

**OPERATING MANUAL
OF THE LANSING-JACKSON BRANCH
MICHIGAN SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS**

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OPERATING MANUAL
OF THE LANSING-JACKSON BRANCH
MICHIGAN SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

Preface

This manual was prepared to define the organization of the Lansing-Jackson Branch, delineate the duties and responsibilities of the Branch's officers and provide a consistent approach to the conduct of Branch business. Adherence to the policies and procedures contained in this manual are suggestion only, and may or may not apply in all situations.

CHAPTER I
ORGANIZATION CHART

ASCE LANSING-JACKSON BRANCH
AMERICAN SOCIETY OF CIVIL ENGINEERS

CHAPTER II
DUTIES AND RESPONSIBILITIES

A. President:

The Branch President shall perform the following duties:

1. Serve as a voting member of the Branch Board of Directors (BOD).
2. Call and preside at all business, program and special meetings.
3. Recommend appointments to standing committees.
4. Serve as an ex-officio member of all committees or appoint a member with board approval.
5. Serve as liaison Board member of the Nominating Committee.
6. Appoint Teller, Audit and other Ad Hoc Committees.
7. At the first business meeting indoctrinate new Branch officers and ensure that officers know their duties and responsibilities.
8. Prepare Presidents message for Newsletter.
9. Serve as Program Committee chairperson.
10. Appoint a Nominating Committee (three or more members preferred) no later than the January BOD meeting of each year and obtain Board approval.
11. Coordinate with the Michigan Society of Professional Engineers (MSPE) for February Engineers' Week meeting

B. Vice President:

The Vice President shall perform the following duties:

1. Serve as a voting member of the Branch BOD.
2. Act for and in place of the President at his/her direction or in his/her absence.
3. Attend Zone II National Management Conference.
4. Recommend members to the President for committee appointment.
5. Represent the Branch at Michigan Section business meetings and provide liaison with the Section if two people are required from the Branch by the Section.
6. Serve as liaison Board member of Branch Technical Committees.
7. Serve as Chairperson of the Constitution/Bylaws Committee.
8. Serve as a Program Committee member.

C. Secretary:

The Branch Secretary shall perform the following duties:

1. Serve as a voting member of the Board BOD.
2. Keep minutes of all official business meetings of the Board and distribute them to Branch officers prior to the next meeting.
3. Maintain an accurate and up-to-date list of all assigned, dues paying and life members of the Branch.
4. Notify Section and National officers of member resignations and changes of address.
5. Receive and route official communications.
6. Prepare meeting notice (newsletter) and ensure distribution to membership at least two weeks in advance of issue date.
7. Regarding election of Officers:
 - a. Receive the selected slate of nominees from the Nominating Committee by March 1.
 - b. Submit the slate to the membership with the April meeting announcement, informing them that additional nominations may be made from the floor at the April meeting.
 - c. Prepare and print official letter ballot, including official nominees and space for write –in votes for each office, and send out before May 20 to each Branch member in good standing.
 - d. Submit all ballots received by July 1st to the Teller Committee.
 - e. Receive results from Teller Committee by July 15th and report results to the BOD by August 1st and to the membership in the September meeting announcement.
8. Prepare, print and distribute official ballots for amendments to Constitution and receive and transmit them to the BOD.
9. Serve as a Program Committee member.
10. Serve as Historical Committee Chairperson.

D. Treasurer:

The Branch Treasurer shall perform the following duties:

1. Serve as a voting member of the Branch BOD.
2. Receive, distribute and maintain an accurate written record of Branch funds.
3. Regarding Annual Budget:
 - a. Prepare a draft Annual Budget for the year following term as Treasurer fiscal year and present it to the Board for consideration at the September meeting.

- b. Prepare a revised Annual Budget if necessary and present it to the Board for approval at the October meeting.
4. Regarding Financial Report:
 - a. Close the Branch books on September 30th and submit them to the Audit Committee.
 - b. Prepare the Financial Report for the fiscal year served and present it to the Board for information at the October meeting.
5. Prepare and keep accurate lists of meeting attendees.
6. Serve as a Program Committee member and Historical Committee Member.
7. Prepare Annual Report for the fiscal year served and submit it to the Michigan Section Secretary in the October following term expiration.

