate publicity should be written and distributed to local print and electronic media and wire services for maximum coverage.

An ASCE Public Information Guidebook, developed by the Communications Department, is available to members free of charge. It contains guidelines for dealing with the media and sample press release formats. Your Student Organization may obtain a copy by contacting ASCE Student Services. A publicity committee should prepare releases for college papers, local newspapers, and ASCE publications. Brief accounts of activities, giving names, subjects, and editors welcome details of accomplishments, together with black and white glossy photographs. Do not send Polaroid photos. The lead-in paragraphs should answer the questions of who, what, when, where, why and how.

Some Student Organizations issue a newsletter or similar publication to acquaint each Student Organization member with on-going activities, advance notice of meetings, and highlights of interesting discussions or papers presented before the Student Organization. Student Organizations frequently furnish a copy for an ASCE by-line in university publications. Such publicity not only stimulates interest among Student Organization members but, if copies are distributed strategically, also lets others know about an active, worthwhile group on campus.

The Editors of *Civil Engineering* magazine and *ASCE News* also welcome news accounts and pictures of unusual Student Organization activities that will interest Society members.

Please see Appendix W for more information on Student Organization Public Relations.

KEYS TO A SUCCESSFUL STUDENT CHAPTER

STUDENT MEETINGS

Student Organization members are encouraged to attend various types of meetings that offer a forum for presenting opinions and papers by faculty, students and practicing engineers thus complementing classroom work. The transition from a student to a professional engineer does not take place suddenly with the award of the degree, but must evolve and develop during the undergraduate years and for a minimal period of four years after graduation.

A typical meeting starts weeks or months before by sending a formal letter of invitation on Student Organization letterhead to a speaker outside the college or university. Perhaps a Student Organization member met the potential speaker at a Section or Branch meeting, and asserted himself/herself by commenting to the professional on his/her current work and asking if the Student Organization could share in the discussion at some future time.

Or perhaps a group of Student Organization members read an article by a prominent civil engineer and decided to inquire if travel plans might take the author to the Student Organization's vicinity. Benefits Student Organization members gain by asserting themselves to attract speakers is one reason ASCE Headquarters does not have a speaker bureau.

Correspondence with guest speakers should outline important details such as meeting time, location, parking, etc., and requests confirmation of motel and audio visual requirements, and a summary resume. Follow-up telephone calls should be utilized. When speakers arrive, they are usually greeted by Student Organization officers and escorted to the meeting room.

Continuing with this example, the President of the ASCE Student Organization will call the meeting to order, commencing with a personal introduction and welcoming Student Organization members and guests. The Student Organization Advisor and other professors and practitioners are next welcomed. Continuing in a dignified yet relaxed manner, the President begins the business session of the meeting.

The Secretary reports on the previous Student Organization meeting and activities of concern since that time. The Treasurer describes current income, expenditures, and status of dues, etc., and the Vice President may discuss special projects.

Committee chairpersons may also report; visual aids by any of these students are appropriate. Volunteers for special projects or committees from the Student Organization membership may be solicited or appointed during the business session. If time permits, a student paper may be presented, too. It is up to the President to set a time schedule during a meeting and stick to it. Details not of interest to the general Student Organization membership may be covered at interim officer planning meetings.

The speaker's background is then summarized, and applause is initiated. After the presentation, refreshments may be served. Within one week a letter thanking the speaker and his/her employer is mailed.

THE ANNUAL REPORT

The Annual Report of each Student Organization's activities during the previous calendar year is a requirement of the Society's Bylaws. The Annual Report must be received by ASCE Student Services by **February 1**. The scope and general nature of the Annual Report along with preparation suggestions are offered in Appendix H. A General ASCE Student Organization calendar appears in Appendix D.

The importance of the Annual Report cannot be overstated. It is the principal way a set of officers can compare their efforts to their predecessors' and measure improvement each year. It is the only way that vital data on the progress of Student Organizations can be collected and recorded in the Society's archives, made available for the Student Organizations in future years, and evaluated by the Committee on Student Activities. No exception to the submission of the Annual Report can be allowed. The disciplinary proceedings established by CSA are shown in Appendix I.

ASCE Student Organization Presidents and Secretaries should give special attention to maintaining records in a form that permits speedy assembly of the Annual Report at the close of the calendar year. In many Student Organizations, responsibility for preparing the report is given to one of the officers who works with a committee to see that the report is complete and filed on time.

SPECIAL PROJECTS

A special project is a constructive undertaking requiring planning and implementation that go beyond routine organizational activity. Most Student Organizations engage in these types of projects, but the magnitude and professional manner in which they are treated distinguish one Student Organization from another.

Examples of special projects are limitless, varying from those of a technical nature to social events. A Student Organization that improves campus storm water drainage is undertaking a special project. Ideas are both conceived and borrowed. Student Organizations that have experienced successful projects find that the beneficial effects overflow to strengthen other activities such as speaker presentations and video showings. Students enjoying their contributions as part of a project team show that they are well suited for a civil engineering environment. Opportunities for leadership experience and participation in a team effort are made available by these projects.

Student Organizations should be cautioned not to provide professional engineering services without the supervision of a licensed professional engineer. To do so is unlawful.

The easiest way to get started is for the President to appoint a committee of four or five members to submit ideas for a major project. These ideas should be presented to the entire membership for discussion. One or more projects are selected and the committee is formed to oversee their completion.

In selecting a particular project, consider the following:

- Student participation should be professionally rewarding and involve the execution of the creative civil engineering process from conception through implementation.
- The resulting project should be beneficial to the affected academic or non-academic community according to the people-serving charge to all civil engineers.
- The Student Organization members should consider the scope of the project feasible.

A typical project organizational structure may feature different committees such as finance, publicity, planning, and implementation for a large-scale project. Students may select the committee in which they wish to participate. Student Organization officers should carefully prepare their appeal for volunteers, attracting them from a large group with a method designed to work. Members might complete a sign-up questionnaire after a proposed project has been discussed. Committee personnel and officers should be credited for a project success. Similarly, they are responsible for halting a project that develops to a point where the established criteria are no longer met. In many situations, however, resourceful civil engineering/technology students have found ways of overcoming unexpected obstacles that interfere with established goals.

Here are some helpful hints:

- Always approach the project as mature representatives of the ASCE Student Organization and the school.
- Set a schedule and stick to it.
- Obtain all required approvals early in the planning stage.
- Keep concerned students, staff and local civil engineers aware with written or oral reports.
- Utilize the special talents of Student Organization members, especially engineering imagination, technical expertise, moral responsiveness and social awareness.
- Encourage students to benefit from active participation rather than passive observance.
- Mix adequate socializing with each project.
- Keep detailed records in the Student Organization file for future endeavors, and for publicity by the Section and the ASCE Headquarters Office.

FIELD TRIPS

One of the most important functions of the Student Organization is to serve as a mechanism for introducing students to construction site and plant operation activity. Graduates recall many of the details of a facility for years after touring it as a Student Organization member. In addition, job seekers realize that the ability to converse about projects that they have visited is extremely valuable during interviewing sessions.

In the New York City area, a group of tunnel and foundation construction engineers known as the Moles have an annual field trip for Student Organization members. Each spring they invite the Student Organizations from the Mid-Atlantic area to tour one or more major construction sites. Contractors take out insurance to accommodate assemblies such as ASCE Student Organizations, and will usually provide a civil engineer to lead the tour and answer questions.

STUDENT CONFERENCE ACTIVITIES

Each year a number of Student Organizations host concrete canoe and/or steel bridge competitions for ASCE Student Organizations in their area. Typically, concrete canoe competitions are held in the spring in conjunction with the ASCE Student Conferences. Steel bridge competitions can be held in or out of doors and therefore can be held at spring or fall meetings, though fall is not as desirable due to the short timeframe.

The concrete canoe and steel bridge competitions add festivity when planned as part of the Student Conference, but **cannot be used as a substitute for the professional conference**. (The Student Conference must include a technical paper presentation competition and a business meeting.) All participants should observe established safety precautions. Appendix N provides rules for the ASCE National Concrete Canoe Competition and Appendix O provides information on the ASCE/AISC National Student Steel Bridge Competition. Note that both sets of rules are updated each year and are typically released in the fall.

SOCIETY-LEVEL CONFERENCES

Students have a standing invitation to attend ASCE Society-level conferences. Here they have the opportunity to meet world-renowned engineering specialists and to talk with students and practicing engineers from all over the country. Special student hotel accommodations are usually made available, and student registration fees are substantially reduced from those of other attendees. Conference location, dates and registration details are forwarded to all Student Organizations from ASCE Student Services well in advance.

WORKSHOPS FOR STUDENT CHAPTER LEADERS (WSCL)

The Committee on Student Activities conducts annual workshops at different locations for Student Chapter leaders. These workshops provide the basis for the interchange of ideas,

methods and procedures that have contributed to successful or not so successful Student Organization activities.

In recent years a major portion of the workshop has been devoted to a seminar on the fundamentals and techniques of the process of planning Student Organization activities and functions. These seminars have been well received and the Committee on Student Activities plans to continue this function at future Workshops.

All who attend find that these workshops broaden their knowledge of Student Organization affairs and enable them to better guide the activities of their Student Organization. They can seek advice on problems confronting their Student Organizations, and benefit by hearing of successes and failures of their colleagues. Advance notices of the workshops are sent to the Student Organization and Advisory Personnel each year, outlining the location and agenda. Further information on this program is provided in Appendix J.

The Committee on Student Activities continues to develop ways to expand the use of the knowledge gained at the workshops to the Student Organizations that are unable to attend. The workshops are also coordinated with the Workshop for Section and Branch Leaders in terms of location and timing. This provides an interaction between the Student Organization members, the Section or Branch, Society-level Officers, and ASCE management personnel in an effort to bridge the space between the University life and the Professional Society.

ASCE STUDENT CONFERENCES

ASCE Student Organization are grouped geographically into 18 Student Conferences. Listings are shown in Appendix L. Student Conferences are joint meetings of ASCE Student Chapters and International Student Groups held during the spring of each year. Each year a Student Organization, from specified geographic locations throughout the United States, hosts a Student Conference. The *ASCE Official Register* contains a listing of Student Conferences with past host schools. Host schools rotate each year according to a schedule defined in the Student Conference Constitution and Bylaws. Guidelines for ASCE Student Conferences are included in Appendix L. It provides information on the details of setting up, conducting and reporting on Student Conferences.

Host schools frequently plan to conduct Student Conferences in conjunction with meetings of their Sections/Branches. Although this type of scheduled Student Conference may be preferable from the standpoint of providing students with an opportunity for interface with members of the Section, ASCE Student Conferences are best coordinated well in advance. Take into account midterms or finals, the FE examination, holidays, vacations and the availability and suitability of conference facilities.

Each type of conference plays a very definite role in broadening the student's perspective. Attendance should not be confined to a few appointed representatives. The largest possible group from each participating school should be present to share in the multiple advantages of such conferences. Events such as field trips, structural model competitions, surveying races,

paper presentation contests, steel bridge building and concrete canoe design and racing competitions are common. Required events for the ASCE Student Conference are the paper presentation competition and a business meeting.

The Committee on Student Activities has established an appropriation of \$500 for the host to help defray the cost of conducting the Student Conference and preparing a summary report. In order to be eligible to receive the host stipend, the conference agenda must be approved by Student Services during the planning stages and a copy of the post-conference report must be submitted to Student Services within 60 days of the event. The host stipend will be disbursed once the post-conference report is received.

DANIEL W. MEAD STUDENT PAPER CONTEST

The Daniel W. Mead Prize for student papers on ethics was established by the late Dr. Daniel W. Mead, Honorary Member, and Past President of the Society. Student Organization members are encouraged to enter this contest. The specific topic for this annual contest is selected by the Committee on Student Activities or the Committee on Younger Members, alternating years, and sent to each Student Organization well in advance of the due date, which is typically March 1 (see Appendix S).

ADVISORY PERSONNEL GUIDELINES

PREFACE

The Advisory Personnel guidelines are intended to provide Student Organization Advisors with a consolidated source of information that will form the basis for the guidance, encouragement and stimulation that he/she will provide to the officers and members of the Student Organization. Awareness of the guidelines and application of the information contained herein are considered essential to the overall effectiveness and success of your functions as an Advisor.

The Society's *Official Register* as well as periodic mailings from ASCE Headquarters will continue to provide specific reference and documentation as well as the "latest" in official policy, procedure and regulations affecting Student Organization operations and activities.

The information provided in this guide serves as a continuing effort of the Committee on Student Activities (CSA) to provide you with useful information and current reference material. Your comments, criticism, and suggestions as to the content, form and presentation will be helpful in making improvements in the future.

Your interest and efforts on behalf of the students and ASCE are sincerely appreciated.

COMMITTEE ON STUDENT ACTIVITIES

The Committee on Student Activities (CSA) assists ASCE Student Organizations. The charge to the CSA from the ASCE Educational Activities Committee is to develop, recommend and implement policies and programs that promote professional, ethical and technical excellence in civil engineering/technology and architectural engineering students through Student Organizations (see Appendix F).

CSA, along with the ASCE Student Services staff, hold annual Workshops for Student Chapter Leaders (WSCL) in the winter. These workshops are designed to help Student Organization Officers, Faculty and Practitioner Advisors become aware of their responsibilities and become better leaders of their Student Organizations. CSA also helps plan and support ASCE Student Conferences for Student Organizations to be held in all 18 geographical areas in the spring. Within each ASCE Student Conference, the host is generally rotated between the member schools. Speakers, field trips, and competitions with technical papers, concrete canoe races, engineering models, steel bridge design and construction, etc. are featured. Appendix L provides a list of the Student Organizations assigned to each Student Conference. The list is also presented in the *ASCE Official Register*, which is available on the ASCE web site.

CSA annually selects the Daniel W. Mead Student Paper Contest topic along with determining Local and Society-level winners from Student Organization entries. Student Mead Contest posters are mailed to the Student Organization each year. CSA also evaluates Student Organization Annual Reports (received by February 1 to be eligible for awards consideration) and determines the winners of the Robert Ridgway Award, Ridgway Finalists, Distinguished Chapter Awards, Certificates of Commendation, Letters of Honorable Mention, Most Improved Student Chapter Awards, and Letters of Significant Improvement. CSA also encourages student participation in ASCE Society-level meetings.

There are ten members on CSA, one from each domestic Region, each serving a four-year term and an EdAC Contact Member. The Committee holds two-day meetings, twice each year (fall and spring). Besides these meetings, there are numerous responsibilities throughout the year. The members of CSA are listed in the *ASCE Official Register* under the "Education Division" Section and also provided with contact information in Appendix F.

STUDENT ORGANIZATIONS

The objective of the ASCE Student Organization is to help students prepare themselves for entry into the civil engineering profession and the Society.

Students must master the principles and techniques of engineering to earn their degrees. There are, in addition, important non-technical subjects, generally called "professional matters," which are not usually covered in class work. Many aspects of these professional matters lend themselves to Student Organization programs.

Student Organizations of ASCE also help civil engineering students begin those professional contacts and associations which, continued through life, are so valuable to the practicing engineer in serving the community and engineering professions more effectively.

In addition, the Student Organization is a good medium for exercising principles of personal and public relations. For example, Student Organization members prepare, present and discuss papers, conduct Student Organization activities, hold office, request and entertain guest speakers, visit engineering works under construction, prepare reports to the Society and read the publications of the Society. These and many other Student Organization activities contribute to board personal development by stimulating an early professional consciousness while the student is still preoccupied with techniques.

The formation of Student Organizations was authorized by the ASCE Board of Direction in 1920. Student Chapters may be established at institutions within the United States or Puerto Rico that have an engineering or engineering technology program related to civil engineering and leading to an engineering or engineering technology degree. International Student Groups may be formed at universities outside of the United States and Puerto Rico. ASCE Bylaws and rules on Policy and Procedure for these programs are presented in the *ASCE Official Register*.

A Student Organization usually has a Faculty Advisor and two Practitioner Advisors appointed by the appropriate ASCE Section.

Membership in Student Organizations should be opened to all civil engineering students and students in related programs who are interested in ASCE activities. Student Organization membership dues are to be determined by each individual Student Organization.

Services provided to ASCE Student Organization members encompass awards, contests, workshops and conferences, Society-level ASCE membership (Student Member grade), program materials, scholarships and publications. Each Student Organization receives a complimentary monthly issue of *Civil Engineering* magazine. Numerous supplies such as lapel badges, posters, audio visual presentations and ASCE banners are available for Student Organizations at various prices. Graduating Student Organization members are encouraged to submit Associate or Affiliate Member applications to headquarters if they have not taken advantage of the ASCE Society-level Student Member (SM) grade.

A roster of Student Organizations is presented in the *ASCE Official Register*.

ASCE SOCIETY-LEVEL STUDENT MEMBER (SM) GRADE

ASCE has a STUDENT MEMBER grade of membership that provides a unique opportunity for future civil engineering professionals. This was approved by the membership-at-large in 1981 when the Constitution was amended.

Students who are already members of a Student Organization are eligible to apply for membership as a Student Member (SM) of ASCE. Society-level Students Members receive Society benefits free of charge. Please see the section on Student Organization Membership requirements.

Membership Year: Membership in ASCE is on a calendar-year basis, running from January 1 through December 31.

Annual Dues: There are no annual dues for ASCE Society-level Student Members but an initial application must be submitted and membership must be renewed on a yearly basis. Note that local Student Organization dues may be levied by the student's local ASCE Student Organization.

Benefits: Society-level Student Members receive all benefits of Society membership that Associate Members, Members and Fellows receive, including:

- The right to identify themselves as Student Members of ASCE on correspondence relating to professional matters. (This is usually done by using the name in a letter, i.e. John E. Jones, S.M.ASCE).
- Access to monthly issues of *Civil Engineering* magazine and *ASCE News* via web site.
- Special technical and professional activity information bulletins.
- Opportunity to join the local Section or Branch and participate in their activities.
- Updates on legislation affecting the profession.
- Car rental discounts.
- Opportunity to serve on committees and councils at Society and local levels.
- Details of specialty conferences and meetings.
- Opportunity to participate in group life, medical and auto insurance programs.

- Professional recognition through advancement to Affiliate Member, Associate Member, Member and Fellow grades.

In addition, ASCE Society-level Student Members receive several benefits that apply only to their grade of membership:

- Automatic transfer to Associate or Affiliate Member grade upon verification of graduation
- Associate and Affiliate Member grade entrance fees will be waived
- Student Members will be exempt from Associate or Affiliate Member dues until the January following their graduation

Responsibilities: ASCE Society-level Student Members are responsible for conforming to the Constitution, Bylaws and Rules of Policy and Procedure of the Society and its Code of Ethics.

Applications: Application form can be obtained from Student Organization Officers, Faculty Advisors, or through the Internet (www.asce.org).

Students who are already ASCE Society-level Student Members **do not** have to complete another application upon graduation. They will be invited each October to renew their membership.

It should be noted that enrollment in the ASCE Society-level Student Member grade does **NOT** affect Student Organization management. Student Organization members will continue to plan their own programs, devise their own budgets, and collect their own dues. The Student Member grade is an opportunity available to students who are already members of your Student Organization enrolling in a civil engineering or related program.

The Student Organization officers should plan to make the ASCE Society-level Student Member grade application available to every Student Organization member so that they may take advantage of this professional option.

