



## METROPOLITAN INDIANAPOLIS BRANCH BYLAWS

### Article 1: General

- 1.1. *Name.* The name of this organization shall be the Metropolitan Indianapolis Branch, of the Indiana Section, American Society of Civil Engineers (ASCE) (hereinafter referred to as the MIB).
- 1.2. *Objective.* The objective of the MIB shall be:
  - 1.2.1. The advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers. (hereinafter referred to as the "Society");
  - 1.2.2. The advancement of engineering knowledge and practice;
  - 1.2.3. The cultivation of friendly relations among members of the Indiana Section and the MIB, and with all engineers;
  - 1.2.4. The maintenance of high professional standards;
  - 1.2.5. Cooperation with other engineering societies to promote the general welfare of the American Society of Civil Engineers and the engineering profession in general;
  - 1.2.6. The encouragement of interest in civic affairs; and
  - 1.2.7. To promote the understanding of appreciation for the profession among other professional and lay persons.
- 1.3. *Authority.* The actions of the MIB shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Indiana Section.

### Article 2: Area and Membership

- 2.1 *Area.* The area of the MIB shall be as designated by the Indiana Section.
- 2.2 *Assigned Members.* All members of the Society of all grades, whose addresses of record are within the boundaries of the MIB, shall be Assigned Members of the MIB.
- 2.3 *Subscribing Members.* All members of the Society of all grades, who subscribe to the Bylaws of the MIB, and who have paid the current dues of the MIB, shall be Subscribing Members of the MIB.

- 2.3.1** *Rights of Subscribing Members.* Only Subscribing Members of the MIB shall be eligible for election to MIB office or to vote in MIB elections.

### **Article 3: Separation from Membership**

- 3.1** *Separation from Membership.* Members who cease to be members of the Indiana Section, for any reason, shall cease to be members of the MIB.

### **Article 4: Dues**

- 4.1** *Branch Dues.* No dues shall be directly collected by the MIB. The annual dues for members of the MIB shall be as collected by the Society and distributed through the Indiana Section to the MIB.

### **Article 5: Officers and Directors**

- 5.1** *Officers.* The officers of the MIB shall be a President, a Vice President, a Secretary and a Treasurer.
- 5.2** *Board of Directors.* The Board of Directors shall consist of the officers, the latest active resident Past-President, and four Directors.
- 5.3** *Terms.* All Officers and Directors shall be elected for terms of one (1) year, which terms shall begin on October 1 and shall continue through September 30 of the following year or until their successors are duly elected and installed.
- 5.4** *Vacancies.* Any Board of Director vacancy shall be filled by the Board of Directors. The terms of the offices of such incumbents shall end on September 30 of the same year, providing the successors are duly elected and installed.

### **Article 6: Management**

- 6.1** *Board of Directors.* The governing body of the MIB shall be a Board of Directors. The Board shall be responsible for the supervision, control and direction of the MIB, and shall manage the affairs of the MIB in accordance with the provisions of the MIB's governing documents, subject to the control of the Section.
- 6.2** *Budget.* The MIB activities shall be based on a budget proposed and approved by the MIB Board of Directors.
- 6.3** *Duties of the Board of Directors.* Duties of the Board of Directors shall include management of the MIB, overseeing the various activities within the MIB, communicating with the Section, and shall generally consist of items identified in Appendix A.
- 6.4** *Annual Report.* The Board of Directors shall oversee the preparation of the MIB Annual Report, which shall be submitted to the Indiana Section.

**6.4.1** The Annual Report shall be prepared under the direction of the immediate Past President and shall include:

- a. Report of the Officers
- b. Actions taken by the Board of Directors
- c. Reports of the Committees and Engineering Institutes
- d. Branch By-laws

## **Article 7: Elections**

**7.1** *Nominating Committee.* The Nominating Committee shall be as described in Appendix A.

**7.2** *Nominations.* *The process for nominations shall be:*

**7.2.1** A single slate for the Board of Directors shall be selected by the Nominating Committee and presented to the Board of Directors for approval not later than June 15 of each year. The slate shall be sent to the membership not later than July 10.