E. Directors:

The Branch Directors shall perform the following duties:

1. Serve as voting members of the Branch BOD.
2. Serve as members of designated committees as directed by the Board.
3. Serve as alternate Branch Representative at Michigan Section BOD meetings whenever the Branch representative is unable to attend.
4. Gather information monthly from Branch members for inclusion in the Branch newsletter. Give information to the Branch President during board meeting.
5. Act as Program Committee members.
6. Serve (Director-Jackson) as liaison Board member of the Scholarship Committee.

F. Past President:

The Branch Past President shall perform the following duties:

1. Serve as voting member of the BOD.
2. Serve as Branch representative to the Section Annual Conference Committee.
3. Represent the Branch at Section business meetings and provide liaison for Section activities.

CHAPTER III
STANDING COMMITTEES

A: Program Committee

1. Purpose:

To provide quality programs and maintain a high level of member involvement.

2. Composition:

- a. Chairperson – Branch President.
- b. Members – Branch BOD.

3. Duties:

a. Arrange for Meeting Place

The Director - Jackson arranges for all meeting locations for meetings held in Jackson:
Director – Lansing for all meetings in Lansing.

b. Arrange for Speaker, Select Topics

- i. Each Board member takes a turn arranging for a speaker and selecting the topic for a meeting.
- ii. The President approves the topic.
- iii. The newly elected Director takes the last turn of the year.

c. Determine the Meeting Dates

- i. The President sets meeting dates for all meetings during his/her tenure.
- ii. The Vice President sets meeting dates for the following year, when he/she will become president. Dates should be set in advance (six months) so that speakers can be arranged.

d. Contact Lansing / Jackson Members

- i. Prior to each meeting, Board members contact Branch members to personally invite them to attend the meeting.
- ii. Lansing Board members contact Branch members residing in Lansing:
Jackson Board members call Jackson Branch members.

B. Scholarship Committee

1. Purpose:

To increase high school students awareness of the Civil Engineering profession.

2. Composition:

- a. Chairperson – Appointed by the BOD.
- b. Member – Director – Jackson

3. Duties:
 - a. Chairperson notifies high school in Jackson, Ingham, Clinton and Eaton Counties.
 - b. Chairperson receives all entries.
 - c. Committee reviews all entries and chooses winning entry.
 - d. Chairperson notifies Board of the winner.
 - e. Chairperson presents the award during the April joint meeting with the MSU Student Chapter of ASCE.
 - f. Chairperson assures that all scholarship checks go out each year.
4. Procedure:

Copy all outgoing mail to the Board of Directors.

C. MSU ASCE Student Chapter Contact Committee

1. Purpose:

To coordinate activities and communicate with MSU ASCE Student Chapter.
2. Composition:

Student advisor appointed by President and chaired by Director – Lansing.
3. Duties:
 - a. Attend ASCE MSU Student Chapter meetings.
 - b. Serve as liaison Board member of ASCE MSU Student Chapter.
 - c. Assist MSU students in putting on the yearly Branch/Student Chapter joint meeting.
 - d. Assist and coordinate the selection of the “Student of the Year”.
4. Procedures:

Copy all external correspondences to the BOD.

D. Historical Committee

1. Purpose:

To preserve Branch Records.
2. Composition:

Treasurer and Chaired by the Secretary.

3. Duties:

Keep the Branch files, including but not limited to the following:

- Newsletters
- Meeting attendees sign-up sheets
- Financial statements
- Annual reports
- Secretary reports
- Treasurer reports
- Annual proposed budget
- Branch Constitution, Bylaws and Operating Manuals
- Correspondence

4. Procedures:

Each position passes records on to its successor at end of fiscal year.

E. Constitution, Bylaws and Operating Manual Committee

1. Purpose:

To update Branch Constitution, Bylaws and Operating Manual.

2. Composition:

- a. Chairperson – Vice President
- b. Member – Appointed by BOD

3. Duties:

- a. Review Branch Constitution, Bylaws and Operating Manual yearly.
- b. Recommend changes to BOD in October.
- c. Revise documents, if needed.

F. Technical Committee

1. Purpose:

- a. To update Branch members on technical issues.
- b. To increase Branch member involvement.