Of course, the Student Organization officers should meet regularly with the Faculty Advisor and Practitioner Advisors to discuss services available (and necessary) to the students.

FACULTY ADVISORS

Faculty Advisors, along with Practitioner Advisors, serve as the Advisory Personnel for their respective Student Organization. The Faculty Advisor, an ASCE member, is appointed by the appropriate ASCE Section on behalf of the ASCE Board of Direction. Each Section welcomes suggestion for appointments, reappointments, or modifications of existing appointments and will give them full consideration. Terms of the appointment are for three years beginning July 1 of the appointment year.

The Faculty Advisor is the mainstay of the Student Organization, representing continuity from year to year as Student Organization members change. He/She transmits attitudes, values and behavioral norms to the Student Organization members through advising and social activities. It is the Faculty Advisor who keeps in contact with Student Organization officers, counsels them on plans and operations, attends meetings, provides motivation and inspiration, and offers information and general guidance. If the Student Organization is well organized, this work will be mostly advisory with an occasional pep talk to get thing started or to meet a deadline date. The Faculty Advisor may write an annual "State of the Student Organization" letter for inclusion with the Student Organization's Annual Report.

The close relationship that usually develops between the Faculty Advisor and Student Organization members provides an opportunity for informal and personal contact with the teaching staff. All civil engineering faculty members are encouraged to support the Student Organization.

Role of a Faculty Advisor

The Faculty Advisor (FA) serves a very important role in the Student Organization. The FA is responsible for:

- Helping Student Organization Officers to initiate, plan, organize and execute Student Organization activities.
- Assisting students with fund raising to cover the cost of running the Student Organization.
- Working with Practitioner Advisors (PAs) to educate students about the CE profession.
- Communicating with ASCE and Committee on Student Activities (CSA) members on matters related to enhancing the operation of the Student Organization.
- Encouraging students to become ASCE members.
- Distributing Society-level Student Member applications to Student Organization officers for further distribution or directly to prospective applicants.
- Keeping records of Student Organization activities and student membership.

Qualities of an Effective Faculty Advisor

An effective Faculty Advisor should:

- Meet with the Student Organization Officers regularly to discuss matters pertain to the Student Organization.
- Attend Student Organization meetings and events as often as possible.
- Assist the students with Student Organization activities (e.g., planning seminars and field trips, entering ASCE sponsored contests, preparing the annual report, fund raising, etc.).
- Encourage other faculty members of the department to participate in Student Organization activities.
- Convey to the Department Chair and College Dean the importance of the Student Organization.
- Be an active member of ASCE and keep abreast of incentives/programs relating to student activities.
- Attend Workshop for Student Chapter Leaders and ASCE Student Conferences regularly.
- Work closely with Practitioner Advisors to instill a sense of pride to students studying Civil Engineering.
- Provide constant encouragement to Student Organization Officers.
- Educate students about ASCE and encourage them to become ASCE members.

Guidelines for Functions of a Faculty Advisor

I. Student Relations

A. Liaison between students and the Society.

B. Stimulate student interest in the profession through:

1. Personal development.
2. Student interest in the work of others.
3. The professional attitude of sharing new knowledge with others.
4. Introduction of students to the local Section and practicing engineers.

C. Advise/mentir individual students.

D. Stimulate professional attitude through personal example.

II. Relation to Student Organization.

A. Provide advice and guidance in the operation of:

1. Student Organization meetings.
2. Student Organization conferences.
3. Student paper contests.
4. Other Student Organization activities.

B. Guide and advise officers and committees to the end that a well-rounded program supplements rather than duplicates classroom work and is directed towards the objective of the Student Organization program:

1. Program planning for, entire year.
 - A long range planning meeting.
 - Develop coordination with Practitioner Advisors on behalf of local Section/Branch.
 - Encourage the preparation and presentation of student papers.
 - Encourage active membership drives.
 - Encourage public service projects.
 - Promote the use of successful ASCE practitioners as speakers.
2. Program planning between meetings. Students should:
 - Publicize early.
 - Secure meeting place for next meeting.
 - Check speaker and arrange for accommodations as required.
 - Secure and set up necessary equipment.
 - Write letters of thanks to speakers.
 - Arrange field trip transportation.
 - Arrange for meal and refreshment functions.
 - Prepare and distribute news accounts of meetings.

C. Guide and review the preparation of the Annual Report

1. Maintenance of current records throughout the year.
2. Check for adequacy and accuracy
3. Do not prepare the report.
4. Check the rating sheet of last year's report.
5. Hold a critique with Student Organization officers on rating of previous year's activities.

D. Stimulate the interest of other faculty members in Student Organization activities. Encourage faculty attendance at all student meetings and encourage each faculty members to speak at one meeting a year.

E. Provide liaison between the Student Organization and the Department, College and the Department, College and the University. A Student Organization bulletin board, office library, and storage facilities may be helpful.

- F. Provide continuity in Student Organization activities and records. A permanent file should be provided for Student Organization records in the Civil Engineering Department.
- G. Cultivate awareness and interest in the aims, activities, publications, and meetings of the Society.

III. Relations to ASCE Headquarters:

- A. Attendance at Workshops for Student Chapter Leaders (WSCL) for interchange of ideas and methods.
- B. Provide a point of reference on qualifications of applicants for membership.
- C. Encourage students to be Society-level Student Members of ASCE.
- D. Assist graduating students who are not Society-level Student Members with applications for membership.
- E. Encourage graduating seniors to continue their interest in ASCE through contact with local Sections/Branches and attendance at Society conferences.
- F. Establish and maintain contact with your regional representative of CSA and feel free to seek their advice.
- G. Consult with and advise your Regional Governor on matters deserving or requiring their attention.

PRACTITIONER ADVISORS

Every Student Organization has two Practitioner Advisors (PA) who are members of the Society residing within convenient distance of the university but who are non-faculty members. Normally, one of the PAs is a younger member of the Society and is usually a recent graduate. Practitioner Advisors serve as representatives of the local Section/Branch and bring to the Student Organization helpful interest of the members of the Society and of the profession outside of the university.

Practitioner Advisors are appointed by the appropriate ASCE Section, which seeks recommendations from within the Section/Branch and the Faculty Advisor of the Student Organization. Appointments are authorized at the Section level on behalf of the ASCE Board of Direction.

In no sense will Practitioner Advisors displace the Faculty Advisor nor distract from his/her responsibilities. On the contrary, they will assist the Faculty Advisor in every way possible by constructive suggestions and by helpful service.

Their contact with the Student Organization should include attendance at some of the meetings and conferences with the Faculty Advisor and student officers. It would seem reasonable to expect the Practitioner Advisors to visit the Student Organization in this way several times a year. They should recognize opportunities to identify themselves with the Student Organization and show their interest by participating in discussions at meetings, by suggesting possible speakers, by arranging field trips, by arranging joint meetings between the Student Organization and the local Section/Branch, and in other ways that may suit the local conditions. Practitioner Advisors represent the agency through which the facilities, enterprises and personal contacts of the local Sections/Branch are made available to students and these opportunities should be kept ever in mind.

The Committee on Student Activities (CSA) believes that an important function of the Student Organization is to aid in the development of professional consciousness among the students. They are not entering civil engineering as a trade. Practitioner Advisors are selected because of their professional outlook on civil engineering. The contacts they make with the students afford them an excellent opportunity to impress this viewpoint upon the students.

Practitioner Advisors should try to observe and evaluate the activities of the Student Organization, its officers, and the Faculty Advisor and to make such suggestions or provide such assistance as seems necessary to motivate the Student Organization to a satisfactory level of efficiency as a unit of the Society. It is hoped that they will express themselves very frankly to CSA so that the Committee, by being kept intimately in touch with Chapter problems, may be in a better position to help in achieving solutions and improvements.

Undoubtedly, the Faculty Advisor will be able to suggest ways in which Practitioner Advisors may be helpful to the Student Organization. Conferencing with the student officers and the Advisors will be helpful to both the Practitioner Advisors and the Student Organization. The inspiration coming to a Student Organization from outside representatives is a valuable service

that Practitioner Advisors can provide. They will be repaid in the pleasant associations with the Advisors and the young women and men who are to be future members of the profession and of the Society.

Once a year, ASCE Student Conferences are held. These Student Conferences are attended by delegates from each Student Organization within the organized Student Conference. It is desirable that Practitioner Advisors and Faculty Advisors attend these conferences whenever possible.

CSA sponsors Workshops for Student Chapter Leaders (WSCL) at some central locations to all invited ASCE Student Organizations. Two representatives from each Student Organization, one student and one advisory personnel, are partially reimbursed for attendance. Practitioner Advisors are encouraged to attend these workshops during their term to obtain insight into Student Organization operations and problems/solutions experienced by the various Student Organizations.

CSA welcomes a brief report from each of the Practitioner Advisors to be received near the end of the calendar year, giving their impressions of the Student Organization and the effectiveness of its supervision and activities, together with suggestions or questions regarding ways in which CSA or the Society as a whole could be of greater service to the Student Organization. Such suggestions and comments might be applicable equally to other Student Organizations to which CSA could make them available. The reports should be forwarded to ASCE Student Services.

CSA appreciates the important service to be rendered by Practitioner Advisors, both to the Student Organizations and to the Society, and feels sure that the interest and willingness to serve on the part of these members will result in mutual benefit and satisfaction.

Role of a Practitioner Advisor

Practitioner Advisors should be prepared to answer questions about the Society. PAs are expected to know how their Section or Branch is operating. They also serve as the catalyst for Student Member involvement in Section/Branch activities. Each time a PA visits with the Student Organization, there should be a transfer of information.

Practitioner Advisors should keep a few membership applications on hand, should the Faculty Advisor or Student Organization officers need them. It would also be helpful for PAs to work with the Faculty Advisor in reviewing the periodic updates from Headquarters for changes in ASCE policies regarding membership and student activities.

Qualities of an Effective Practitioner Advisor

An effective Practitioner Advisor should:

- Attend Student Organization meeting regularly. Try to coordinate with the other PA to make sure that at least one PA is at each Student Organization meeting.
- Keep informed on ASCE Student Program by reviewing all available literature from Headquarters.
- Be an active member of the local Section/Branch and knowledgeable of the activities of the Section/Branch and ASCE in general.
- Maintain direct contact with the officers of the local Section/Branch so that requests and concerns of the Student Organization can be brought before such officers. In some Sections this contact will be through the Section Student Activities Committee or a similar committee.
- Make facilities of the Section available to students.
- Have the backing of a good working relationship with the Faculty Advisor, other Civil Engineering faculty, and the Civil Engineering Department Head.
- Be able to relate to Student Organization members while not being perceived as an outsider interfering with Student Organization affairs. A Practitioner Advisor should have the ability to weigh any situation and know whether to step in, stay back, or make their position known. If a Practitioner Advisor has developed proper rapport with students and faculty, their feelings or opinions on issues will be respected.

Guidelines for Functions of a Practitioner Advisor

The exact function of a Practitioner Advisor will vary among Student Organizations according to the personalities involved. However, following are some guidelines and suggestions whereby Practitioner Advisors can initiate and maintain an effective working relationship with the Student Organization as well as assist in the development of the Student Organization.

- Prior to the academic year, call and meet with the Faculty Advisor. Invite other faculty and the Department Head as well. Discuss the coming year and the role and importance of the ASCE Student Organization. Don't be shy – tell them what you think. After all, you represent the practicing profession into which most students will enter.
- Meet with the Student Organization officers early in the academic year and at several occasions during the year. Encourage them to set goals for the year and meet their responsibilities. Help them identify subjects and speakers. Be careful, though not to contact speakers or do the students' work. This is their responsibility. They learn by doing.

- Report on the activities of the local Section/Branch at each Student Organization meeting and encourage students to participate in their activities.
- Arrange for a joint meeting with the local Section/Branch.
- Insist that students approach problems and carry out responsibilities, help them do "post mortem" and determine the cause. But don't stop there. Encourage students to examine the problem in an engineering fashion, and design a system that will work next time.
- If the students do something outstanding, praise them. You represent the profession. And it is satisfying to students to be viewed favorably by the profession. But don't stop there. Also inform the local Section and Department Head in writing. (If you do something outstanding, would you rather have a slap on the back or a letter sent to your boss?)
- Make sure that the Student Organization submits its annual report (received by February 1 to be eligible for awards consideration). Obtain and review a copy of the annual report. Use that information to help students plan future activities.
- Make sure the Student Organization has paid its annual dues to ASCE Student Services (\$25.00) – due February 1 to be eligible for awards consideration.
- Encourage Student Organization Members to be Society-level Student Members (SM) of ASCE.
- Attend the annual Workshop for Student Chapter Leaders. Encourage the Faculty Advisor and Student Organization officers to attend.
- Attend the ASCE Student Conference held in the spring.
- Encourage graduates to continue on as Associate Members (AM) of ASCE.

In summary, the role of the Practitioner Advisor is one of advisory. You should not direct Student Organization activities, but instead should motivate, encourage, criticize, compliment, question and be an example of high caliber professional performance.

ASCE DIRECTORS, GOVERNORS, SECTION & BRANCH GUIDELINES

DIRECTOR & GOVERNOR GUIDELINES

The purpose of these guidelines is to enhance support for ASCE Student Organizations through contact between ASCE Region Directors/Governors and Student Organizations. Common issue identified among student members is a lack of recognition of ASCE as a larger Society and a lack of understanding about the structure and purposes of Regions, Sections, Branches, and Younger Member Groups. Consequently, students may not recognize the benefits of ASCE membership beyond the Student Organization level.

Each Director should visit all Student Organizations in his/her region at least once during his/her term of office. It is highly recommended that Region Governors visit the Student Organizations within their geographic area. The visit of a Director or Governor to a Student Organization is an occasion for a special meeting of the Student Organization. Thus, the Director or Governor should correspond with the Faculty Advisor to identify meeting dates.

When visiting a Student Organization, a key person to meet is the Faculty Advisor (FA). The role of the Faculty Advisor and benefits of meeting the Advisor:

- Provides continuity for the chapter since there is a large turnover in students every year.
- Provide a longer range outlook on the Student Organization's goals, objectives, projects, and needs.
- Provide data and opinions on some of the long-standing goals such as getting graduates to join ASCE, ASCE membership support services, and the success of the Student Member program.
- Provide information on the degree and quality of support that is provided to the Student Organization by the ASCE Section/Branch/Younger Member Group, and availability and help given by the Practitioner Advisor.

Faculty Advisors are dedicated ASCE members who are serving as Advisor because of their interest in working with the students and promoting their professional development through membership in ASCE. Faculty Advisors are usually not rewarded by the university for the work that they devote to Student Organization activities. In many cases, in fact, service as Faculty Advisor can be detrimental to a faculty member's advancement through the promotion and tenure process that exists at most universities.

When visiting a university, a Director or Governor should have the Faculty Advisor arrange appointments with the Department Chair, the Dean, and the President. At such meetings, the Director or Governor can convey the importance of Student Organization activities in the education process of a Civil Engineering student, its contributions to professional development, and potential benefits to the accreditation process. The Faculty Advisor may already be familiar with the many benefits of ASCE membership, but it is important that his/her superiors be made aware of these things so that the Student Organization work of the Faculty Advisor be recognized in the promotion and tenure procedures of the university and that the university support Student Organization activities.

Students likely have a very different perspective of ASCE than the Faculty Advisor. Some may have joined because of the community of friends that found at the chapter, others may be interested in participating in Student Conference activities such as the Steel Bridge and Concrete Canoe competitions. Students may know that ASCE is the organization for Civil Engineers, but probably know very little about the Society beyond the Student Organization level. Given the time demands on students to complete homework, write lab reports, prepare for tests, attend classes, and very often hold at least one job, Student Organization activities face significant competition for the students' time. Thus, the Director/Governor who visits a Student Organization can emphasize the benefit of life-long connections to ASCE.

Several key points when interacting with students are:

- Do not dwell upon the "business" of ASCE as the students don't have the background to relate to many of these matters.
- Promote joining ASCE and enthusiastically give reasons and advantages of doing so, including free membership for students.
- Give an interesting talk on a project or activity (include photos!) that benefited from your involvement in ASCE.
- Ask how Student Organization activity meshes with their formal education.
- Find out ahead of time if the Student Organization has done any community service projects and ask about them. Discuss these community service projects with the Department Chair, Dean and President of the University.
- Ask them what their Student Organization does well and make a note of it. Share that information with the Region Governors and Section/Branch/Younger Member Group officers.
- Find out if they have won a Commendation, Honorable Mention, or Letter of Improvement. If so, congratulate them for it; if not, ask how the Section/Branch can help them improve
- Ask for input on the Practitioner Advisor(s) and interaction with their ASCE Sections/Branches. If there are areas for improvement in one or more of these areas, then follow up with the Section/Branch and encourage additional support for the Student Organization.
- Point out that ASCE provides financial support to Student Organization activities through funds given to "parent" Sections and to host chapters of Student Conferences.
- Inform them of the availability of Scholarships/Fellowships and Mead Paper Contest Awards for students.

SECTION & BRANCH GUIDELINES

Sections and Branches provide local contact with Student Members. Each Section and Branch should review its Constitution and Bylaws and Operating Manuals and make amendments (if required) to encourage active Student Member participation. Certainly the question of whether to charge Section/Branch dues is a prime concern. Student Members will be paying their local Student Organization dues (an amount that typically varies from \$0 to \$10). Section/Branch members setting local dues (if any) should take this into consideration.

Newly assigned Student Members' names will appear on the regular Section Reports – clearly identified. The Section/Branch Membership Committee should consider getting these new members to actively participate in local activities by making a serious effort to see that they are welcomed into the Section/Branch. They should regularly receive newsletters and meeting announcements and other "local" information.

Any questions concerning the policy or procedures for the Student Member grade may be directed to the Student Services staff, or visit the ASCE web site at www.asce.org. The procedures for Student Organization Members to become Affiliate or Associate Members of the Society following graduation are outlined in the *ASCE Official Register*.

APPENDIX

- A. ASCE Code of Ethics
- B. ASCE Bylaws and Rules of Policy and Procedure for the Student Organization Program
- C. ASCE Student Organization Services
- D. General Student Organization Calendar Year
- E. Membership in ASCE After Graduation
- F. Committee on Student Activities (CSA) Roster & Charge Statement
- G. ASCE Student Organization Roster
- H. ASCE Student Organization Annual Report Information
- I. CSA Disciplinary Procedures
- J. Workshops for Student Chapter Leaders (WSCL)
- K. Suggestions for Starting a New Period of Student Organization Activity
- L. ASCE Student Conferences
- M. ASCE Scholarships and Fellowships
- N. ASCE National Concrete Canoe Competition
- O. ASCE/AISC National Student Steel Bridge Competition
- P. Community Service Projects
- Q. Checklist of Student Organization Activities
- R. Suggested Student Officer & Committee Duties
- S. Daniel W. Mead Paper Contest for Students Rules & Topic
- T. Sample Student Organization Membership Drive Letter
- U. Sample Student Letter to a Speaker
- V. Sample Student Organization Constitution
- W. ASCE Student Organizations and the Public Relations Function

AMERICAN SOCIETY OF CIVIL ENGINEERS CODE OF ETHICS

Fundamental Principles*

Engineers uphold and advance the integrity, honor and dignity of the engineering profession by:

1. using their knowledge and skill for the enhancement of human welfare and the environment;
2. being honest and impartial and serving with fidelity the public, their employers and clients;
3. striving to increase the competence and prestige of the engineering profession; and
4. supporting the professional and technical societies of their disciplines.