**7.2.2** Additional nominees for any office can be placed on the ballot by signed petition of 12 or more members eligible to vote received by the Secretary not later than August 15.

**7.2.3** Any candidate unopposed by a nominee submitted by a valid petition shall be declared to be duly elected. When more than one candidate has been duly nominated and has agreed to run for an office, the Secretary shall send to the membership not later than August 30, a ballot listing the names of all qualified nominees for contested offices who have agreed to run and to fulfill the requirements of the office if elected. The ballots shall be returned to the Secretary not later than September 15 and tabulated by a committee of impartial tellers appointed by the President. The winner for each office shall be that nominee receiving the largest number of votes. A tie will be decided by a coin toss supervised by the Nominating Committee Chairman.

**7.2.4** Successful candidates shall be deemed qualified for installation when they have received orientation acceptable to the Board of Directors.

## **Article 8: Meetings**

**8.1** *Membership Meetings.*

**8.1.1** *Membership Meetings.* Membership meetings shall be called at the discretion of the Board of Directors; or by the President upon written request of at least ten Subscribing Members.

**8.1.2** *Annual Meeting.* The Annual Meeting shall be held in October of each year on such date and at such place as the Board of Directors designate to install the Board of Directors for the coming year and

conduct other MIB official business.

- 8.1.3** *Frequency of Membership Meetings.* Membership meetings shall be generally held each month.
- 8.1.4** *Meeting Notice.* Notice of call for a MIB meeting shall be sent to all Subscribing Members of the MIB not less than 14 days in advance of the meeting.
- 8.1.5** *Quorum at Membership Meetings.* At all meetings where business is transacted, 15 Subscribing Members shall constitute a quorum.

## **8.2** *Board of Directors Meetings*

- 8.2.1** *Quorum.* A majority of the members of the Board of Directors shall constitute a quorum at any meeting of the Board of Directors.
- 8.3** *Parliamentary Authority.* All meetings of the MIB and subsidiary organizations and meetings of the Board of Directors that conduct business shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the Bylaws of the MIB, Indiana Section Constitution and Bylaws, or the Society's governing documents.

## **Article 9: Subsidiary Organizations and Committees**

- 9.1** *Subsidiary Organizations.* Subsidiary organizations may be formed within the MIB, consistent with the purposes of the Section and Branch, and in accordance with the provisions of these Bylaws. Subsidiary organizations may be, but are not limited to, Younger Member Forums, Technical Groups, and Chapters. Names of subsidiary organizations shall be as set forth in the Society's governing documents.
  - 9.1.1** *Formation.* Formation of Subsidiary Organizations shall be subject to the approval of the MIB Board of Directors, the Indiana Section Board of Directors, and such other requirements as may be established by the Society. Bylaws of Subsidiary Organizations shall be approved by the MIB and Indiana Section Boards of Directors before becoming effective.
  - 9.1.2.** *Process for Formation.* Subsidiary Organizations of the MIB may be created. Procedures for creating a Subsidiary Organization shall be as follows:
    - 9.1.2.1** A Subsidiary Organization shall be proposed by submission of a written proposal to the MIB Board of Directors with the name, objectives, officers, and brief comments on how the Subsidiary Organization will be of advantage to members in the Branch. Those proposing an Institute Chapter shall also contact the appropriate Society Institute and comply with the Institute rules for creating a

Chapter.

**9.1.2.2** Following approval of the MIB Board of Directors, the proposal shall be forwarded to the Indiana Section Board of Directors for their review and approval.

**9.1.2.3** Following the approval of the Indiana Section Board of Directors, those proposing a Subsidiary Organization shall prepare and submit Bylaws to the MIB Board for the operation of the organization.

**9.1.2.4** Approval of the Subsidiary Organization Bylaws by the MIB and Indiana Section Boards of Directors shall be obtained to activate the Subsidiary Group. Approval must also be obtained from the appropriate Institute to activate an Institute Chapter.

**9.1.3** *Budget.* Each Subsidiary Organization shall submit an annual budget and financial statement to the MIB Board of Directors for approval.