-
2. Composition:
 - a. Chairperson – Appointed by BOD for a two year term.
 - b. Members – Volunteers
 3. Functions:
 - a. Publish a paper (not mandatory)
 - b. Answer questions or present summary during the dinner meeting following paper publication.
 - c. Initiate technical seminars (Not mandatory)
 4. Duties:
 - a. Committee Chairperson:
 - i. Coordinate with Lansing – Jackson Branch on publication.
 - ii. Coordinate with committee members on writing assignments and meetings.
 - iii. Select appropriate topics for paper.
 - iv. Review paper before publications.
 - v. Chair committee meeting if any.
 - vi. At request of committee, attend post publication Branch dinner meeting to answer questions or present summary.
 - vii. Solicit new committee members with assistance of Branch.
 - b. Committee Members
 - i. Assist in preparing paper for publication.
 - ii. Review and provide comments on paper before publication.
 - iii. At request of committee chairperson, attend post publication Branch dinner meeting to answer questions or present summary.
 - c. Lansing – Jackson Branch BOD
 - i. Coordinate with committee chairperson and schedule paper for publication.
 - ii. Review paper prior to publication.
 - iii. Publish paper in newsletter, including committee members names and affiliations.
 - iv. Select committee chairperson once every two years (coincides with calendar year).

- v. Solicit committee membership and update roster yearly.
 - vi. Organize technical seminars (initiated by committee) if appropriate.
5. Procedures:
- a. Submit an abstract to Branch for review.
 - b. Committee chairperson delegates writing assignments.
 - c. Committee chairperson solicits concurrence from committee members on paper for publication.
 - d. Submit paper to Branch for publication.
 - e. As a courtesy, send BOD a copy of all technical committee correspondence to outside organizations.
6. Technical Paper Content:
- a. Audience
Practicing Engineers and Construction personnel.
 - b. Topics
 - i. Government rules and regulations summaries
 - ii. Codes and standard reviews
 - iii. Computer software reviews
 - iv. Product reviews
 - v. Significant projects
 - vi. Innovative designs and/or construction methods
 - vii. Technical publication reviews
 - viii. Others

CHAPTER IV
CALENDAR OF EVENTS

| MONTH | ACTIVITIES | RESPONSIBILITY |
|--------------|---|--|
| September | Section Meeting Section Officer Workshop Issue Operating Manual to New Officers Installation of Officers Prepare Draft Annual Budget Branch Meeting | All BOD Members All BOD Members President All BOD Members Treasurer Program Committee |
| October | Revised Budget, if Required Appoint Auditor and Audit Previous Book Prepare Annual Report Documents Turned Over to Successor Propose Changes to Constitution, Bylaws and/or Operating Manual Branch Meeting | Treasurer President Past Treasurer Secretary Treasurer Vice President Program Committee |
| November | Submit Annual Report to Michigan Section Vote on changes in Constitution, Bylaws and/or Operating Manual Submit Constitution and Bylaw revisions to Section Branch Meeting | Past Treasurer Branch BOD Vice President Program Committee |
| December | Prepare Amendments to Constitution for Membership Vote | Vice President |
| January | Zone II Management Conference Send Scholarship Application Notices Send Constitution Amendments to Members for Vote Appoint Nominating Committee for January BOD Approval Branch Meeting | Vice President Scholarship Committee Secretary President Program Committee |
| February | Joint Meeting with MSPE | President |
| March | Select Scholarship Winner Assist/Coordinate Student of the Year Selection Submit to Secretary Selected Slate of Nominees March 1 Branch Meeting | Scholarship Committee Student Contact Nominating Committee Program Committee |
| April | Branch/MSU ASCE Student Chapter Joint Meeting Announce Slate to Branch Membership in Newsletter Branch Meeting | Branch Secretary Program Committee |
| May | Send Ballots to Members of Good Standing by May 20 Distribute Revised Operating Manual to BOD Appoint Teller Committee Branch Meeting | Secretary Vice President President Program Committee |
| July | Count Ballots | Teller Committee |
| August | Special BOD, Meeting, if Required | All BOD Members |

APPENDIX A
CONSTITUTION

THE LANSING-JACKSON BRANCH
MICHIGAN SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

CONSTITUTION

(Adopted April 28, 1971, Revised October 1, 1978 and February 1, 2000)

ARTICLE 1. NAME AND OBJECTIVE

- Section 1. The names of this organization shall be the Lansing-Jackson Branch of the Michigan Section, American Society of Civil Engineers, hereinafter called the Branch
- Section 2. The objective shall be the welfare and advancement of the Engineering Profession and its members through the cultivation of concordant relations with all engineers and the public, the promotion and maintenance of high professional standards, the advancement of civil engineering knowledge and practice, and cooperation with other professional societies in matters of mutual interest.