Fundamental Canons

1. Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.
2. Engineers shall perform services only in areas of their competence.
3. Engineers shall issue public statements only in an objective and truthful manner.
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.
5. Engineers shall build their professional reputation on the merit of their service and shall not compete unfairly with others.
6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession.
7. Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.

*The American Society of Civil Engineers adopted THE FUNDAMENTAL PRINCIPLES of the ABET Code of Ethics of Engineers as accepted by ABET.

(This is an excerpt of the Code of Ethics. The entire code can be found in the *ASCE Official Register* and is always available from Headquarters.)

ASCE BYLAWS FOR THE STUDENT ORGANIZATION PROGRAM

(as of September 2010)

Bylaws Article 9. Committees, Institutes, Academies, Geographic Units, Foundations, Affiliated and Other Organizational Entities

9.4.5. *Student Organizations.*

9.4.5.1. *Student Conferences.* Student organizations may organize in groups on the basis of geographic location and mutuality of interest. Such groups are known as Student Conferences.

9.4.5.2. *Student Chapters.* Student Chapters, composed of students in civil engineering or civil engineering technology programs, may be established or dissolved on approval of the Board of Governors of their Region. The Region Board of Governors shall seek the input of the Educational Activities Committee prior to taking action.

9.4.5.2.1. *Qualifications.* A qualified Student Chapter shall be an organization of engineering or engineering technology students in any school in the United States or Puerto Rico with an engineering or engineering technology program related to civil engineering and leading to an engineering or engineering technology degree, and having at least one (1) full-time faculty member who is a member in the Society and who agrees to serve as Faculty Advisor. Additionally, a qualified Student Chapter has the endorsement of the application by the Civil Engineering department chair or equivalent, the endorsement of the application by official action of the Section or Branch in whose jurisdiction the Student Chapter is located, and a minimum membership of twelve (12) undergraduate or graduate engineering or engineering technology students (in a program related to civil engineering) who carry at least a half-time program, or a combination thereof.

ASCE Student Chapters and Clubs within the boundaries of the Mexico Section of ASCE established prior to 2006 may be continued as ASCE Student Chapters.

9.4.5.2.2. *Reports.* An annual report shall be submitted by each Student Chapter not later than March 1 of each year. The report shall include a summary statement of the meetings which were held during the preceding calendar year, giving the date of each, the attendance, the principal speaker and subject, and other pertinent information; and the names of the officers and the members by classes as of the end of the preceding calendar year.

9.4.5.3. *International Student Groups.* International Student Groups, composed of undergraduate students at an educational institution located outside of a Geographic Region comprised of members in the United States and Puerto Rico, may be established or dissolved

on approval of the Board of Governors of their Region. The Region 10 Board of Governors shall seek the input of the Educational Activities Committee prior to taking action.

9.4.5.3.1. *Qualifications.* The qualifications of a proposed International Student Group shall include application by an organized group of students in any educational institution outside the United States and Puerto Rico which is located in a country where a Society Section or Group is in existence, and which has a program that leads to a baccalaureate degree in civil engineering or engineering technology, and which has received guidance from a Society Section or Group for at least one (1) year, and which has at least one (1) Fellow, Member or Associate Member of the Society as a full time faculty member who agrees to serve as advisor; and the endorsement of the application by the Civil Engineering Department Chair or equivalent; and the endorsement of the application by the official action of the Society Section or Group in whose jurisdiction the proposed International Student Group is located; and a minimum membership of twelve (12) undergraduate or graduate engineering students (in a program related to civil engineering or civil engineering technology) who carry at least half time program, or a combination thereof.

If the proposed International Student Group is located in a country which has no official Society presence, the Executive Committee may designate an existing Society Section or Group to sponsor the proposed student organization or the Executive Committee may ask the International Director to appoint a Practitioner Advisor to assist the group.

ASCE RULES OF POLICY AND PROCEDURE FOR THE STUDENT ORGANIZATION PROGRAM

(Taken from the 2010 ASCE Official Register)

Rules of Policy and Procedure Article 9.7 *Geographic Units.*

9.7.7 *Student Organization Advisors.* The appointment of Faculty and Practitioner Advisors shall be by the respective Section in which the Student Organization is located. The term for Faculty and Practitioner Advisors is three (3) years, commencing on July 1 of the year of appointment.

9.7.7.1 *Faculty Advisor.* Duties of the Faculty Advisor should include, but are not limited to: acting as liaison between students and the Society; stimulating interest in the profession; providing counseling to individual member of the student organization; providing guidance on the operation of the student organization; counseling student officers in developing programs that supplement classroom studies; guiding the preparation of and review the annual report; and providing continuity for the student organization. Additionally, the Faculty Advisor is expected to attend the Workshop for Student Chapter Leaders as well as ASCE Student Conferences.

9.7.7.2 *Practitioner Advisor.* Duties of the Practitioner Advisor will vary with the needs of the particular Student Organization. The duties may include, but are not limited to: periodic attendance at meetings of the Student Organization; and meetings with student officers to plan joint activities with other practitioners in order to supplement academic studies. Practitioner Advisors will be invited to attend the Workshop for Student Chapter Leaders and the ASCE Student Conferences.

9.7.8 *Student Organization Dues.* The annual dues of each Student Organization, payable to the Society, shall be twenty-five dollars (\$25.00). Payment of such dues shall entitle the Student Organization to certain benefits as prescribed by the Board of Direction. The annual dues shall apply to the year beginning January 1 and shall be due on the preceding March 1.

9.7.9 *Student Organization Procedures.* Each Student Organization shall establish its own rules of procedure and shall conform to the regulations of the Society. Each Student Organization shall control the occurrence and character of its meetings, but the Society may aid in promoting the success and value of Student Organizations by frequent consultations and advice as well as, upon request, by arranging for speakers whose addresses will supplement the class work or other professional interest of the members. Student Organizations are encouraged to communicate directly with the appropriate Section.

9.7.10 *Student Chapter Probationary Status.* A Student Organization may be placed on probationary status by the Committee on Student Activities when the Student Organization is not performing satisfactorily in all respects or in the best interest of the Society. While a Student

Organization is on probationary status, it shall not be eligible for any awards, including the Robert Ridgway Student Chapter Award.

9.7.11 *Student Organization Awards.* The Committee on Student Activities, not later than May 1 each year, shall recommend to the President a number of Student Organizations to receive certificates of commendation for outstanding activities. The number of Student Organizations to receive certificates of commendation shall not exceed five percent (5%) of the total number of Student Organizations. The recommendations shall be accepted without referral to the Board of Direction or Executive Committee, and the President shall be empowered to sign the letters on behalf of the Board of Direction.

ASCE STUDENT ORGANIZATION SERVICES

ASCE Student Organizations are established at educational institutions in two forms – Student Chapters and International Student Groups. The Student Organization services provided by ASCE headquarters are in the following areas:

- Awards
- Contests and Competitions
- Meetings and Workshops
- Society-level Membership
- Program Materials Publications
- Scholarships.

AWARDS

- Robert Ridgway Award – to the best Student Chapter
- Distinguished Chapter Award – for the best Student Organization in each Region
- Certificate of Commendation – presented to not more than 5% of the outstanding Student Organizations of the Society
- Letters of Honorable Mention
- Most Improved Student Organization Award
- Letters of Significant Improve
- Outstanding Service Award

CONTESTS AND COMPETITIONS

- ❖ Daniel W. Mead Student Paper Contest
- ❖ ASCE National Concrete Canoe Competition
- ❖ ASCE/AISC National Student Steel Bridge Competition

MEETINGS AND WORKSHOPS

- ❖ Workshops for Student Chapter Leaders (WSCL) – Winter
- ❖ ASCE Student Conferences – Spring

SOCIETY-LEVEL MEMBERSHIP

Local Student Organization members may apply for the Society-level Student Member (SM) grade of ASCE. Included in membership is electronic access to *Civil Engineering* magazine and *ASCE News*, car rental discounts, insurance, member discount for publications, etc.

PROGRAM MATERIALS

- ❖ Student Organization Handbooks
- ❖ ASCE Student Conference Host Planning Guide
- ❖ Supplies for activities

PUBLICATIONS

- ❖ Complimentary Student Organization copy of *Civil Engineering* magazine.
- ❖ Individual Society-level Student Member access to electronic copies of *Civil Engineering* magazine and *ASCE News*.

SCHOLARSHIPS & FELLOWSHIPS

- ❖ **Lawrence W. and Francis W. Cox Scholarship:** Approximately \$5,000 awarded annually.
- ❖ **Eugene C. Figg, Jr. Civil Engineering Scholarship:** \$3,000 + internship opportunity annually.
- ❖ **John Lenard Civil Engineering Scholarship:** Approximately two at \$2,000 selected annually.
- ❖ **Robert B.B. and Josephine N. Moorman Scholarship:** Approximately \$2,000 awarded annually.
- ❖ **Samuel Fletcher Tapman Scholarship:** Approximately \$2,000 stipend per scholarship. A total of 12 recipients may be selected each year.
- ❖ **B. Charles Tiney Memorial Scholarship:** Approximately four at \$2,000 selected annually.
- ❖ **Arthur S. Tuttle Memorial Scholarship:** Approximately four at \$2,000 selected annually.
- ❖ **Y.C. Yang Civil Engineering Scholarship:** Approximately two at \$2,000 – \$2,500 selected annually.
- ❖ **Construction Engineering Scholarship:** \$1,000 annually.
- ❖ **O.H. Ammann Research Fellowship in Structural Engineering:** \$5,000 annually.
- ❖ **Jack E. Leisch Memorial National Graduate Fellowship:** Approximately \$1,500 annually.
- ❖ **J. Waldo Smith Hydraulic Fellowship:** Approximately \$4,000 awarded every third year.
- ❖ **Freeman Fellowship:** Approximately \$3,000 – \$5,000 awarded annually.
- ❖ **Trent R. Dames and William W. Moore Fellowship:** Award of \$5,000 – \$10,000 made biennially.

**GENERAL ASCE STUDENT ORGANIZATION
CALENDAR YEAR***

September	<p>Information posted on ASCE Student Services web site (www.asce.org/students):</p> <ul style="list-style-type: none"> • Academic Calendar of ASCE Student Activities Events • CSA Roster • Daniel W. Mead Student Paper Contest Announcement • ASCE Scholarship & Fellowship Applications • Information on ASCE Student Conferences • ASCE National Concrete Canoe Competition Rules & Regulations • AISC/ASCE National Student Steel Bridge Competition Rules • Student Chapter Annual Report Form <p>Student Conference Host Teleconference</p> <p>Committee on Student Activities Fall Meeting</p>
October	<p>ASCE Annual Meeting</p> <p>Student Conference agendas due from host schools</p>
November	<p>WSCL information & registration materials available on ASCE Student Services web site</p>
December	<p>Registration deadlines for Workshop for Student Chapter Leaders</p>
January	<p>Workshops for Student Chapter Leaders</p>
February	<p>Workshops for Student Chapter Leaders continue</p> <p>Submit ASCE Student Organization annual reports and annual dues to ASCE Student Services</p> <p>Scholarship & Fellowship applications dues to ASCE Student Services</p>

**GENERAL ASCE STUDENT ORGANIZATION
CALENDAR YEAR***

March	<p>Committee on Scholarships Meeting</p> <p>Committee on Student Activities Spring Meeting</p> <p>Student Conferences begin</p> <p>Deadline to submit Daniel W. Mead Student Paper Contest entries to ASCE Student Services</p> <p>Deadline to submit Student Leadership Award nominations to ASCE Student Services</p>
April	<p>Student Conferences continue</p>
May	<p>ASCE/AISC National Student Steel Bridge Competition</p> <p>Evaluation of last year's annual report sent to Student Organizations</p>
June	<p>ASCE National Concrete Canoe Competition</p>

*Note: Dates and deadlines change from year to year; check with ASCE Student Services for actual dates. Detailed annual calendars are posted online at the ASCE web site.

MEMBERSHIP IN ASCE AFTER GRADUATION

Student members, upon graduation, have two possible ways of entering the professional ASCE levels. The choice is dictated by whether or not they were Society-level student members while enrolled in college.

I) Associate Membership Application Process for Society-level Student Members (SM Grade):

One of the important considerations in developing the Student Member Grade (SM) was to make the transition to Associate Member (AM) easier. In fact it is almost automatic.

- SM requests a transfer by submitting a photocopy of his/her diploma and a note requesting the transfer.
- Headquarters transfers those SMs whose graduation has been verified to Associate Member and notifies the new AM of the upgrade.
- SM transfers to AM are invoiced for annual AM dues starting with January 1 following their graduation.

II) Associate Membership Application Process for Local Student Member:

Even though all eligible students are encouraged to become Society-level Student Members, not everyone who can does. For those that don't, graduation presents another opportunity to take advantage of membership in ASCE. The Society receives applications for Associate Membership in two ways:

- a. Individual applications are sent in groups from Student Organizations by the Faculty Advisor and/or Practitioner Advisor at the time of graduation, or
- b. Individual applications are sent directly to the Membership Applications Department, ASCE, 1801 Alexander Bell Drive, Reston, Virginia 20191.

Individuals who are not eligible to become Associate Members may apply to become Affiliate Members.

Applications are available from ASCE Headquarters by calling (800) 548-ASCE or online at www.asce.org.

COMMITTEE ON STUDENT ACTIVITIES (CSA) 2010-2011 Roster

The Committee on Student Activities (CSA) is comprised of ten civil engineering educators and practitioners who help guide the overall ASCE student program. Each Region has one representative, plus an Educational Activities Committee Contact Member. Any time you have a suggestion or concern about a specific student program, feel free to write, e-mail or call the CSA representative assigned to your Region.

CSA meets twice yearly (October and March) to discuss current activities and to propose new activities. Among CSA's responsibility are reviewing applications to establish new Student Organizations; providing guidance and attending the Student Conferences; hosting the Workshop for Student Chapter Leaders; attending the national concrete canoe and steel bridge competitions; evaluating annual reports; and developing Mead Student Contest topics and reading and evaluating the entries.

The current members of CSA are:

<p>M. Brett Borup, Ph.D., P.E., M.ASCE ASCE Region 8 Representative Brigham Young University Provo, UT e: borupb@byu.edu</p>	<p>Thomas E. Hill, A.M.ASCE ASCE Region 4 Representative Fluor Corporation Greenville, SC e: tom.edward.hill@fluor.com</p>
<p>Michael J. McGinnis, Ph.D., M.ASCE ASCE Region 6 Representative University of Texas at Tyler Tyler, TX e: michael_mcginnis@uttyler.edu</p>	<p>Richard A. Reid, Ph.D., P.E., M.ASCE ASCE Region 7 Representative South Dakota State University Brookings, SD e: richard.reid@sdsu.edu</p>
<p>Melanie R. Sikes, P.E., A.M.ASCE ASCE Region 9 Representative Dibble Engineering Phoenix, AZ e: melanie.sikes@dibblecorp.com</p>	<p>Renee S. Whittenberger, A.M.ASCE ASCE Region 3 Representative Michael Baker Jr., Inc. Cleveland, OH e: rswhittenberger@mbakercorp.com</p>
<p>James C. Williams, Ph.D., P.E., F.ASCE ASCE Region 5 Representative University of Texas at Arlington Arlington, TX e: jimwilliams@uta.edu</p>	<p>Mick Mathieu, P.E., F.ASCE Educational Activities Committee Contact Member Mathieu Engineering Corp Tucson, AZ 85711 e: mickmathieu@earthlink.net</p>
<p>Craig E. Quadrato, Ph.D., P.E., M.ASCE ASCE Region 1 Representative United States Military Academy West Point, NY e: craig.quadrato@usma.edu</p>	<p>Edward W. Stafford, P.E., M.ASCE Corresponding Member City of Centennial Centennial, CO e: estafford@members.asce.org</p>
<p>Jennifer A. Steele, A.M.ASCE Corresponding Member McKinney, TX e: jsteele03@gmail.com</p>	<p>Scott R. Hamilton, P.E., M.ASCE Corresponding Member e: hamiltons@stanfordalumni.org</p>

COMMITTEE ON STUDENT ACTIVITIES (CSA) CHARGE STATEMENT

Charge

- Develop, recommend, and implement policies and programs that promote professional, ethical, and technical excellence in civil engineering/technology and architectural engineering students through Student Organizations.
- Encourage civil engineering and architectural engineering students and departments to collaborate with other student organizations and to participate in activities and programs that complement and enhance the formal education process.

Goals

- Develop and implement programs and activities that complement and enhance the formal education process.
- Regularly publicize and promote awareness of committee activities.

Processes

- Develop, promote, and maintain programs that foster the development of student leadership and teamwork skills.
- Develop, promote, and maintain programs that foster an understanding of the requirements of the practice of civil engineering and architectural engineering.
- Develop and promote effective competitions and contests with other organizations both internal and external to ASCE.
- Promote meaningful interaction amongst students and student organizations for mutual support and exchange of ideas.
- Develop and recognize excellence in Faculty Advisors, Practitioner Advisors, and student leaders.
- Oversee the student group program, including the establishment of new Student Organizations as well as the continued development, evaluation, and recognition of existing student groups.
- Promote professional growth by encouraging membership in ASCE both during and after the undergraduate years.
- Conduct and improve professional program sessions for students at national conferences in conjunction with local organizing committees.
- Develop assessment methods and measures to gauge the success of programs.
- Promote interaction between EdAC and CPP on professional practice issues.

Products and Deliverables

- Annual Workshops for Student Chapter Leaders (WSCLs).
- Contests and awards.
- Student Conferences.
- Student Organization Handbook.
- Practitioner and Faculty Advisor Recognition Program.
- Practitioner and Faculty Advisor Training Workshop.
- Written assessment of annual reports to student organizations.
- At least two articles per year on CSA activities for publication in ASCE News and/or other appropriate publications.
- A world-wide-web site for ASCE members and the interested public containing useful functional information (e.g., programs, resources, related web sites, contact, etc.) related to the committee's charge.
- The committee minutes, i.e., a historical record of the ideas, activities, decision, and actions of the committee.
- Attendance at the scheduled meetings and phone conferences of the committee (exclusive of travel time).
- CSA Member Handbook

Committee Membership and Succession

- Membership will consist of ten members: one representative from each of the nine geographic regions and an EdAC contact member. A balance between educators and practitioners shall be maintained among the members.
- Members shall serve four-year terms.
- The chair of the committee shall be nominated on a yearly basis from among the incoming third-year members of the committee, preferably alternating between a practitioner and an educator, subject to EdAC approval. The chair of the committee shall serve as immediate past-chair in the final year of service of the four-year term.
- A standing subcommittee called the Committee on National Concrete Canoe Competitions (CNCCC), reporting to CSA, will include five additional at-large members. The CNCCC will have responsibility for facilitating the ASCE National Concrete Canoe Competition.
- A standing subcommittee called the Committee on Architectural Engineering Institute Student

Chapters (CAEISC), reporting to CSA, will include three AEI members and one CSA representative. The CAEISC will have responsibility for facilitating AEI Student Chapters.

- Per agreement with AISC, up to two members of CSA will serve as members to the ASCE/AISC National Student Steel Bridge Rules Committee.
- A fourth-year member of CSA shall serve as liaison to the Committee on Younger Members (CYM) and the Committee on Geographic Units (CGU).
- All members shall be recommended by the committee and approved by EdAC.
- All terms begin on October 1 and end on September 30.
- Previous successful experience as Faculty Advisor, Practitioner Advisor, student organization officer, or Section/Branch Student Service Committee Member is desirable.

ASCE STUDENT ORGANIZATION ROSTER
(273 Student Chapters & 11 International Student Groups as of 03/03/11)

University of Akron Dept. of Civil Engineering ASEC 210 244 Sumner Street Akron, OH 44325-3905	University of Alabama Dept. of Civil, Constr. & Envir. Engr. 262 H.M.Comer Hall P.O. Box 870205 Tuscaloosa, AL 35487-0205	Alabama A&M University Dept. of Civil Engineering Room 328 Normal, AL 35762
University of Alabama at Birmingham School of Engineering 220A Hoen 1530 3rd Avenue South Birmingham, AL 35294	University of Alabama in Huntsville Dept. of Civil & Envir. Engineering Technology Hall S241 Huntsville, AL 35899	University of Alaska Anchorage Dept. of Civil Engineering School of Engineering 3211 Providence Drive Anchorage, AK 99508
University of Alaska Fairbanks Dept. of Civil & Envir. Engineering P.O. Box 755900 Fairbanks, AK 99775-5900	Universidad de las Américas, Puebla Departamento de Ingenieria Civil P.O. Box 412 San Andres Cholula, Puebla 72820 MEXICO, D.F. MEXICO	University of Arizona Dept. of Civil Engineering 206 Civil Engineering Building Tucson, AZ 85721
Arizona State University Dept. of Civil & Envir. Engineering P.O. Box 875306 Tempe, AZ 85287-5306	University of Arkansas Dept. of Civil Engineering 4190 Bell Engineering Center Fayetteville, AR 72701	Arkansas State University Dept. of Civil Engineering P.O. Box 1740 State University, AR 72467
Auburn University Civil Engineering Dept. 238 Harbert Engineering Center Auburn, AL 36849-5337	Bluefield State College Dept. of Civil Engineering Technology 219 Rock Street Bluefield, WV 24701	Boise State University Dept. of Civil Engineering 1910 University Drive Boise, ID 83725
Bradley University Dept. of Civil Engrg. & Construction 1501 West Bradley Avenue Peoria, IL 61625	Brigham Young University Dept. of Civil Engineering P.O. Box 24081 Provo, UT 84602-4081	University of British Columbia Dept. of Civil Engineering 6250 Applied Science Lane Vancouver, BC V6T 1Z4 CANADA
Broome Community College Dept. of Civil Engineering Technology Mechanical Building Binghamton, NY 13902-1017	Bucknell University Dept. of Civil & Envir. Engineering 302 Dana Engineering Lewisburg, PA 17837	University at Buffalo, The State University of New York Dept. of Civil, Struct. & Envir. Engrg. 204 Jarvis Hall Buffalo, NY 14260
California Baptist University Dept. of Civil Engineering 8432 Magnolia Avenue Riverside, CA 92504	California Institute of Technology Dept. of Civil Engineering Mail Code 104-44 Pasadena, CA 91125	California Polytechnic State University, San Luis Obispo Dept. of Civil & Envir. Engineering San Luis Obispo, CA 93407
California State Polytechnic University, Pomona Dept. of Civil Engineering 3801 West Temple Avenue Pomona, CA 91768	California State University, Chico Dept. of Civil Engineering 400 W. First St. Chico, CA 95929	California State University, Fresno Dept. of Civil Engineering 2320 East San Ramon Avenue M/S EE94 Fresno, CA 93740

California State University, Fullerton Dept. of Civil Engineering 800 N. State College Fullerton, CA 92831	California State University, Long Beach 600 Stratus Lane Tustin, CA 92782	California State University, Los Angeles Dept. of Civil Engineering 5151 State University Drive Los Angeles, CA 90032
California State University, Northridge Dept. of Civil Engrg. & Applied Mech. College of Engineering and Computer Sciences Northridge, CA 91330-8347	California State University, Sacramento Dept. of Civil Engineering 6000 J Street Sacramento, CA 95819-6029	University of California, Berkeley Dept. of Civil Engineering 339 Davis Hall, MC 1710 Berkeley, CA 94720-1710
University of California, Davis 1 Shields Avenue 2001 Engineering Bldg., III Davis, CA 95616	University of California, Irvine Dept. of Civil & Envir. Engineering EG 4155 Irvine, CA 92697-2175	University of California, Los Angeles Dept. of Civil & Envir. Engineering 5731 Boelter Hall Los Angeles, CA 90095-1593
University of California, San Diego Dept. of Structural Engineering 9500 Gilman Drive Mail Code 0085 La Jolla, CA 92093	Calvin College Engineering Dept. 3201 Burton Street S.E. Grand Rapids, MI 49546	Carnegie Mellon University Civil & Envir. Engineering Dept. 119 Porter Hall Pittsburgh, PA 15213
Carroll College Dept. of Civil Engineering 1601 North Benton Avenue Helena, MT 59625	Case Western Reserve University Dept. of Civil Engineering 10900 Euclid Ave. Cleveland, OH 44106	Catholic University of America Dept. of Civil Engineering 620 Michigan Avenue NE Washington, DC 20064
Central Connecticut State University Dept. of Civil Engineering Box #95 - Student Center New Britain, CT 06050	University of Central Florida Dept. of Civil & Envir. Engineering 221H Engineering Building II Orlando, FL 32816	Christian Brothers University Dept. of Civil Engineering 650 East Parkway South Memphis, TN 38104
University of Cincinnati Dept. of Civil & Envir. Engineering P.O. Box 210071 Cincinnati, OH 45221-0071	Cincinnati State Technical & Community College Engineering Technologies Division 3520 Central Parkway Cincinnati, OH 45223-2690	The Citadel Dept. of Civil Engineering 171 Moultrie Street Charleston, SC 29464
City College of New York, CUNY Dept. of Civil Engineering Convent Avenue at 138th Street New York, NY 10031	Clarkson University Dept. of Civil & Envir. Engineering 140A Rowley Laboratories, Box 5710 Potsdam, NY 13699-5710	Clemson University Dept. of Civil Engineering Lowry Hall - Box 340911 Clemson, SC 29634-0911
Cleveland State University Dept. of Civil Engineering 114 Stilwell Hall Cleveland, OH 44115	The College of New Jersey Engineering Science Dept. 2000 Pennington Road P.O. Box 7718 Ewing, NJ 08628	University of Colorado at Boulder Dept. of Civil Engineering Engineering Center ECOT 441 UCB 428 Boulder, CO 80309-0428
University of Colorado at Denver Dept. of Civil Engineering Campus Box 113 P.O. Box 173364 Denver, CO 80217-3364	University of Hawaii at Manoa Dept. of Civil & Environmetal Engr. 2540 Dole Street, Homes Hall 383 Honolulu, HI 96822	Hofstra University Dept. of Civil Engineering 109 Weed Hall Hempstead, NY 11549

Colorado School of Mines Engineering Division 1500 Illinois Street Golden, CO 80401	Colorado State University Dept. of Civil Engineering A103 ERC Fort Collins, CO 80523-1372	Columbia University Dept. of Civil Engineering 610 S.W. Mudd Building 500 W. 120th Street New York, NY 10027-6699
University of Connecticut Dept. of Civil & Envir. Engineering 261 Glenbrook Rd. Unit 2037 Storrs, CT 06269	The Cooper Union Dept. of Civil Engineering 51 Astor Place New York, NY 10003-7185	Cornell University Dept. of Civil & Envir. Engineering Hollister Hall Ithaca, NY 14853
Crescent Engineering College Dept. of Civil Engineering GST Road, Vandalur Chennai 600-048, Tamilnadu INDIA	University of Dayton Dept of Civil and Environmental Engineering 300 College Park Dayton, OH 45469-0243	University of Delaware Dept. of Civil & Envir. Engineering Center for Applied Coastal Research 205 Ocean Engineering Lab Newark, DE 19716-3120
University of Detroit-Mercy Dept. of Civil Engineering Engineering Bldg., E252 4001 W. McNichols Dr. Detroit, MI 48221-3038	University of District of Columbia - Van Ness Campus Civil Engineering Program 4200 Connecticut Avenue, NW Bldg. 42/213H Washington, DC 20008	Drexel University Dept of Civil, Arch. & Envir. Engrg. Alumni Labs, Room 280B Philadelphia, PA 19104
Duke University Dept. of Civil & Envir. Engineering Box 90287 Durham, NC 27708	École de technologie supérieure Dept. of Construction Engineering 1100, rue Notre-Dame Ouest Montréal (Québec), H3C 1K3 CANADA	Embry-Riddle Aeronautical University- Daytona Beach Dept. of Civil Engineering 600 South Clyde Morris Boulevard Daytona Beach, FL 32114-3900
University of Evansville College of Engrg. & Comp. Science 1800 Lincoln Avenue Evansville, IN 47722	Fairleigh Dickinson University Dept. of Civil & Envir. Engineering 1000 River Road, Mail Station T-MU1-01 Teaneck, NJ 07666	Fairmont State University School of Technology 1201 Locust Avenue Fairmont, WV 26554
University of Florida Dept. of Civil Engineering P.O. Box 116580 Gainesville, FL 32611-6580	Florida A&M University-Florida State University Dept. of Envir. & Civil Engineering 2525 Pottsdamer St. Tallahassee, FL 32310	Florida Atlantic University Dept. of Civil Engineering 777 Glades Road - ENG 217 Bldg. 36/Room 217 Boca Raton, FL 33431
Florida Gulf Coast University Dept. of Civil and Environmental Engineering 10501 FGCU Blvd, S., Fort Myers, FL 33965-6565	Florida Institute of Technology Dept. of Civil Engineering Olin Engineering Complex, Room 209 Melbourne, FL 32901-6975	Florida International University Dept. of Civil & Envir. Engineering University Park Campus, EAS 3685 Miami, FL 33199
Geneva College Dept. of Civil Engineering 121 Dillon Street Beaver Falls, PA 15010-3599	George Mason University Dept. of Civil, Envir. & Infrastr. Engrg. 4400 University Drive, MS 4A6 Fairfax, VA 22030	George Washington University Dept. of Civil & Envir. Engineering 635 Academic Center 801 22nd Street, NW Washington, DC 20052
Georgia Institute of Technology School of Civil & Envir. Engineering 790 Atlantic Drive, NW Atlanta, GA 30332-0355	Georgia Southern University Dept. of Civil Engineering Technology P.O. Box 8045 Statesboro, GA 30460-8045	Gonzaga University Dept. of Civil Engineering 502 East Boone Spokane, WA 99258-0026

University of Hartford Dept. of Civil Engineering 200 Bloomfield Avenue West Hartford, CT 06117-1599	Hong Kong University of Science & Technology Dept. of Civil Engineering Minard 403 B Clear Water Bay, Kowloon HONG KONG	University of Houston Dept. of Civil & Environmental Engr. 4800 Calhoun Houston, TX 77204
Howard University Dept. of Civil Engineering 2300 Sixth Street, NW Washington, DC 20059	Hudson Valley Community College Dept. of Civil & Constr. Tech. 80 Vandenberg Avenue Hudson Hall Room 129 Troy, NY 12180	Humboldt State University Dept. of Envir. Resources Engrg. Building 115 (A) Room 105 Arcata, CA 95521
University of Idaho Civil Engineering Dept. Box 441022 Buchanan 130 Moscow, ID 83844-1022	Idaho State University Dept. of Civil Engineering 921 South 8th Ave Stop 8060 Pocatello, ID 83209-8060	University of Illinois at Chicago Civil Engineering Department 842 W Taylor Street Chicago, IL 60607
University of Illinois at Urbana-Champaign Dept. of Civil & Envir. Engineering 1116 NCEL, MC-50 Urbana, IL 61801	Illinois Institute of Technology Civil & Arch. Engineering Dept. 3201 S. Dearborne St. Chicago, IL 60616	Indiana University-Purdue University Fort Wayne Department of Engineering 2101 East Coliseum Blvd. Fort Wayne, IN 46805
Instituto Tec. De Monterrey Dept de Ingenieria Civil Sucursal de Correos J C.P. 64849 Monterrey, Nuevo MEXICO	University of Iowa Civil & Envir. Engineering Dept. 523 A Hydraulics Laboratory Iowa City, IA 52242	Iowa State University Dept. of Civil, Constr. & Envir. Engrg. 374 Town Engineering Building Ames, IA 50001
Istanbul Technical University Dept. of Civil Engineering Maslak 80626 Istanbul TURKEY	Jackson State University Dept. of Civil & Envir. Engineering P.O. Box 17068 Jackson, MS 39217-0168	Johns Hopkins University Dept. of Civil Engineering 3400 N. Charles Street 202 Latrobe Hall Baltimore, MD 21218
University of Kansas Dept. of Civil & Envir. Engineering Learned Hall Room 2150 Lawrence, KS 66045-2225	Kansas State University Dept. of Civil Engineering 2127 Fiedler Hall Manhattan, KS 66506	University of Kentucky Dept. of Civil Engineering 377 Oliver Raymond Building CE/KTC 0281 Lexington, KY 40506-0281
Kuwait University Civil Engineering Dept. P.O. Box 5969 13060, Safat KUWAIT	Universidad La Salle Cuernavaca Departamento de Ingenieria Civil Nicolas Bravo No. 46 Col. San Cristobal Cuernavaca Morelos MEXICO	Universidad La Salle, A.C. Departamento de Ingenieria Civil Benjamin Franklin No. 47 Col. Hipodromo Condesa 06140 MEXICO, D.F. MEXICO
Lafayette College Dept. of Civil & Envir. Engineering 319 Acopian Engineering Center Easton, PA 18042-1775	Lakehead University Dept. of Civil Engineering 955 Oliver Road Thunder Bay, ON P7B 5E1 CANADA	Lamar University Dept. of Civil Engineering P.O. Box 10024 Beaumont, TX 77710-0024
Université Laval Dept. of Civil Engineering Pavillon Pouliot Université Laval Montréal, QB G1K 7P4 CANADA	Lawrence Technological University Dept. of Civil Engineering 21000 W. Ten Mile Rd. Southfield, MI 48075	Lehigh University Dept. of Civil & Envir. Engineering 117 ATLSS Drive, IMBT Labs Bethlehem, PA 18015

University of Louisiana at Lafayette Dept. of Civil Engineering P.O. Box 42291 Lafayette, LA 70504	Louisiana State University and A&M College Dept. of Civil & Envir. Engineering CEBA 3223A Baton Rouge, LA 70803-6405	Louisiana Tech University Dept. of Civil Engineering 600 W. Arizona Ruston, LA 71272
University of Louisville Civil & Envir. Engineering Dept. 101 W.S. Speed Hall Louisville, KY 40292	Loyola Marymount University Civil Engineering Dept. 7900 Loyola Boulevard Los Angeles, CA 90045-2827	University of Maine Dept. of Civil Engineering 5711 Boardman Hall, Room 103 Orono, ME 04469-5711
Manhattan College Dept. of Civil Engineering Leo Engineering Building, Room 223 Riverdale, NY 10471	Marquette University Dept. of Civil Engineering Hagerty Hall, Rm 246 P.O. Box 1881 Milwaukee, WI 53201-1881	University of Maryland College Park Civil & Envir. Engineering Dept. 1173 Glenn Martin Hall College Park, MD 20742
University of Massachusetts Amherst Dept. of Civil & Envir. Engineering 130 Natural Resources Road Marston Hall 235A Amherst, MA 01003	University of Massachusetts Dartmouth Dept. of Civil Engineering 285 Old Westport Road North Dartmouth, MA 02747	Massachusetts Institute of Technology Civil & Envir. Engineering Dept. 77 Massachusetts Avenue, Cambridge, MA 02139
University of Massachusetts Lowell Dept. of Civil & Envir. Engineering Pasteur 108 Lowell, MA 01854	McNeese State University Dept. of Civil Engineering P.O. Box 91735 Lake Charles, LA 70609	University of Memphis Dept. of Civil Engineering Room ES 100D Memphis, TN 38152-6570
Merrimack College Dept. of Civil Engineering 315 Turnpike Street 123 Medel Center North Andover, MA 01845	Metropolitan State College of Denver Dept. of Engineering Tech. SO213E Campus Box 61 Denver, CO 80217-3362	University of Miami Dept. of Civil Engineering P.O. Box 248294 Coral Gables, FL 33146
University of Michigan Civil & Envir. Engineering Dept. 2340 G.G. Brown Ann Arbor, MI 48019	Michigan State University Dept. of Civil & Envir. Engineering 3546 Engineering Building East Lansing, MI 48824	Michigan Technological University Dept. of Civil & Envir. Engineering 1400 Townsend Drive Houghton, MI 49931
Milwaukee School of Engineering Dept. of Arch. Engrg. & Bldg. Constr. 1025 N. Broadway Milwaukee, WI 53202	Minnesota State University, Mankato Dept. of Mech. & Civil Engrg. 205 Trafton Science Center E. Mankato, MN 56001	University of Minnesota-Twin Cities Dept. of Civil Engineering 500 Pillsbury Drive SE Minneapolis, MN 55455-0116
University of Mississippi Dept. of Civil Engineering 203 Carrier Hall University, MS 38677	Mississippi State University Dept. of Civil Engineering 235I Walker Engineering Bldg. Box 9546 Mississippi State, MS 39762-9546	Missouri University of Science and Technology Dept. of Civil, Arch. & Envir. Engrg. 1870 Miner Circle Rolla, MO 65409-0030
University of Missouri Western State University Dept. of Engineering Technology PS Building Room 193 Saint Joseph, MO 64507	University of Missouri-Columbia Dept. of Civil & Envir. Engineering E2509 Engr Bldg East Columbia, MO 65211-2200	University of Missouri-Kansas City Dept. of Civil Engineering 5100 Rockhill Road, 352 RHFH Kansas City, MO 64110-2499