ARTICLE II. MEMBERSHIP

- Section 1. All members of the American Society of Civil Engineers of all grades whose addresses are within the boundaries of the Branch as defined by the Michigan Section shall be assigned Members of the Branch.
- Section 2. All assigned Members who are not in arrears in their current dues to the Branch and Section shall be Members in good standing of the Branch.

ARTICLE III. FINANCIAL POLICY

- Section 1. There shall be no Branch entrance fee.
- Section 2. The annual dues of the Branch shall be as established by the Board of Directors of the Branch, but shall not exceed Twelve Dollars (\$12) per year.
- Section 3. Honorary and Life Members of ASCE shall be exempt from Branch Dues.
- Section 4. Special assessments may be levied as voted by the membership.
- Section 5. The fiscal year shall be from October 1 to September 30.

ARTICLE IV. ADMINISTRATION

- Section 1. Affairs of the Branch shall be administered by a Board of Directors composed of the officers together with two Directors and the latest resident Past President. The officers shall comprise a President, a Vice President, a Secretary and a Treasurer.
- Section 2. Officers and Directors shall be Members in good standing in the Branch.
- Section 3. The latest resident Past President shall also serve as Representative Director to Represent the Branch on the Michigan Section Board of Directors. Whenever the Michigan Section authorizes the Branch to have two such Representative Directors, the Vice President shall also serve as the second Representative Director. When either Representative Director is unable to attend a meeting of the Michigan Section Board of Directors, he shall arrange with another member of the Board of Directors of the Branch to attend in his place.
- Section 4. Officers and Directors shall be elected for terms of one year, which shall coincide with the fiscal year.

THE LANSING-JACKSON BRANCH
MICHIGAN SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

CONSTITUTION

(Adopted April 28, 1971, Revised October 1, 1978 and February 1, 2000)

Section 5. A vacancy in the office of the President shall be filled by the Vice President. A vacancy in the office of the Vice President shall be filled by the Board from its membership. Other vacancies shall be filled for the unexpired term from the general membership of the Branch except that a vacancy in the office of Past President – Representative Director shall be filled by the previous resident Past – President, when practicable.

ARTICLE V. MEETINGS

Section 1. The first meeting of the fiscal year shall be the Annual Meeting and shall be held on such date and at such place as the Board of Directors of the Branch shall designate. Other meetings shall be called as provided in the By-Laws, or by the president upon written request of at least ten members.

Section 2. (a) Fifteen members of the Branch shall constitute a quorum at any meeting of the Branch.
(b) A simple majority shall constitute a quorum at any meeting of the Board of Directors.

ARTICLE VI. AMENDMENTS

Section 1. An amendment to the Constitution may be proposed by a majority of the Board, or by petition signed by not less than twenty-five percent of the Members in good standing.

Section 2. The Constitution may be amended only by satisfying the following three conditions:
(a) A proposed amendment shall be voted upon by letter ballot by the Members in good standing of the Branch.
(b) It shall receive an affirmative vote of not less than two-thirds of the Members voting.
(c) To become effective it shall receive the approval of the Board of Directors of the Michigan Section of the American Society of Civil Engineers.

ARTICLE VII. BY-LAWS

Section 1. The Branch may adopt By-Laws consistent with this constitution for the guidance of officers and Members.

Section 2. The By-Laws may be amended at any regular meeting of the Board of Directors, by a two-thirds affirmative vote of the entire Board, provided that each Member of the Board of Directors shall have had notice of the proposed amendment at least ten days in advance of the meeting at which the vote is to be taken. Such amendments shall become effective upon approval of the Board of Directors of the Michigan Section of the American Society of Civil Engineers.