Montana State University-Bozeman Dept. of Civil Engineering Room 208 Cobleigh Hall Bozeman, MT 59717-3900	Montana Tech of the University of Montana General Engineering Dept. Butte, MT 59701	Morgan State University Dept. of Civil Engineering 1700 E. Cold Spring Lane Baltimore, MD 21251
Universidad Nacional Autónoma de México Division de Ingenieria Civil, TyG Anexio de Ingenieria Circuito Interior, Ciudad Universitaria 04510 Coyoacan, MEXICO, D.F.	University of Nebraska-Lincoln Dept. of Civil Engineering W348 Nebraska Hall Lincoln, NE 68588-0531	University of Nebraska-Lincoln at Omaha Dept. of Civil Engineering W348 Nebraska Hall Lincoln, NE 68588
University of Nevada-Las Vegas Dept. of Civil Engineering 4505 Maryland Parkway Las Vegas, NV 89154-4015	University of Nevada-Reno Dept. of Civil Engineering Mailstop 258 Reno, NV 89557	University of New Hampshire Dept. of Civil Engineering W137 Kingsbury Hall Durham, NH 03824
University of New Haven Dept. of Civil & Envir. Engineering Buckman Hall B115 West Haven, CT 06516	New Jersey Institute of Technology Dept. of Civil & Envir. Engineering 323 MLK Blvd. Newark, NJ 07102-1982	University of New Mexico Dept. of Civil Engineering MSC01 1070 Albuquerque, NM 87131
New Mexico Institute of Mining and Technology Dept. of Civil & Envir. Engineering 801 Leroy Place Socorro, NM 87801	New Mexico State University Dept. of Civil & Geol. Engineering P.O. Box 30001, MSC 3CE Las Cruces, NM 88003	University of New Orleans Dept. of Civil & Envir. Engineering Lakefront New Orleans, LA 70148
New York City College of Technology Dept. of Civil Engineering 300 Jay Street Brooklyn, NY 11201	North Carolina A&T State University Dept. of Civil Engineering 434 McNair Hall 1601 East Market Street Greensboro, NC 27411	University of North Carolina at Charlotte Dept. of Civil Engineering 9201 University City Blvd. Charlotte, NC 28223
North Carolina State University at Raleigh Dept. of Civil Engineering Box 7908 Raleigh, NC 27695	University of North Dakota Dept. of Civil Engineering Box 8115 Campus Rd. Upson II Rm 260 Grand Forks, ND 58203	North Dakota State University Dept. of Civil Engrg. & Construction Room 201F Fargo, ND 58105-5285
University of North Florida Dept. of Civil Engineering 4567 St. Johns Bluff Rd, S Jacksonville, FL 32224	Northeastern University Dept. of Civil Engineering 360 Huntington Avenue 400 Snell Eng. Bldg. Boston, MA 02115	Northern Arizona University College of Engrg. and Natural Sciences Box 15600 Flagstaff, AZ 86011
Northwestern University Department of Civil Engineering Infrastructure Technology Institute Evanston, IL 60208	Norwich University Dept. of Civil Engineering 158 Harmonn Drive Northfield, VT 05663	University of Notre Dame Dept. of Civil Engrg. & Geol. Science 160 Fitzpatrick Hall Notre Dame, IN 46556
Ohio Northern University Dept. of Civil Engineering 525 South Main Street Ada, OH 45810	Ohio State University Civil & Envir. Engrg 470 Hitchcock Hall 2070 Neil Avenue Columbus, OH 43210	Ohio University Dept. of Civil Engineering Stocker Center 137 Athens, OH 45701

University of Oklahoma Dept. of Civil Engineering 202 W. Boyd, Rm. 334 Norman, OK 73019-1024	Oklahoma State University School of Civil & Envir. Engineering 207 Engineering South Stillwater, OK 74078	Old Dominion University Dept. of Civil Engineering 102 Kaufman Hall Norfolk, VA 23529-0236
Oregon Institute of Technology Civil Engrg. & Geomatics Dept. 3201 Campus Drive Klamath Falls, OR 97601-8801	Oregon State University Dept. of Civil Engineering 202 Apperson Hall Corvallis, OR 97331-2302	University of the Pacific Dept. of Civil Engineering 3601 Pacific Avenue Stockton, CA 95211
Pennsylvania College of Technology Dept. of Civil Engineering 1 College Avenue Williamsport, PA 17701-5799	Pennsylvania State University - University Park Dept. of Civil Engineering 231 Sackett Building University Park, PA 16802	University of Pittsburgh Dept. of Civil & Envir. Engineering 944 Benedum Hall Pittsburgh, PA 15261-2294
University of Pittsburgh at Johnstown Dept. of Civil Engineering 450 Schoolhouse Road Johnstown, PA 15904	Point Park University NSET 201 Wood Street Pittsburgh, PA 15222	Polytechnic Institute of New York University Dept. of Envir. & Civil Engineering 6 Metrotech Center Brooklyn, NY 11201
Polytechnic University of Puerto Rico Dept. of Civil Engineering P. O. Box 192017 San Juan, PR 00919-2017	University of Portland School of Engineering 5000 N. Wilamette Blvd. Engineering 202C Portland, OR 97203	Portland State University Dept. of Civil & Envir. Engineering P.O. Box 751 Portland, OR 97207-0751
Prairie View A&M University Dept. of Civil & Envir. Engineering P.O. Box 4249 Prairie View, TX 77446-4249	Princeton University Dept. of Civil & Envir. Engineering Engineering Quadrangle, Room E-324 Princeton, NJ 08544	University of Puerto Rico, Mayaguez Dept. of Civil Engineering P.O. Box 9041 Mayaguez, PR 00681-9041
Purdue University at West Lafayette School of Civil Engineering 1008 Cherry Lane West Lafayette, IN 47906	Rensselaer Polytechnic Institute Dept. of Civil Engineering 110 8th Street Troy, NY 12180	University of Rhode Island Dept. of Engineering 102 Bliss Hall Kingston, RI 02881-0805
Rice University Dept. of Civil & Envir. Engineering 6100 S. Main Street, Mail Stop 318 Houston, TX 77005-1892	Rochester Institute of Technology Dept. of Civil Engineering Technology 78 Lomb Memorial Drive Rochester, NY 14623-5604	Roger Williams University School of Engrg., Comp. & Constr. Mgt. 1 Old Ferry Road Bristol, RI 02809
Rose-Hulman Institute of Technology Dept. of Civil Engineering O-225E Terre Haute, IN 47803	Rowan University Dept. of Civil & Envir. Engineering 201 Mullica Hill Road Glassboro, NJ 08028	Rutgers, The State University of New Jersey Dept. of Civil & Envir. Engineering 623 Bowser Road Piscataway, NJ 08854
Saint Martin's University Engineering Division 5300 Pacific Avenue SE Lacey, WA 98503	Salt Lake Community College Engineering Dept. 4600 S. Redwood Road, S1205, DCSE Salt Lake City, UT 84130	San Diego State University Dept. of Civil & Envir. Engineering E-424 A San Diego, CA 92182

San Francisco State University School of Engineering 1600 Hollaway Avenue San Francisco, CA 94132	San Jose State University Dept. of Civil & Envir. Engineering 1 Washington Square San Jose, CA 95192-0083	Santa Clara University Dept. of Civil Engineering 500 El Camino Road Santa Clara, CA 95053
Savannah State University Dept. of Engineering & Technology P.O. Box 20019 Savannah, GA 31404-0089	Seattle University Dept. of Civil & Envir. Engineering 900 Broadway Seattle, WA 98122	University of South Alabama Dept. of Civil Engineering M Campus Dr., EGCB #294 Mobile, AL 36688
University of South Carolina Dept. of Civil Engineering 300 Main Street Columbia, SC 29208	South Carolina State University Dept. of Civil & Mech. Engrg. Tech. 7064-300 College Avenue, NE Orangeburg, SC 29117	South Dakota School of Mines & Technology Dept. of Civil Engineering 501 East St. Joseph Street Rapid City, SD 57701-3995
South Dakota State University CEE Dept. CEH 120, Box 2219 Brookings, SD 57007	University of South Florida 4202 E. Flower Ave. ENB 118 Tampa, FL 33620	University of Southern California Civil Engineering Dept. University Park Los Angeles, CA 90089-2531
Southern Illinois University - Carbondale Dept. of Civil Engineering Mailcode 6603 Carbondale, IL 62901	Southern Illinois University - Edwardsville Civil Engineering Dept. Box 1800 Edwardsville, IL 62026-1800	University of Southern Indiana Dept. of Civil Engineering 8600 University Boulevard Evansville, IN 47712-3596
Southern Methodist University Dept. of Envir. & Civil Engineering P.O. Box 750340 Dallas, TX 75275-0340	Southern Polytechnic State University Dept. of Civil Engrg. Technology 1100 S. Marietta Parkway Marietta, GA 30060	Southern University and A&M College Dept. of Civil Engineering P.O. Box 9969 Baton Rouge, LA 70813-9969
Stanford University Dept. of Civil & Envir. Engineering Terman Engineering Center Room 240 Stanford, CA 94305	Stark State College of Technology Dept. of Civil Engineering 6200 Frank Avenue, NW Canton, OH 44720	Stevens Institute of Technology Dept. of Civil, Envir. & Ocean Engrg. Castle Point on Hudson Hoboken, NJ 07030
SUNY College of Technology at Canton School of Engrg. Tech.-Constr. NN-105, Cornell Drive Canton, NY 13617	SUNY Institute of Technology at Utica/Rome Dept. of Civil Engrg. Technology P.O. Box 3050 Utica, NY 13504-3050	Swarthmore College Dept. of Civil Engineering 500 College Avenue Swarthmore, PA 19081
Syracuse University Dept. of Civil & Envir. Engineering 151 Link Hall Syracuse, NY 13244-1240	Temple University Civil & Envir. Engineering Dept. 1947 North 12th Street #84-53 Philadelphia, PA 19122-6077	University of Tennessee at Chattanooga Dept of Civil and Env. Engineering 615 McCallie Avenue Chattanooga, TN 37403
University of Tennessee at Knoxville Dept. of Civil & Envir. Engineering 1216 South Stadium Drive 103 Berry Hall Knoxville, TN 37796	University of Tennessee at Martin Dept. of Engineering 101 Johnson EPS Building Martin, TN 38238	Tennessee State University Dept. of Civil Engineering 3500 John A. Merritt Blvd. P.O. Box 9553 Nashville, TN 37209

Tennessee Technological University Dept. of Civil Engineering P.O. Box 5015 Cookeville, TN 38505	Texas A&M University Dept. of Civil Engineering MS 3136 College Station, TX 77843-3136	Texas A&M University at Galveston Dept. of Maritime Systems Engrg. 5007 Avenue U Galveston, TX 77551
Texas A&M University at Kingsville Dept. of Civil and Arch. Engineering New Engineering Complex Room 359, 917 West Avenue B Kingsville, TX 78363	University of Texas at Arlington Dept. of Civil & Envir. Engineering Box 19308 Arlington, TX 76019-0308	University of Texas at Austin Civil Engineering Dept. EWRE 1 University Station C1786 Austin, TX 78712-0280
University of Texas at El Paso Dept. of Civil Engineering E201 El Paso, TX 79968	University of Texas at San Antonio Dept. of Civil Engineering 6900 North Loop 1604 West San Antonio, TX 78249	University of Texas at Tyler Dept. of Civil & Envir. Engineering 3900 University Boulevard Tyler, TX 75799
Texas Tech University Dept. of Civil Engineering Box 41023 Lubbock, TX 79409-1023	University of Toledo Dept. of Civil Engineering 2801 West Bancroft Toledo, OH 43606	Trident Technical College Dept. of Engineering Technology 7000 Rivers Avenue, ET-M Charleston, SC 29423-8067
Trine University Dept. of Civil & Envir. Engineering 1 University Avenue, #102 Fawick Angola, IN 46703-1764	Tsinghua University School of Civil Engineering Dept. of Hydraulic Engineering Beijing, P.R. 100084 CHINA	Tufts University Dept. of Civil & Envir. Engineering Anderson Hall, Room 308 C Medford, MA 02155
United Arab Emirates University Dept. of Civil Engineering P.O. Box 17555 Al Ain, U.A.E.	United States Air Force Academy Dept. of Civil Engineering 2354 Fairchild Drive Suite 6J-159 USAF Academy, CO 80840-6232	United States Coast Guard Academy Dept. of Engineering 31 Mohegan Avenue New London, CT 06320-8103
United States Military Academy Dept. of Civil & Mech. Engrg. West Point, NY 10996	United States Naval Academy Department of Naval Architecture and Ocean Engineering 590 Holloway Road Annapolis, MD 21402-5042	University of Utah Dept. of Civil Engineering 122 South Central Campus Dr., #104 Salt Lake City, UT 84112
Utah State University Dept. of Civil Engineering 4110 Old Main Hill, EL-264 Logan, UT 84322	Valparaiso University Dept. of Civil Engineering 1900 Chapel Drive Valparaiso, IN 46383	Vanderbilt University Dept. of Civil Engineering Box 1831, Station B Nashville, TN 37235
University of Vermont Dept. of Civil Engineering 213 Votey Building 33 Colchester Avenue Burlington, VT 05405	Vermont Technical College Dept. of Civil Engineering Green Hall 123 Randolph Center, VT 05601	Villanova University Dept of Civil & Envir. Engineering 800 Lancaster Avenue Tolentine Hall Rm 152 Villanova, PA 19085
University of Virginia Dept. of Civil Engineering 351 McCormick Road P.O. Box 400742 Charlottesville, VA 22904-4742	Virginia Military Institute Dept. of Civil Engineering Lexington, VA 24450	Virginia Polytechnic Institute & State University Dept. of Civil & Envir. Engineering 200 Patton Hall Blacksburg, VA 24061

<p>Walla Walla University School of Engineering Chan Sun Pavillion 272 College Place, WA 99324</p>	<p>University of Washington Dept. of Civil Engineering 132 I More Hall, Box 352700 Seattle, WA 98195-2700</p>	<p>Washington State University Dept. of Civil & Envir. Engineering P.O. Box 642910 Pullman, WA 99164-2910</p>
<p>Washington University Dept. of Civil Engineering 1 Brookings Dr., Box 1130 St. Louis, MO 63130-1130</p>	<p>Wayne State University Dept. of Civil & Envir. Engineering Detroit, MI 48202</p>	<p>Wentworth Institute of Technology Dept. of Civil, Constr. & Envir. 550 Huntington Avenue Boston, MA</p>
<p>West Virginia University Civil Engineering Dept. P.O. Box 6103 Morgantown, WV 26506</p>	<p>West Virginia University Institute of Technology Dept. of Civil Engineering Technology 111 Westmoreland 405 Fayette Pike Montgomery, WV 25136</p>	<p>Western Kentucky University Dept. of Engineering 1 Big Red Way Bowling Green, KY 42101</p>
<p>Western Michigan University Dept. of Constr. & Materials Engrg. G-248 CEAS, Parkview Campus Kalamazoo, MI 49008-5064</p>	<p>Widener University Dept. of Civil Engineering 1 University Place Chester, PA 19013-5792</p>	<p>University of Wisconsin-Madison Civil & Envir. Engr. Dept. 1415 Engineering Drive Madison, WI 53706-1691</p>
<p>University of Wisconsin-Milwaukee Dept. of Civil Engrg. & Mechanics P.O. Box 784 Milwaukee, WI 53201</p>	<p>University of Wisconsin-Platteville Dept. of Civil Engineering 1 University Plaza 137 Ottensman Hall Platteville, WI 53818-3099</p>	<p>Worcester Polytechnic Institute Dept. of Civil & Envir. Engineering 100 Institute Road Worcester, MA 01609</p>
<p>University of Wyoming Dept. of Civil Engineering 1000 East University Avenue Room 3087 Laramie, WY 82071</p>	<p>Youngstown State University Dept. of Civil & Envir. Engineering 2445 Moser Hall Youngstown, OH 44555</p>	

ASCE STUDENT ORGANIZATION ANNUAL REPORT INFORMATION

1. ASCE Bylaws state that an annual report shall be submitted by each Student Organization not later than March 1 of each year. The report shall include:
 - a. A summary of the meetings that were held during the preceding calendar year, giving the date of each, the attendance, the principal speaker and his/her subject, and other pertinent information;
 - b. Names of the officers and the members by classes as of the end of the preceding calendar year.

Although submission of these items alone would fulfill the Society requirement, it would no doubt present an incomplete picture of the Student Organization's activities. The intent of the annual report is to enable the Society to assist the Student Organizations by reviewing their activities, by urging them to crystallize their own thoughts concerning the role of their Student Organization and by assisting them to leave a readable record of their activities for their younger classmates. A suggested format that would encompass all these features might include the following:

- A Student Organization Constitution.
 - A statement of Student Organization objectives and an evaluation of how well they were realized.
 - The statistical data required by the ASCE Bylaws.
 - An expanded discussion of Student Organization activities including photographs, papers, news releases, etc.
2. A sample copy of a Student Organization Annual Report form is provided on an annual basis to all Student Organizations in the fall. **A copy of the form can be downloaded from the web site at www.asce.org/students.**

ASCE Student Organizations are urged to distribute copies of their reports to the following:

- One original (received by February 1 to be eligible for awards) to:

ASCE Student Services
1801 Alexander Bell Drive
Reston, VA 20191-4400
 - Two copies for Student Organization files
 - One copy to Secretary of "Parent" Section
 - One copy to ASCE Region Director
 - One copy to ASCE Region Governor
3. The ASCE Committee on Student Activities (CSA) reviews and scores the annual reports every spring and selects Student Organization recipients for the following awards:

- Robert Ridgway Award
- Robert Ridgway Award Finalists
- Distinguished Chapter Awards
- Certificates of Commendation
- Letters of Honorable Mention
- Most Improved Student Organization Award
- Letters of Significant Improvement

CSA scoring criteria are outlined in the annual report form. Emphasis is placed on Student Organization activity versus the physical appearance (or thickness) of the report. Report presentation should, however, provide clarity for review and correlation of support data along with demonstration of professional consciousness.

4. Each Student Organization has alternatives relative to the rating of its annual report:
 - a. If you elect not to be rated, you may so indicate on page one. ASCE Bylaws require, however, that a report be submitted regardless.
 - b. In addition to the statistical summary, you will note that the report form is broken into three parts. Part I is a summary of supporting data; Part II is a narrative description of the special projects of your Student Organization. Part III is a presentation of your Student Organization's objectiveness and description of their subjective rating of the presentation of your report.
5. If you elect to be rated, you will be scored on all three parts. Note, however, that a perfect score is possible without undertaking any special projects. Thus, you must report Parts I and III at a minimum. Since CSA wishes to encourage special projects, any point rewarded for Part II will generally enhance your overall score and never reduce it.
6. The following information should help you fill out the Summary of Activities within Part I. It may be appropriate to check more than one column for a given meeting. For example, if a short business meeting is followed by a professional speaker, two columns should be checked. If a student paper is presented at the same meeting, a third column should also be checked. On the other hand, the professional film column should not be checked when a video and/or slides are simply used by the speaker as an integral part of his presentation. Only field trips actually arranged and sponsored by the Student Organization should be reported.
7. CSA has an active policy on probation/suspension/disestablishment of Student Organizations with regard to delinquent annual reports. It has been CSA policy to place on probation any Student Organization whose annual report has not been received prior to their spring meeting.
6. If you are unable to submit your report prior to March 1, please notify your CSA representative or the Student Services Department at ASCE Headquarters, promptly.

COMMITTEE ON STUDENT ACTIVITIES OPERATING POLICY ON STUDENT ORGANIZATION PROBATION/SUSPENSION/DISESTABLISHMENT

Commentary

The submission of Annual Reports is essential to communication between ASCE and the Student Organizations. The payment of annual dues (merely token amounts at their current levels) is a desirable symbol of formal association with ASCE.

Because preparing reports and paying dues are not pleasurable per se, it is necessary at times to motivate Student Organizations to do these things. Positive means of motivation are limited to offering the Ridgway Award, Certificates of Commendation and the like. Unfortunately, these positive means are effective only with respect to Student Organizations vital enough to have an appetite for such awards. There seems to be little recourse but to motivate less vital groups with the threat of disciplinary actions.

Probation, suspension and disestablishment are negative concepts, and when inappropriately used can be counterproductive. Discipline can be constructive only when applied with consistency, judiciousness, and perhaps above all, sensitivity.

Student Organizations undoubtedly regard probation generally as undesirable, but actually, probation has very few associated limitations. A probated Student Organization can host an ASCE Student Conference, submit scholarship applications and sponsor a Mead Contest entrant. Communications between ASCE and probated groups are maintained and even seem to improve in most cases.

Disestablishment is a drastic situation. Communication is severed and ASCE has no channels for performing its student-related functions. Perhaps the only constructive feature of disestablishment is that it lends credence to threats of disestablishment.

Policy

CSA has established a policy on probation, suspension and disestablishment procedures with respect to delinquent reports and dues. This policy establishes basic procedures, but will be applied with sensitivity to particular cases.

- ❖ Disciplinary action should not be worded in conditional terms. However, if conditional terms are necessary, they should use dates compatible with the nature of the academic year.
- ❖ Probation, since its repercussions are minor, should be administered early to indicate the seriousness of timeliness in submitting reports and dues. Disestablishment should be a last resort reserved for extreme cases.

- ❖ It is very desirable to pursue an intermediate disciplinary status, called suspension, which indicates escalating displeasure with a Student Organization's inactivity. A group on suspension is ineligible for awards of any sort, for hosting or participating in ASCE Student Conferences and for sponsoring Mead Contest and Scholarship entries.
- ❖ The probation notification letter should be sent to the Student Organization President with a copy to the Faculty Advisor and Practitioner Advisors.
- ❖ Faculty Advisor, Practitioner Advisors and Department Chairs of groups placed on suspension should be immediately contacted by e-mail or phone by the appropriate CSA representative. The suspension notification letter should be sent (after initial contact) to the Student Organization President with copies to the Faculty Advisor, Practitioner Advisors and Department Chairman.
- ❖ Student Organizations may be removed from probation upon receipt of required materials by the ASCE Student Services.
- ❖ Student Organizations may be removed from suspension by vote of the CSA after receipt of required materials.

WORKSHOP FOR STUDENT CHAPTER LEADERS (WSCL)

The Workshop for Student Chapter Leaders (WSCL) is a new student officer training session sponsored by CSA. The workshop is geared toward incoming and prospective ASCE Student Organization officers who have not previously attended, as well as ASCE Faculty Advisors and Practitioner Advisors.

The WSCL, typically held in conjunction with the Workshop for Section & Branch Leaders (WSBL) and the Younger Members Council (YMC), encourages students to:

- Meet and exchange ideas with representatives from other ASCE Student Organizations;
- Network with Younger Members and Section & Branch officers;
- Learn how to be an effective leader for their ASCE Student Organization;
- Discover the greater organization of ASCE;
- Meeting ASCE Society Leaders (President, President-Elect, Directors & Regional Governors);
- Learn tips on organizing and improving ASCE Student Organization activities; and
- Have fun!

Information and registration materials for the WSCL are available in late October/early November each year by contacting ASCE Student Services or visiting www.asce.org/studentorgs.

SUGGESTIONS FOR STARTING A NEW PERIOD OF STUDENT ORGANIZATION ACTIVITY

At the beginning of a new period of Student Organization activity, the following suggestions may be helpful to Student Organization officers, new and old, in initiating and maintaining a successful and beneficial program:

1. Read your copy of the Student Organization Handbook "cover-to-cover." It is full of information and will answer many of your questions before you can even ask them.
2. Check through the Student Organization's files. Such things as Annual Reports, minutes of meetings, publicity clippings, and Student Organization correspondence should be examined. You will find out what activities have been attempted in previous years and their degree of success. Maintain records of all Student Organization activities. Keep your files current.
3. Hold frequent meetings between your officers and committee chairs. A group that communicates often communicates well. Also make sure that as many members as possible have an opportunity to assume responsibility for part of the Student Organization's activity. Appoint as many members as practicable to working committees. Don't be surprised at the talent you uncover especially among younger students.
4. Choose a time and a place for meetings that are convenient for most members. Utilize your school's "Activity Hour" for regular meetings, and be sure to avoid conflicts when scheduling Student Organization activities.
5. Run all meetings in an orderly fashion. Take accurate and comprehensive minutes. Keep business sessions as brief as possible. Use committees to study Student Organization problems in advance and report their findings and recommendations at the meetings. This speeds up business and usually leads to sounder decisions by the Student Organization.
6. Institute a strong publicity campaign to assure that all Student Organization functions achieve maximum participation. Send frequent items to college papers, local newspapers and the Student Services Department at ASCE Headquarters. Ask the faculty to announce upcoming activities a day or so in advance. Have a Student Organization photographer or historian on hand to record your activities for your own members, your records, and publicity purposes.
7. Appoint a Membership Chair to develop and coordinate your Student Organization's membership program. This program should include membership retention and membership records. A responsible and effective Membership Chair can increase the quality of Student Organization activities undertaken simply by increasing the number of people participating.
8. Have official letterhead. Use your Student Organization name prominently on all publicity, programs, etc.
9. Confer with your Student Organization Faculty and Practitioner Advisors often. Be sure your Advisors are invited to all Student Organization activities. They can and will give you

all kinds of help with your activities; however, avoid imposing upon them to take over responsibility that some member of your Student Organization should handle.

10. Exchange your Student Organization newsletter with other Student Organizations. The strength of the Society lies in its members' ability to communicate with each other to improve the technical, educational and professional services of the Society.
11. Attend the ASCE Workshop for Student Leaders (WSCL) that each Student Organization is invited to attend on an annual basis. The methods of organizing, planning and holding Student Organization functions are disclosed. Current issues for Student Organization members are discussed and ideas related to roles, problems and solutions are exchanged.
12. Attend your ASCE Student Conference in the spring. Besides being extremely informative, you can share an enjoyable weekend with other Student Organizations in your Conference.
13. Strengthen the bond between your Student Organization and the ASCE Section/Branch in your area. Schedule joint meetings and attend Section/Branch meetings regularly. Host a meeting of the Section/Branch. Seek their cooperation on arranging field trips and/or guest speakers. Consider awarding "Honorary Membership" in your Student Organization to a few practicing engineers who have rendered outstanding services to the Student Organization. Discuss the possibility of Section/Branch sponsored awards for Student Organization members.
14. Strengthen the bond between your Student Organization and the Student Organizations of other national engineering and architectural societies on your campus. Many benefits can be derived from joint activities in fields of common interest.
15. Review and upgrade your Student Organization's goals and objectives frequently. When deciding on your goals and objectives, include "long shots" that may never have been attempted in the past. An increase in activities will generate an increase in participation. Make sure that as many members as possible have an opportunity to assume responsibility in the Student Organization's activities. Use them or lose them. Especially, don't overlook the many talents of underclass students when appointing committees and planning activities.

The above list is by no means exhaustive. It is a compilation of experience and suggestions that should serve as a guide for starting a new period of Student Organization activity.

GUIDELINES FOR HOSTING AN ASCE STUDENT CONFERENCE

Most ASCE conferences rely on a core of volunteers with experience when planning these affairs. In the case of students where almost everyone involved in the arrangements for a meeting has no such experience, a practical guideline brochure is invaluable.

Every conference organizer, regardless of the size or scope of the conference, will probably ask as a minimum the following four questions:

1. Who is to host the conference?
2. What will be the theme and format?
3. Who will the guests be?
4. How will the conference be financed?

To help plan and organize your ASCE Student Conference, contact ASCE Student Services and request a free copy of the *ASCE Student Conference Host Planning Guide*. This guide was developed by the ASCE Committee on Student Activities as a practical, working document to help make your Student Conference successful.

ORGANIZED ASCE STUDENT CONFERENCE GROUPS

(as of September 2010)

ASCE Student Chapters and International Student Groups are assigned to one of the 18 organized Student Conferences.

CAROLINAS CONFERENCE

The Citadel
Clemson University
Duke University
Georgia Institute of Technology
Istanbul Technical University
Kuwait University
North Carolina A&T State University

University of North Carolina at Charlotte
North Carolina State University at Raleigh
University of South Carolina
South Carolina State University
Trident Technical College
United Arab Emirates University

DEEP SOUTH CONFERENCE

Arkansas State University
Christian Brothers University
University of Louisiana at Lafayette
Jackson State University
Louisiana State University and A&M College
Louisiana Tech University
McNeese State University

University of Memphis
University of Mississippi
Mississippi State University
University of New Orleans
Southern University and A&M College
University of Tennessee at Martin

GREAT LAKES CONFERENCE

Bradley University
University of Evansville
University of Illinois-Champaign-Urbana
University of Illinois-Chicago
Illinois Institute of Technology
Indiana University-Purdue University Fort Wayne
Marquette University
Milwaukee School of Engineering
Northwestern University

University of Notre Dame
Purdue University at West Lafayette
Rose-Hulman Institute of Technology
University of Southern Indiana
Trine University
Valparaiso University
University of Wisconsin-Madison
University of Wisconsin-Milwaukee

METROPOLITAN CONFERENCE

City College of CUNY
College of New Jersey
Columbia University
The Cooper Union
Crescent Engineering College
Fairleigh Dickinson University
Hofstra University
Manhattan College

New Jersey Institute of Technology
New York City College of Technology
Polytechnic University
Princeton University
Rowan University
Rutgers University
Stevens Institute of Technology

MID-ATLANTIC CONFERENCE

Bucknell University
University of Delaware
Drexel University
Johns Hopkins University
Lafayette College
Lehigh University
University of Maryland College Park
Morgan State University

Pennsylvania College of Technology
Pennsylvania State University-University Park
University of Pittsburgh-Johnstown
Swathmore College
Temple University
United States Naval Academy
Villanova University
Widener University

MID-CONTINENT CONFERENCE

University of Arkansas
University of Kansas
Kansas State University
Missouri Western State College
University of Missouri-Columbia
University of Missouri-Kansas City
University of Missouri-Rolla

University of Nebraska-Lincoln
University of Nebraska-Lincoln at Omaha
University of Oklahoma
Oklahoma State University
Southern Illinois University at Carbondale
Southern Illinois University-Edwardsville
Washington University

MID-PACIFIC CONFERENCE

California State University, Chico
California State University, Fresno
California State University, Sacramento
University of California, Berkeley
University of California, Davis
Hong Kong University of Science & Technology
Humboldt State University

University of Nevada-Reno
University of the Pacific
San Francisco State University
San Jose State University
Santa Clara University
Stanford University
Tsinghua University

MID-WEST CONFERENCE

University of Iowa
Iowa State University
Lakehead University
University of Minnesota
Minnesota State University, Mankato

University of North Dakota
North Dakota State University
South Dakota State University
University of Wisconsin-Platteville

NEW ENGLAND CONFERENCE

Central Connecticut State University
University of Connecticut
University of Hartford
Universite Laval
University of Maine
Massachusetts Institute of Technology
University of Massachusetts Amherst
University of Massachusetts Dartmouth
University of Massachusetts Lowell
Merrimack College
University of New Hampshire

University of New Haven
Northeastern University
Norwich University
University of Rhode Island
Roger Williams University
Tufts University
US Coast Guard Academy
University of Vermont
Vermont Technical College
Wentworth Institute of Technology
Worcester Polytechnic Institute

NORTH CENTRAL CONFERENCE

Calvin College
Case Western Reserve University
University of Detroit-Mercy
Lawrence Technological University
University of Michigan
Michigan State University

Michigan Technological University
Ohio Northern University
University of Toledo
Wayne State University
Western Michigan University

OHIO VALLEY CONFERENCE

University of Akron
Carnegie Mellon University
University of Cincinnati
Cincinnati State Tech. & Comm. College
Cleveland State University
University of Dayton
Geneva College
University of Kentucky

University of Louisville
Ohio State University
Ohio University
University of Pittsburgh
Point Park University
Stark State College of Technology
Western Kentucky University
Youngstown State University

PACIFIC NORTHWEST CONFERENCE

University of Alaska Anchorage
University of Alaska Fairbanks
Boise State University
University of British Columbia
Carroll College
Gonzaga University
University of Idaho
Idaho State University
Montana State University-Bozeman
Montana Tech of the University of Montana

Oregon Institute of Technology
Oregon State University
University of Portland
Portland State University
Saint Martin's College
Seattle University
Walla Walla College
University of Washington
Washington State University

PACIFIC SOUTHWEST CONFERENCE

University of Arizona
Arizona State University
California Baptist University
California Institute of Technology
California Polytechnic State University
California State Polytechnic University
California State University, Fullerton
California State University, Long Beach
California State University, Los Angeles
California State University, Northridge

University of California, Irvine
University of California, Los Angeles
University of California, San Diego
University of Hawaii at Manoa
Loyola Marymount University
University of Nevada-Las Vegas
Northern Arizona University
San Diego State University
University of Southern California

ROCKY MOUNTAIN CONFERENCE

Brigham Young University
University of Colorado at Boulder
University of Colorado at Denver
Colorado School of Mines
Colorado State University
Metropolitan State College of Denver
University of New Mexico
New Mexico Institute of Mining and Technology

New Mexico State University
Salt Lake Community College
South Dakota School of Mines & Technology
US Air Force Academy
University of Utah
Utah State University
University of Wyoming

SOUTHEAST CONFERENCE

Alabama A&M University
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Alabama-Tuscaloosa
Auburn University
University of Central Florida
Embry-Riddle Aeronautical University
University of Florida
Florida A&M Univ.-Florida State University
Florida Atlantic University
Florida Gulf Coast University
Florida Institute of Technology
Florida International University
Georgia Southern University

University of Miami
University of North Florida
Polytechnic University of Puerto Rico
University of Puerto Rico, Mayaguez
Savannah State University
University of South Alabama
University of South Florida
Southern Polytechnic State University
University of Tennessee at Chattanooga
University of Tennessee at Knoxville
Tennessee State University
Tennessee Technological University
Vanderbilt University

TEXAS – MEXICO CONFERENCE

Universidad de las Americas, Puebla
University of Houston
Instituto Tec. de Monterrey
Lamar University
Universidad LaSalle, A.C.
Universidad LaSalle Cuernavaca
Universidad Nacional Autonoma de Mexico
Prairie View A&M University
Rice University
Southern Methodist University

Texas A&M University-College Station
Texas A&M University-Galveston
Texas A&M University-Kingsville
Texas Tech University
University of Texas at Arlington
University of Texas at Austin
University of Texas at El Paso
University of Texas at San Antonio
University of Texas at Tyler

UPSTATE NEW YORK CONFERENCE

Broome Community College
University at Buffalo, The State Univ. of NY
Clarkson University
Cornell University
École de technologie supérieure
Hudson Valley Community College

Rensselaer Polytechnic Institute
Rochester Institute of Technology
SUNY College of Technology at Canton
SUNY Institute of Technology at Utica/Rome
Syracuse University
United States Military Academy

VIRGINIAS CONFERENCE

Bluefield State College
Catholic University of America
University of the District of Columbia
Fairmont State University
George Mason University
George Washington University
Howard University

Old Dominion University
University of Virginia
Virginia Military Institute
Virginia Polytechnic Institute & State University
West Virginia University
West Virginia University Institute of Technology

ASCE NATIONAL SCHOLARSHIPS AND FELLOWSHIPS

ACKNOWLEDGMENTS

The Scholarships, Fellowships, Grants and Bequests of the American Society of Civil Engineers have been made possible through the generosity of the following individuals and organizations.

❖ **LAWRENCE W. AND FRANCIS W COX SCHOLARSHIP**

Through the generosity of Mrs. Wahnetta T. Hinrichs, a scholarship bequest was established as a memorial to her husband, Francis W. Cox, and his father, Lawrence W. Cox. The scholarship is designated for undergraduate tuition assistance for students pursue a degree in civil engineering.

❖ **EUGENE C. FIGG, JR. CIVIL ENGINEERING SCHOLARSHIP**

Through the generosity of the employees of Figg Engineering Group, a scholarship fund was established in 2003 as a memorial to Eugene C. Figg, Jr., F.ASCE, who dedicated his career, company, and life to viewing and building “bridges as art.” The Figg Scholarship, which includes an internship opportunity, is awarded to junior-year students who have a passion for designing and constructing bridges.

❖ **JOHN LENARD CIVIL ENGINEERING SCHOLARSHIP**

Through the generosity of John Lenard, P.E., F.ASCE, who served for many years on student activities related committees of ASCE, this scholarship was established in 2008 to encourage students to further their civil engineering education with a focus on water supply or environmental engineering.

❖ **ROBERT B.B. AND JOSEPHINE N. MOORMAN SCHOLARSHIP**

Through the generosity of Robert B.B. and Josephine N. Moorman, a scholarship bequest was established as a memorial to Robert B.B. Moorman, a civil engineering professor. The scholarship is designated for undergraduate tuition assistance for students pursue a degree in civil engineering.

❖ **SAMUEL FLETCHER TAPMAN ASCE STUDENT CHAPTER SCHOLARSHIPS**

Scholarships are available for award to Society-level Student Members of ASCE Student Chapters and are made possible through the generous bequests of Samuel Fletcher Tapman, Member ASCE, in 1961. The scholarships were established by the Board of Direction in 1961, the first awards being for the academic year 1962-1963.

❖ **B. CHARLES TINEY MEMORIAL ASCE STUDENT CHAPTER SCHOLARSHIP**

Through the generosity of Mrs. Hazel M. Tiney, a scholarship bequest was established as a memorial to B. Charles Tiney, Member ASCE, in 1980. The proceeds of the memorial fund are for tuition assistance to needy and deserving college students who are studying in the field of engineering. The Board of Direction approved the scholarship fund in May 1981.

❖ **ARTHUR S. TUTTLE MEMORIAL NATIONAL SCHOLARSHIP FUND**

Through the generosity of former ASCE President, Arthur S. Tuttle, a scholarship bequest was established in 1953. The proceeds of the memorial fund are for tuition assistance to students during the first year of graduate studies in civil engineering.

❖ **CONSTRUCTION ENGINEERING SCHOLARSHIP**

The Construction Engineering Scholarship is endowed by gifts made by friends of the Construction Division (now the Construction Institute) in conjunction with the 1975 Jubilee Year. It was officially instituted by action of the Board of Direction in April 1978.

❖ **O.H. AMMANN RESEARCH FELLOWSHIP IN STRUCTURAL ENGINEERING**

The fellowship was originally endowed in 1963 by O.H. Ammann, Honorary Member ASCE, for the purpose of encouraging the creation of new knowledge in the field of structural design and construction. The generous endowment was increased in 1985 by Mara V. Ammann, widow of O.H. Ammann, toward the continuation of the purpose and ideal of the fellowship.

❖ **FREEMAN FELLOWSHIP**

The Freeman Fund was established in 1924 by John R. Freeman, Past President and Honorary Member ASCE. The income from the fund is to be used in the aid and encouragement of young engineers, especially in research work for objectives as indicated in the rules.

❖ **J. WALDO SMITH HYDRAULIC FELLOWSHIP**

The fellowship was established by the Board of Direction of the Society in 1938 and was made possible by J. Waldo Smith, past Vice President and Honorary Member ASCE, who bequeathed funds to the Society.

❖ **TRENT R. DAMES AND WILLIAM W. MOORE FELLOWSHIP**

The fellowship was established in 1990 by the partners of Dames and Moore in honor of the firm's founders for the purpose of advancing the science and profession of engineering and to enhance the overall welfare of mankind. The fund is provided for the exploration of new applications of geotechnical engineering or the earth sciences to social, economic, environmental and political issues.

❖ **Y.C. YANG CIVIL ENGINEERING SCHOLARSHIP**

Through the generosity of Y. C. Yang, Chairman of T.Y. Lin & Y.C. Yang International, a scholarship fund was established in 2004 to foster interest in structural engineering and to encourage students to further their civil engineering education. Mr. Yang, a renowned structural engineer, has overseen the design and construction of hundreds of projects including medium-to-high rise buildings, highway and railway bridges in the United States and Taiwan, and several airports, including San Francisco International Airport, Oakland Airport, Detroit Metropolitan Airport, and Chiang Kai Shek International Airport in Taipei, Taiwan.