APPENDIX B

BYLAWS

THE LANSING-JACKSON BRANCH
MICHIGAN SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS

(Adopted April 28, 1971, Revised October 1, 1978 and February 1, 2000)

ARTICLE 1. FINANCIAL

- Section 1. The annual dues for the Member of the Lansing-Jackson Branch of the Michigan Section of the American Society of Civil Engineers shall be Eight Dollars (\$8) except Student Members, who shall pay no separate Branch Dues, payable in advance on January first. Any Member whose dues are more than six months in arrears shall cease to be a Member in good standing.
- Section 2. The Board of Directors of the Branch shall receive all monies allotted to the Branch by the Michigan Section or the Society and other funds of the Branch, and shall administer such funds and account for the expenditure thereof to the membership at each annual meeting and at alternate regular meetings of the Branch.
- Section 3. Other and special assessments may be voted by the membership at any regular meeting of the Branch, provided that such action shall be received the prior approval of the Board of Directors of the Branch, and provided further that notice of the intention to lay the matter before the Branch shall have been part of the written notice calling such meeting.

ARTICLE II. NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

- Section 1. The President with the approval of the Board of Directors of the Branch shall appoint a nominating committee of three or more Members not later than the January meeting of each year.
- Section 2. The Nominating Committee shall select one or more candidates to each of the offices prescribed by the Constitution, including two Directors; assure themselves of the qualifications and ability to serve; obtain the consent of the nominees and transmit the selected slate of nominees to the Secretary of the Branch by March 1.
- Section 3. The Secretary shall submit the slate to the membership with the announcement of the April Meeting, informing them that additional nominations may be made from the floor at this meeting. Nominations from the floor must have the prior consent of the nominee to serve if elected.
- Section 4. The Secretary shall send a letter ballot containing a list of official nominees and space for a write-in vote for another candidate for each office to each Member in good standing of the Branch before May 20.
- Section 5. Ballots returned to the Secretary by July 1 shall be opened and counted by a Teller Committee consisting of a minimum of three members appointed by the President. For each office, the candidate receiving the largest number of votes cast shall be elected. In case of a tie vote, the winner shall be determined by lot. The results of the election shall be reported by July 15 to the Secretary, who shall report the results to the elected officers by August 1 and to the membership in the announcement of the September meeting.

THE LANSING-JACKSON BRANCH
MICHIGAN SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS

(Adopted April 28, 1971, Revised October 1, 1978 and February 1, 2000)

ARTICLE III. COMMITTEES

Section 1. Standing Committees of the Branch shall be appointed by the Board of Directors and shall serve at the pleasure of the Board. Standing Committees shall include, but shall not necessarily be limited to the following:

Membership
Program
Publicity
Constitution and By-Laws
Hospitality
Career Guidance

Section 2. Task Committees deemed necessary from time to time shall be appointed by the President subject to the approval of the Board of Directors.

Section 3. A member of the Board of Directors shall be appointed as member ex-officio of each Standing Committee.

ARTICLE IV. MEETING

Section 1. In addition to the Annual Meeting prescribed in the Constitution, at least five meetings shall be held each year at reasonable intervals.

Section 2. Notice of each meeting and the expected program shall be sent to each Assigned Member of the Branch and to the members of the Board of Directors of the Michigan Section.

ARTICLE V. BRANCH BOUNDARIES

Section 1. The Branch area shall be composed of Ingham, Jackson, Clinton, Eaton and the western half of Shiawassee Counties subject to revision by the Board of Directors of the Michigan Section.

ARTICLE VI. REVIEW

Section 1. The Board of Directors shall cause the By-Laws to be reviewed annually to establish their adequacy for current conditions.

APPENDIX C
COMMITTEE ROSTERS

THE LANSING-JACKSON BRANCH
MICHIGAN SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

COMMITTEE ROSTERS

PROGRAM

Branch President (Chairperson)
Branch Officers (Members)

SCHOLARSHIP

Branch Director – Jackson (Member)

MSU ASCE STUDENT CHAPTER CONTACT

Branch Director – Lansing (Chairperson)

**CONSTITUTION, BYLAWS AND OPERATING
MANUAL**

Branch Vice President (Chairperson)

TECHNICAL

A. GEOTECHNICAL

B. STRUCTURAL

C. ENVIRONMENTAL

D. TRANSPORTATION