ASCE Scholarship and Fellowship eligibility guidelines and applications are e-mailed by ASCE Student Services to each Student Organization every fall. Guidelines and applications are also available on the web at www.asce.org/students.

ASCE NATIONAL CONCRETE CANOE COMPETITION

ASCE Student Organizations have been involve in constructing and racing concrete canoes on the local and conference level since the early 1970's. Since 1988, the ASCE National Concrete Canoe Competition (NCCC) has been conducted each year with the support of industry sponsors and an ASCE Student Organization as host.

The objectives of the NCCC are:

- To provide civil engineering students an opportunity to gain hands-on, practical experience and leadership skills by working with concrete mix designs and project management.
- To increase awareness of the value and benefits of ASCE membership among civil engineering students and faculty in order to foster lifelong membership and participation in the Society.
- To build awareness of the versatility and durability of concrete as a construction material among civil engineering students, educators and practitioners, as well as the general public.
- To build awareness of concrete technology and application among civil engineering students, educators and practitioners, as well as the general concrete industry.
- To increase awareness among industry leaders, opinion makers and the general public of civil engineering as a dynamic and innovative profession essential to society.
- To generate and increase awareness of ASCE's and national sponsors' commitment to civil engineering education among civil engineering students, educators and practitioners, as well as the general public.

New Rules & Regulations are released each year in mid-September and are available at www.asce.org/students.

ASCE/AISC NATIONAL STUDENT STEEL BRIDGE COMPETITION

Like the National Concrete Canoe Competition, ASCE also sponsors the ASCE/AISC National Student Steel Bridge Competition (NSSBC) each year. NSSBC rules are available each year at www.asce.org/students.

COMMUNITY SERVICE PROJECTS

ASCE Student Organizations are encouraged to undertake community service projects, for which they receive credit in the evaluations of their annual reports. Below is a list of community service projects sponsored by Student Organizations in recent years. Although not comprehensive, the list portrays the variety and nature of this special aspect of the ASCE Student Organization program.

Sample Community Service Projects

- Habitat for Humanity
- Bridge repair or construction
- Dam analysis-water & severe storm analysis
- Survey of gorge
- Building signs
- Offering EIT review courses
- Water distribution display for public
- Engineers' Week booth
- Food & clothing drive
- Building playground for day care center or park
- Gazebo improvements
- Earthfill dam feasibility study
- Construction of footbridge
- Surveying & clearing for park site
- Develop property for park recreation areas
- Cross walk survey
- Improve facilities for disabled persons
- Making topographic map for museum
- Layout site for home, auto & recreation show
- Rehabilitation of local sidewalks
- Topographic details of park land
- Survey for an emergency management office
- Bridge relocation project
- Infrastructure survey for state

CHECK LIST OF STUDENT ORGANIZATION ACTIVITIES

- I. General
 - a. Display Student Society banner at all functions where appropriate.
 - b. Wear Student Society jewelry with pride and for recognition purposes.
 - c. Invest in and use Student Organization letterhead stationary for official Student Organization correspondence.
 - d. Invite Practitioner Advisors to all Student Organization functions. Allow sufficient advance notice.

- II. Regular Meetings
 - a. Business and organizational
 - b. Programs (advance planning)
 - 1. Student talks
 - 2. Outside speakers
 - 3. Movies and slides
 - 4. Panel discussions
 - 5. Student paper presentations
 - 6. Induction of members

- III. Special Meetings
 - a. Joint meetings with other university engineering societies
 - b. Joint meetings with other collegiate groups
 - c. Joint meetings with local Sections/Branches
 - 1. Host
 - 2. Guest
 - d. ASCE Student Conferences
 - e. National Conferences
 - f. Field trips
 - g. Special meetings with outside professional and technical groups

- IV. Other Activities
 - a. Student Organization membership campaign
 - b. Participation in university activities such as Engineer's Council, Student Government, Engineer's Day, Engineering Open House, Intramurals, etc.
 - c. Student Publications
 - 1. Campus Publications
 - 2. Student Organization Publications
 - 3. Student Organization Newsletter
 - 4. Promotion of Student Membership in ASCE
 - 5. Social Functions

- V. Invitations
 - a. Speakers (obtain commitments)
 - b. Society-level ASCE Officers
 - 1. President
 - 2. President-elect

3. Director(s)
4. Executive Director
- c. Arrange personal accommodations
- d. Letters of thanks for those giving time for programs

VI. Student Organization Records

- a. Meeting Minutes – Records documenting all activities (guest speaker program, field trips, community services projects, social functions, etc.)
- b. Financial accounts and reports
- c. Seniors filing application for Associate Membership
- d. Annual Report
 1. Complete, accurate, brief records
 2. Keep data up-to-date
 3. Establish continuity
 4. Submit on time (February 1 to be eligible for awards consideration)
- e. Annual Dues
 1. \$25.00 each year
 2. Maintain payment records
 3. Submit on time (February 1 to be eligible for awards consideration)

SUGGESTED STUDENT OFFICER & COMMITTEE DUTIES

PRESIDENT

The President is the leader of the Student Organization and the manager of the Student Organization affairs. As a leader he or she is to motivate fellow officers and members so that they may perform their respective duties with diligence, initiative and responsibility. As a manager, he or she must delegate to each officer the authority of his or her respective position and ensure that he or she accepts and performs the responsibilities of that position so as to enhance progress.

The President shall:

1. Preside at each Student Organization meeting by following a prepared agenda.
2. Carefully staff the organization's committees by appointing responsible chairpersons prior to installation and shall announce said appointees upon installation.
3. Be prepared to make all major decisions of Student Organization affairs that do not require voting by the Student Organization members.
4. Call all special meetings including a weekly joint meeting of officers and committee chairpersons.
5. Be a member of the program committee together with the Faculty Advisor and the Corresponding Secretary. These three individuals should plan and organize the Student Organization programs for the semester.
6. Host the guest speaker, the Faculty Advisor, and a fellow Student Organization officer at a dinner preceding the Student Organization meeting and be responsible for making arrangements thereof.
7. Maintain a close contact with the Faculty Advisor and Practitioner Advisors.
8. Represent the Student Organization on the affairs of the Society. The President should become familiar with the structure of the Section or Branch and Region. He or she should introduce himself or herself to the Practitioner Advisors and Section or Branch officers.
9. Set an example of professionalism as well as sociability.
10. Serve as officer advisor to the Special Projects Committees.
11. Approve or disapprove Student Organization expenditures.

VICE-PRESIDENT

The Vice-President shall perform the duties of the President in the absence of that officer and/or at the incapability or request to perform those duties delegated.

The Vice-President shall:

1. Coordinate the Student Organization committees.
2. Call periodic committees meetings to review their progress and performance.
3. Appoint special committees to perform tasks not specifically delegated to the standing committees. A special committee should be appointed to organize each special community project undertaken by the Student Organization.
4. Serve as officer advisor to the Membership Committee.
5. Serve as officer advisor to the Activities Committee. As an extension to this duty the Vice-President shall coordinate all activities involving the Civil Engineering Department's participation in university functions (e.g. Parents' Day, University Day, etc.). May request the aid of other student organizations.
6. Accompany the President in representing the Student Organization at non-ASCE functions whenever possible.

RECORDING SECRETARY

The Recording Secretary is the custodian of the Student Organization records. The duties of this office require organization and neatness.

The Recording Secretary shall:

1. Maintain a complete up-to-date file of Student Organization records concerning every activity that goes on. These records include but are not limited to:
 - membership lists
 - meeting minutes for all major and minor meetings
 - attendance records of each regular Student Organization meeting
 - complete reports on each activity or project including names of participants, date, functions performed, etc.
 - copies of correspondence
 - copies of Student Organization publications
 - ASCE scholarship applications and other equally important records.

2. Be responsible for recording the proceedings of Student Organization meetings and reading or distributing these minutes at the following meeting for approval for members.
3. Be responsible for obtaining all other records from the respective officers or committee chairpersons.
4. Be responsible for the typing and publication of Student Organization material (i.e., lists, reports, other records) except correspondence material. These should be distributed in copy to officers and committee chairpersons if necessary.
5. Make all records readily accessible to the officers, committee chairpersons, and Faculty Advisor upon request.

CORRESPONDING SECRETARY

The Corresponding Secretary shall be responsible for carrying on all Student Organization correspondence with other parties. The bulk of correspondence is with prospective guest speakers for regular Student Organization meetings. The Corresponding Secretary is a member of the program committee who selects prospective guest speakers. After selections have been made and approved by the Faculty Advisor, he or she should follow a procedure similar to that given here:

The Corresponding Secretary should write a letter of invitation to the potential guest introducing him or her to the Student Organization and the meeting program. If an affirmative reply is received, ask for title of presentation, lodging accommodations required, if any, visual or audio aids required and extend an invitation to meet for lunch or dinner (time, place, etc.). Thank the guest for accepting and ask for confirmation of date and accommodations. Ask for a biographical sketch for introductory purposes. A copy of the biographical sketch and topic of presentation should be given to the President and the Publicity Committee Chairman. A copy of the complete correspondence should be given to the Recording Secretary and the Faculty Advisor. Copies of correspondence should be kept in a file notebook.

The Corresponding Secretary also shall be responsible for:

1. Any other correspondence requested by any officer or committee chairperson.
2. Ensuring that speaker correspondence is communicated well in advance to allow proper planning by both parties.
3. Replying to mail immediately using Student Organization letterhead stationery, with postage charged to ASCE treasury.
4. Notifying Practitioner Advisors of each regular meeting.

TREASURER

The Treasurer shall keep a complete and up-to-date account of Student Organization monies. Standard accounting and bookkeeping practices should be followed in maintaining these accounts.

The Treasurer shall:

1. Prepare an operating budget for Student Organization activities of the semester making allowances for each committee so that they may plan activities with the range allotted to them. Items that may be included are:
 - Society-level dues
 - Program – (meals)
 - Publicity – (material)
 - Activities – (outings & field trips)
 - Refreshments
 - Newsletter – (materials)
 - Photography – (film, etc.)
 - Supplies – (postage, paper)
 - Cash on Hand
 - Miscellaneous
2. Have the authority to sign all checks as approved by the President.
3. Report to the attendants at each weekly leadership meeting. The report should include all itemized disbursements and receipts since the last report, the balance of the Student Organization checking account, the cash on hand, and outstanding bills.
4. Announce the current balance of Student Organization accounts at each regular meeting.
5. Have possession of the Student Organization checkbook. The Treasurer is to reconcile the checking account upon receipt of the bank statement and any discrepancies should be resolved immediately.
6. Maintain a complete file containing all paid bills and receipts of Student Organization purchases.
7. Pay all bills immediately upon receiving them.
8. Maintain a detailed list on membership money received.
9. Collect cash received for refreshments.
10. Reimburse any Student Organization member who presents a receipt for an authorized purchase by the Student Organization.

THE ACTIVITIES COMMITTEE

It is the responsibility of the Chair of the Activities Committee to ensure the performance of the following duties of the committee. To make this task easier, the chair shall help staff the committee with responsible volunteers.

1. Plan and organize one or more Student Organization outings – consider the limitations of the budgeted money.
 - a. Reserve a location for the activity.
 - b. Maintain liaison with the Publicity Committee for announcements.
 - c. Purchase all necessary materials.
 - d. Prepare ticket sales or admission fee, if necessary.
 - e. Plan transportation, if necessary.
 - f. Give all bills and money to the treasurer.
 - g. Restore the location to its proper condition.
2. Plan and organize one or more Student Organization field trips.
 - a. Correspond through the Corresponding Secretary with the field representative.
 - b. Prepare sign-up procedures.
 - c. Organize transportation if required.
 - d. Report on the activity to the Recording Secretary.

THE MEMBERSHIP COMMITTEE

It is the responsibility of the Chair of the Membership Committee to ensure the performance of the following duties of the committee. To make this task easier, the chair shall help staff the committee with responsible volunteers.

1. Compose and distribute a membership application package (include a letter, necessary application forms, return envelope, brochures).
2. Conduct a membership campaign in cooperation with the Publicity Committee.
3. Carry on organized membership drives for a pre-determined period of time at the beginning of each semester. Deposit all money received with the Student Organization Treasurer.
4. Maintain a complete file of membership information.
5. Prepare a complete membership list for the Student Association Office, Faculty Advisor, Student Organization officers, committee chairpersons, and Student Organization records.
6. Arrange for ordering Student Organization publications (i.e., *Civil Engineering* magazine) and Student Organization emblems, jewelry, etc.

7. Distribute and receive all Associate Membership applications for graduating seniors who were not Society-level Student Members and master degree candidates. Return all applications to the Faculty Advisor immediately.

THE PUBLICITY COMMITTEE

It is the responsibility of the Chair of the Publicity Committee to ensure the performance of the following duties of the committee. To make this task easier, the chair shall help staff the committee with responsible volunteers.

1. Publicize all Student Organization activity.
 - Announce all Student Organization activities.
 - Use any available news media to announce meetings.
 - Contact the Corresponding Secretary as to the specifics of the program.
 - Notify the following about each Student Organization activity.
 - Student Organization members – use posters, classroom blackboards, fliers, newsletter, ASCE announcement board
 - Practitioner Advisors
 - Secretary of the ASCE Section or Branch
 - CE Department Chair, faculty and staff
2. Present a copy of any publicity announcements to the Recording Secretary for filing purposes.
3. Remove all announcements following the meetings.
4. Make special announcements as requested by other committees or officers.
5. Forward unusual items of interest for *Civil Engineering* magazine or *ASCE News* to ASCE Headquarters.

THE MEETING ROOM COMMITTEE

It is the responsibility of the Chair of the Meeting Room Committee to ensure the performance of the following duties of the committee. To make this task easier, the chair shall help staff the committee with responsible volunteers.

1. Prepare a location for Student Organization meetings.
 - a. Make necessary room reservations prior to all meetings.
 - b. Arrange for proper audio/video equipment before each meeting. Check with the Corresponding Secretary as to the needs of the guest speaker. These may include screen, projectors, microphone, pointer, water, etc.
 - c. Display the ASCE banner and the American flag.
 - d. Prepare the lectern.

- e. Clean the room and enhance its appearance in any way desired.
 - f. After the meeting, restore the room to its proper order and secure all equipment used.
2. Maintain the ASCE reading room (activity room). Keep the reading room clean and in order at all times. Display current literature.

DANIEL W. MEAD PAPER CONTEST FOR STUDENTS RULES & TOPIC

Established in 1939 in honor of the 67th President of the American Society of Civil Engineers, the National Daniel W. Mead Paper Contest for Students provides an opportunity for young civil engineers to further their professional development and gain national attention. Up to five winners receive cash prizes and national recognition.

New rules are released each September at www.asce.org/studentorgs

SAMPLE STUDENT ORGANIZATION MEMBERSHIP DRIVE LETTER

(Date)

Dear Fellow Student:

As a student in the Department of Civil Engineering you are eligible to join the Student Chapter of the American Society of Civil Engineers (ASCE). As a member you will be able to vote, to hold office, and to exercise your abilities in making the Chapter more effective in the professional development of you and your classmates. Attached is literature about ASCE and Student Chapters

We are proud of our ASCE Student Chapter. This is more than just a “student” organization. It is part of the professional society that unites all civil engineers throughout the United States and abroad. Through the activities of ASCE, civil engineers have the opportunity to work toward the advancement of knowledge in Civil Engineering and to make contacts that benefit their own professional development. The Student Chapter is your first opportunity to show your professional consciousness in Civil Engineering. The Chapter offers you an opportunity to expand your technical education, leadership skills, and to become an involved engineering student.

The first meeting this fall is on Monday, September 18, at 5:00 p.m. in Roebing Hall Room E-207. A new secretary is to be nominated and elected; it could be the person of your choice if you attend. We will have a special guest joining us – Mr. John Smith, President of the local ASCE Section. We will also view two prize-winning films on water supply and pollution control and serve light refreshments.

For further details on the meeting or the ASCE Student Chapter, look for me in Smith Hall Room 401. Or feel free to contact me at ASCE@yourschool.edu or 1-2345.

Sincerely,

President
ASCE Student Chapter

SAMPLE LETTER FOR A SPEAKER

September 10, 20XX

Director of Engineering
World Wide Engineering Company
New York, NY 10001

RE: REQUEST FOR SPEAKER FOR ASCE STUDENT CHAPTER MEETING
January 21, 20XX at 7:00 P.M.

Dear Sir:

On January 21, 20XX, our ASCE Student Chapter will be conducting a Chapter meeting. The topic we have chosen is:

"Opportunities for Graduating Civil Engineers"

Since your company is well known for its diversified consulting activities, and employs many civil engineers, we are writing to inquire if you could provide us with a guest speaker on this subject.

A 20- to 30-minute talk from one speaker seems to be quite effective. Alternatively, a panel with two or three speakers would work just as well. The audience, consisting of approximately 40 senior, junior, and sophomore civil engineering majors, would be equally interested to learn of special civil engineering projects on which they may be working if they were young engineers at your company. Following the talk, we welcome the opportunity to hold an informal discussion period.

The objective of this program is to give ASCE Student Chapter members practical information about civil engineering and the type of work that is being done. At the same time, it stimulates interest on the particular given topic, gives up-to-date information, and helps guide one's career. We would be grateful if you could provide us with a speaker.

We would appreciate a reply by October 15. We look forward to hearing from you.

Sincerely,

Program Chairman
ASCE Student Chapter

cc: Faculty Advisor
Practitioner Advisors

**SAMPLE STUDENT ORGANIZATION
CONSTITUTION & BYLAWS**

**CONSTITUTION OF THE YOUR UNIVERSITY CHAPTER OF
THE AMERICAN SOCIETY OF CIVIL ENGINEERS**

ARTICLE I. NAME

1. The name of this organization shall be the Your University Student Chapter of the American Society of Civil Engineers, hereafter abbreviated as YU ASCE.

ARTICLE II. OBJECTIVE

1. The objective of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for civil engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering professions.

ARTICLE III. RELATIONSHIPS

1. The Chapter shall be under the jurisdiction of the American Society of Civil Engineers (ASCE).
2. Specifically, the Chapter lies in Region X, and falls under the jurisdiction of the (Check with your Faculty Advisor) Section of the American Society of Civil Engineers.
3. The Chapter will subscribe to the Constitution, Bylaws, Rules of Policy and Procedure and the Code of Ethics as adopted by the American Society of Civil Engineers.

ARTICLE IV. MEMBERSHIP

1. Active members of this Chapter shall be undergraduate and graduate students enrolled in the university who are interested in civil engineering and who are in good standing as evidenced by the payment of Chapter dues.
2. All members of the Chapter must subscribe to the Constitution, Bylaws, Rules of Policy and Procedure and the Code of Ethics of the Chapter.
3. The following are the grades of membership in the Chapter:
 - Freshman
 - Sophomore
 - Middler
 - Junior
 - Senior
 - Graduate
 - Associate
4. Membership in the Chapter does not imply automatic admission as a Student Member to the American Society of Civil Engineers. Separate application, in accordance with the ASCE Constitution, must be made by the individual.
5. A Chapter Member shall have the right to serve on committees and participate in the affairs of the Chapter and shall have the right to vote and to hold office except as noted in Article IV, Section 6.

6. *Associate Member.* An Associate Member shall be a person who, because of the field of study or particular interest, wishes to cooperate with civil engineering students in the advancement of professional knowledge and practice. An Associate Member, at the time of admission, shall be an undergraduate or graduate student enrolled in the university. Associate Members shall have the right to serve on committees and participate in the affairs of the Chapter, but shall not have the right to vote or hold office.

ARTICLE V. FEES AND DUES

1. The schedule of annual dues shall be established, and when established may be modified, by a two-thirds favorable vote by the Board of Officers. The schedule of fees and dues shall be set forth in the Bylaws.

ARTICLE VI. OFFICERS

1. The officers of the Chapter shall be one President, two Vice Presidents, one Secretary, one Treasurer, two Program Coordinators, and one Publicity Coordinator. All Officers are to be in good standing with the Chapter.
2. Officers represent both the Chapter and the University and, as such, are expected to act with the utmost professionalism.
3. The President and Vice Presidents shall be members of the senior or junior class.
4. The officers shall be elected from the nominees chosen by a nominating committee, composed of three active members who shall be appointed by the Chapter President. Nominations may also be made by an active member during a general Chapter meeting. Officers shall be elected by secret written ballot - the ballots to be distributed to and collected from the Active Members. For each office the candidate receiving the highest number of votes shall be declared elected. Elections shall take place during the week prior to the last regularly scheduled general Chapter meeting of the second consecutive in-school quarter.
5. The terms of the office of the elective officers shall be two consecutive in-school quarters.
6. In the event that elections are not held in a timely fashion or no nominee is found for a particular office, officers shall hold office until their successors are duly elected and qualified.
7. A vacancy occurring in an elective office of the Chapter during the term of an Officer shall be filled for the unexpired term as follows:
 - (a) *President.* By the senior Vice-President.
 - (b) *All other presiding officers.* By appointment of the President.
 - (c) *Officers-Elect.* By nomination and election in the same manner as provided in Section 3 of Article VI, except that the Executive Committee shall set the date for the opening and closing of the balloting for such an election.

Seniority between persons holding similar offices shall be determined by priority of admission to membership; and when these dates are identical, the selection shall be made by lot. In the case of disability of any Officer of the Chapter, or neglect in the performance of the duties of an office, the Executive Committee shall have the power to declare the office vacant.

ARTICLE VII. MEETINGS

1. The Chapter shall hold as many weekly general Chapter meetings throughout the quarter as is deemed practical by the Executive Committee. The weekly meetings shall be held at such times and places within the university campus as shall be determined by the Executive Committee, and designated in a notice to the membership as provided for in the Bylaws.
2. Weekly meetings are open to all students and faculty of the university, alumni or others who may care to attend.
3. Meetings of the Executive Committee shall be held at such times and places as may be determined by the Executive Committee to be necessary for the discharge of its duties.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

1. Robert's Rules of Order, Revised, shall be the parliamentary authority of the *Your University* Student Chapter of the American Society of Civil Engineers.

ARTICLE IX. AMENDMENTS

1. An Amendment to this constitution may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of at least thirty- percent (30%) of the Active Members of the Chapter.
2. Petitions for the proposed amendment shall be presented to the Chapter Secretary not less than five days in advance of the next regularly scheduled weekly Chapter meeting. A proposed amendment in accordance with the intent of the petitions shall be drafted by the Chapter Secretary and posted as to be conspicuous to Chapter Members. The petition shall be read at the next regularly scheduled weekly Chapter meeting. The proposed amendment shall be in order for discussion at the weekly Chapter meeting and may be amended in any manner pertinent to the petitions by a majority vote of the said meeting, provided a quorum is present, and, if amended, shall be voted upon by letter ballot in form as amended by said meeting. If not amended, the proposed amendment as submitted shall be voted upon by letter ballot.
3. For the adoption of any amendment to the constitution, three-fourths of the valid ballots cast shall be in the affirmative. An amendment that has been adopted shall become effective with the start of the next academic quarter.

BYLAWS OF THE YOUR UNIVERSITY CHAPTER OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS

ARTICLE I. NAME

1. *Abbreviation.* The approved abbreviation of the Chapter, where an abbreviation is proper, shall be **YU** ASCE.
2. *Emblem.* The design, specification, and the guidelines for the use of the emblem of the Chapter shall be as prescribed by the American Society of Civil Engineers.

ARTICLE II. MEETINGS

1. The weekly general Chapter meetings shall be held during Activity Period each and every Thursday of the academic quarter (Wednesday during Summer quarter) except during the week of finals or if the university is closed.
2. The order of business for these general Chapter meetings shall be as follows:
 - Introduction and Welcome.
 - Minutes of the week's previous meeting given by the Chapter Secretary.
 - Treasurer's Report.
 - Announcements and general concerns.
 - New Business.
 - Introduction of the Guest Lecturer by the Program Coordinators.
3. A schedule of weekly Chapter meetings shall be decided upon and posted conspicuously during the first week of each academic quarter.
4. Meetings of the Executive Committee shall be held at such times and places as is necessary, or business may be conducted by mail in lieu of meetings at the discretion of the President.

ARTICLE III. OFFICERS DUTIES

1. Duties of the President.
 - The President shall:*
 - have general supervision over the affairs of the Chapter.
 - preside over weekly Chapter meetings and Executive Committee meetings.
 - represent the Chapter at all appropriate meetings at the Chapter, Section, Regional and Society levels.
 - assume overall responsibility for the Chapter and its activities.
 - be *ex officio* a member of all committees and projects to ensure goals are met and group rapport is maintained.
 - be available to officers and other Chapter members in need of assistance.
 - maintain good rapport and frequent contact with the Faculty Advisor(s), the Dean of the College of Engineering, and the Engineers Council.
2. Duties of the Vice President.
 - The Vice-President shall:*
 - perform the duties of the President in the President's absence in addition to the following.
 - assist the President in monitoring Chapter activities and committee accomplishments.
 - assist the President in decision making.
 - record, consolidate, and assemble into an Annual Report all information reflecting Chapter activities.

- be available to officers and Chapter members in need of assistance.
3. Duties of the Secretary.
- The Secretary shall:*
- be parliamentarian for the Chapter and have available at each meeting a copy of the Chapter's Constitution, Bylaws, and Robert's Rules of Order, Revised.
 - record proceedings of general membership meetings and Executive Committee meetings, including a record of members, faculty, and guests present, outline of talks by guest speakers, committee reports and appointments, all business and other items of note.
 - maintain Chapter correspondence and records in order.
 - keep rosters of all committees' and their members.
4. Duties of the Treasurer.
- The Treasurer shall:*
- keep and maintain an annual census of all members.
 - be responsible for preparing the operating budget of the Chapter, take charge of all receipts of the Chapter, keep liaison with the Civil Engineering Department concerning funds, manage the prompt payment of bills, keep accurate records of Chapter expenditures.
 - submit a detailed accounting of the Chapter's expenditures and credits to the Executive Committee on a quarterly basis.
 - exercise good business sense in general and perform all other duties normally ascribed to the office.
5. Duties of Program Coordinators.
- The Program Coordinators shall:*
- be responsible for arranging programs and locations for general membership meetings and other functions.
 - be responsible for the development of program ideas.
 - be required to contact guest speakers.
 - ensure that the guest speaker is welcomed properly by arranging transportation, parking, personally meeting the speaker at some specified location and escorting the speaker to the lecture hall and to lunch following the lecture.
 - be responsible for making room reservations and obtaining any necessary audio-visual aids or other equipment.
 - ensure that refreshments are provided at weekly Chapter meetings.
 - be responsible for advertisement of weekly meetings and lectures through newsletters, signs or other acceptable means.
 - send letters of appreciation to speakers on behalf of the Chapter following their lectures.
 - compile and maintain an accurate biographical file on guests and speakers who address the Chapter.
6. Duties of the Publicity Coordinator.
- The Publicity Coordinator shall:*
- be responsible for informing Chapter members of any Chapter activities.
 - use at least email, voicemail, flyers, and web site to convey this information.
 - be responsible for taking pictures at any Chapter-sponsored event.

ARTICLE IV. FEES AND DUES

1. Entrance fee.
There shall be no entrance fee for any grade of membership to which an applicant is subscribing.
2. Dues.
The annual dues payable by membership shall be as follows:

Freshman	NONE
Sophomore	\$5.00
Middler	\$10.00
Junior	\$13.00
Senior	\$15.00
Graduate	\$17.00
Associate	\$5.00
3. Payment of Dues.
Dues shall be payable annually in advance of September 1.

ARTICLE V. COMMITTEES

1. The Executive Committee shall be formed of the persons elected by the Chapter as officers.
2. No individual may serve on more than two Chapter committees concurrently.
3. The following shall be standing committees of the Chapter:
 - (a) Annual Report Committee
 - (b) Student Conference Committee.
4. All committees, unless otherwise specifically directed or authorized by the Executive Committee, shall be governed by the Constitution, Bylaws, Rules of Policy and Procedure and the Code of Ethics adopted by the Chapter.

ARTICLE VI. POLICY AND PROCEDURE

1. Activities and actions undertaken by the Chapter shall be consistent with the policies of the American Society of Civil Engineers.
2. The Chapter and all members shall act in accordance with the Your University Code of Conduct, as presented in the Your University Student Handbook. Misconduct will be brought to the attention of the Faculty Advisor, who will take necessary action in accordance with the Handbook.
3. A quorum of the membership shall be present for voting on any amendment to the Chapter's Constitution; a quorum shall consist of twenty-five percent (25%) of the active Chapter membership.
4. An Executive Committee quorum shall consist of one hundred percent (100%) of the committee present.
5. Before a vote may be taken on a motion, but not including amendments to the Constitution or Bylaws which are considered separately under Article VI, Sections 2 and 3, respectively, not fewer than 15 members shall be present.
6. A majority vote shall be sufficient to carry any motion described in Section 4 of Article VI.
7. Robert's Rules of Order, Revised, shall govern the procedure of the Chapter Executive Committee and committee meetings.
8. The counting of votes on any item of business shall be carried out by a member of the Executive Committee, provided there exists no conflict of interest.

ARTICLE VII. AMENDMENTS

1. At any meeting of the Executive Board, a quorum being present, the Executive Board, by an affirmative three-fourths vote, may amend the Bylaws in conformity with the Constitution.
2. In the event that a quorum is not present, vote may be held in abeyance until the next meeting.
3. Amendments may be initiated by any member of the Chapter, but shall not be put to vote until the following Executive meeting.

ARTICLE VIII. OFFICIAL PUBLICATION

1. **Name of your publication** shall be the Chapter's official publication, for the purpose of informing members, faculty, and alumni/ae of the Chapter's activities and accomplishments.
2. **Name of your publication** shall be sent out weekly to all active members via email, and shall also be posted on the bulletin board outside the Chapter office.
3. **Name of your publication** shall be sent out biannually to **YUCEAO** and to the faculty members of the Department

ASCE STUDENT ORGANIZATIONS AND THE PUBLIC RELATIONS FUNCTION

An active media relations program can pay big dividends for you. Those big dividends translate into coverage for civil engineering students in your ASCE Student Organization, at your institution and for the Society at large.

As civil engineering students, you will play a role in the "fix-it" mandate society is placing on the shoulders of the engineering professions as a whole. Thus, the work and activities of ASCE Student Organization members – the country's future engineering leaders – is becoming an increasingly interesting story angle. In 1999 the National Concrete Canoe Competition alone drew an audience of over 8.9 million television viewers.

By following the tips included in this section, you will increase your chances not only of receiving the coverage you want, but also of getting your message across to the public accurately.

In this section you'll find tips on getting coverage from media in your area; how to write a press release; how to write a public service announcement (PSA); and how to create a Student Organization Backgrounder.

By using this information as a public relations blueprint, you'll make the efforts of your Student Organization more visible both on campus and in your surrounding community.

ADVICE ON WORKING WITH THE MEDIA

In dealing with the press in your area, it helps to keep some things in mind:

1. Try to do some planning before you began writing your release. Ask yourself these basic public relations questions:
 - What is the message you want to convey?
 - Who is your audience? (Other students? Faculty members? State education officials? The general public?)
 - Should the media come calling with questions in response to release(s) you sent out, who are your spokespersons going to be? Who can get your message across in quick, 30 second sound bites full of information? Who is your most vocal, enthusiastic representative?
 - What is the most realistic outcome you can expect from coverage? National, regional or local newspapers? TV and radio stations? News Bureaus such as AP, UPI and Reuters? Engineering trade press magazines? Regional and national general interest publications?
2. Find out the most appropriate contact at the paper in your town, city or state. Your college or university public relations/community relations office should be able to get this to you. Another good source is your local library, where you'll find Bacon's Publicity Checker.

Subtitled the "Directory of Daily and Weekly Newspapers and News Services and Syndicates," Bacon's offers geographical listings of some 18,000 new groups. Bacon's also lists the area of specialty or 'beat' each reporter/editor covers. In most cases, the education editor or science editor is your best bet for getting story in the unlikely event your paper doesn't list either one, the contact should be the individual listed as "Metro Editor."

If you have difficulty locating Bacon's Publicity Checker, check on the Internet or contact the ASCE Public Relations Department at (800) 548-2723 for help.

3. Find out the appropriate contacts at the television stations in your area. Again, if your school's public relations office doesn't have these names and addresses, check out BPI Media Services. The best way to insure TV coverage of an event is to address your release to the assignment editor, or if your event is to take place on Saturday or Sunday, the weekend assignment editor.
4. For radio coverage, consider BPI Radio Contacts. Most stations employ a "News Director;" addressing your release to this individual will ensure that your release gets noticed by the right person.
5. Timing is critical to getting coverage of your event. The more advance notice you give the media, the better your chances of seeing your event in the papers and on the news.
6. Keep in mind that on a typical news day, the newsroom at CNN's Headquarters in Atlanta, GA receive 3,000 pieces of mail begging for coverage. To compete successfully against other story ideas and news releases being sent to your paper, TV and radio station, follow-up is a must. If you fax your release to a newspaper or TV station, give them two days to take a look at it and then call that contact. If you mail your release, call within 5 to 7 business days.
7. Your phone manner can often make or break story coverage for you. Remember that time is a precious commodity in a newsroom. When calling it is often a good idea to ask up front "Am I getting you at a bad time?" or "Do you have a minute to talk?" It may seem academic, but a polite, professional attitude wins you more coverage than you'll ever realize.

If your contact is available, explain to them quickly the nature of the call, the importance of the event, the timeliness of the event and (perhaps most important) any striking visual aspects – TV assignment editors especially need visuals.

TIPS ON WRITING A NEWS/PRESS RELEASE

The news or press release is the workhorse of public relations communication efforts. How important it is depends on which desk you are sitting. If you are a *Washington Post* newspaper reporter who sees hundreds of release each week, releases can be viewed as a necessary evil. If you are a public relations professional, they are your meal ticket, your livelihood.

In a nutshell, the more time you put into communicating your "news," the better your chances of receiving coverage or at least a response. With that in mind, consider the tips listed below as a guide for news or press release writing:

1. Keep your release to two sides of a page. This translates to roughly 375 words or less.
2. Two elements of the news releases are crucial in getting the attention of editors and reporters – your headline and your lead paragraph. If you don't have their interest by the end of the first paragraph, your release – and your coverage – could end up in the wastebasket.
3. With that in mind, before writing your lead paragraph, ask yourself the following questions.
 - What is the most important aspect of this event?
 - Who is going to be there?
 - What's so newsworthy about it?
 - How many people will participate, and from where?
 - If you were a newspaper reporter, why would you want to cover this event?
4. If you are really at a loss on how to write the lead, remember the "5Ws" rule: Who, What, Why, When, Where. If you include a little of each in the lead, you've got a good paragraph. Granted, it has been done a million times, but it is still effective and gets the job done quickly.
5. Throughout the release, avoid the passive tone. Strive for active verbs and adjectives that make the event jump out at the reader. Instead of saying "Thirty students from the University of Texas were at the race for moral support," consider "Thirty rowdy students acting as UTA Concrete Canoe Cheerleaders yelled and screamed Lone Star State support for the team."
6. Vary your sentence length. Releases dominated by long sentences can be intimidating. Releases with short sentences only don't tell the whole story. Interchanging the two guides the reader and keeps their attention.
7. Editors and reporters appreciate the visual aid provided by bold type and bullets. By bolding the name of the event or important facts regarding it, you allow the reader to skim your release. Bullets are good for listing conference sessions, speakers or reasons why the event is so newsworthy.
8. Somewhere on the release – preferably in the top right-hand corner – include a contact person and phone number for the editor or reporter to get in touch with from your organization.
9. Your last paragraph should serve as "boilerplate" material that supplies the year your Student Chapter was founded, its purpose and possibly the number of members.

HOW TO WRITE A STUDENT ORGANIZATION BACKGROUNDER

In this day and age where convenience is everything and people prefer to have everything at their fingertips, the backgrounder is becoming a staple of public relations materials.

A backgrounder contains everything on an organization in one easy-to-read document. More than a history of the organization, the backgrounder gives the outside world a sense of the organization's "party line" – what that organization stands for, what they do, how they do it, who is involved and what they achieve.

When putting together a Student Organization backgrounder, there are some basic questions to ask yourself. The answers to these questions will provide you with the "guts" of the backgrounder. Those questions include:

- When was your Student Organization founded?
- Why was it founded?
- How many students are members of your Student Organization?
- Are there categories among student members? For instance, is there a new members group? A recruitment coordinating committee?
- How is your Student Organization governed? Who is your President, Vice-President, Faculty Advisor?
- Do you have a budget? How is revenue generated for this budget – through student government financial committees or solely fund raising by the Student Organization?
- What are your Student Organization goals? How are those goals fulfilled?
- What are the various committees that operate within your Student Organization?
- What educational programs do you sponsor? Are scholarships available?
- At monthly meetings, are local speakers invited to address your Student Organization?
- Does your Student Organization have a canon of ethics?
- Does the Student Organization publish reports, papers or newsletter on a monthly or annual basis?

- What awards or special commendations have been bestowed upon your Student Organization?
- Are there notable Student Organization alumni who are outstanding members of the engineering, business or political arena who are well-known in your town, city, state or nation wide?

FINDING SPEAKERS TO ADDRESS STUDENT ORGANIZATION MEETINGS

One sure-fire way to generate interest in your Student Organization is to actively seek out and secure exciting, motivated individuals to speak at your group's meetings. There are hundreds of engineers who would like nothing better than to speak to your group; addressing students allows them to impart great wisdom they have accrued from years in the business.

To attract these leaders, consider recruiting them with invitation letters. Speakers can be recruited from:

- your local Chamber of Commerce
- a listing of engineering firms in your area (see your campus employment office or civil engineering department for this).
- the press secretary for politicians (who may also be engineers) in your area, including mayors, congressman, senators, even the governor of your state.

PUBLIC SERVICE ANNOUNCEMENTS (PSAs)

PSAs are short (15-30, or 60 seconds) segments broadcast at the end of the morning news on radio and occasionally on the weekend by TV stations. The goal behind producing a PSA is to attract an audience of interested citizens to your event, as opposed to gaining media coverage.

As a rule, PSAs are short; a 30-second PSA should be approximately 75 words or less.

When writing a PSA, you should again apply the “5Ws” of who, what, why, when and where – and do it all in the first sentence. Remember to include the time the event will take place as well as the date. Also be sure to mention if the event is free of charge.

For radio stations, your best contact for PSA broadcast is the Public Affairs or Public Service Director. This information can be found by consulting the PBI Media Services for Radio Contacts.