**9.1.4** *Annual Report.* Each Subsidiary Organization President or Chair shall submit an annual written report to the MIB Board of Directors on the activities and programs of the organization. This Annual Report, including a financial statement, shall be suitable for incorporation into the MIB's Annual Report to the Indiana Section.

**9.1.5** *Level of Activity.* Each Subsidiary Organization shall hold a minimum of four events per year. Any Subsidiary Organization that does not maintain the minimum activity level for two successive years, or does not have Subscribing Members on its rolls for two successive years, may be disbanded by vote of the Board of Directors. Assets of a disbanded Subsidiary Organization shall be assumed by the MIB.

## **9.2** *Committees*

**9.2.1** *Standing Committees.* The President of the Branch shall appoint leadership to the following standing committees:

- a. Program
- b. Public Relations
- c. Civic Leadership
- d. Ethical Practice
- e. Internal Activities and Membership
- f. Awards
- g. Nominating
- h. Auditing
- i. Continuing Education

**9.2.2** *Special Committees.* The President of the Branch may appoint leadership to the following special committees:

- a. Constitution and By-laws
- b. Minority/Equal Opportunity
- c. Any other the President deems necessary

**9.2.3** *Terms of Committee Members.* Unless otherwise specified, the members of committees shall be appointed by the MIB President at the beginning of the MIB President's term, and shall serve a one year term.

**9.2.4** *Responsibilities of Committees.* The responsibilities can be found in Appendix B.

## **Article 10: Administrative Provisions**

**10.1** *Proper Use of Branch Resources.* No part of the net earnings of the MIB shall inure to the benefit of, or be distributable to its Directors, Officers, or any other private persons, except that the MIB shall be authorized and empowered to pay reasonable reimbursements, payments or compensation for services rendered in furtherance of the purposes set forth above.

**10.2** *Limitations on Political Activity.* No substantial part of the activities of the MIB shall be carrying on propaganda or otherwise attempting to influence legislation, and the MIB shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. The MIB shall not carry on any activities prohibited by the provisions of the Society's governing documents.

**10.3** *Conflict of Interest.* A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the Branch, Section, or the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Branch, Section or the Society. Any interested individual must disclose the existence of any actual or possible conflict of interest and all material facts to the Branch entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Branch entity.

**10.4** *Distribution of Branch Assets.* Upon dissolution of the Branch, the assets remaining after the payment of the debts of the Branch shall be distributed to such organization or organizations organized and operated exclusively for charitable, educational, literary, religious, or scientific purposes, as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code, as the Board of Directors shall determine, and in the absence of such designation they shall be conveyed to the Society.

## **Article 11: Reimbursements**

**11.1** *Process.* Reimbursements are needed from time to time for expenses related to attendance at ASCE functions. Reimbursements shall be made by the

following procedure:

- 11.1.1 *Proposal.* An ASCE member shall submit a proposal to the MIB Board for expenses expected to occur. This includes documenting what is covered by other ASCE sectors (e.g. National or Section). The MIB Board shall at that time preliminarily approve or deny the request for reimbursement.
  - 11.1.2 *Approval.* Within 60 days of attending a function, the ASCE member shall submit a final report, including necessary receipts, to the MIB Board for final approval and reimbursement.
  - 11.1.3 *Travel.* All travel is subject to the Rules of Policy and Procedures of the American Society of Civil Engineers.
- 11.2 *Exceptions.* The MIB Board shall make other reimbursements for unforeseen expenses as necessary to ASCE members conducting ASCE business.

## **Article 12: Amendments**

- 12.1 *Process.* These Bylaws may be amended only by the following procedure:
- 12.1.1 *Proposal.* An amendment to these Bylaws may be proposed by any member of the Board of Directors, or by a written petition submitted to the MIB Secretary, containing the text of the amendment, signed by not less than ten Subscribing Members of the Branch.
  - 12.1.2 *Approval.* The proposed Bylaws amendment(s) shall be approved by not less than a majority of the MIB Board of Directors and submitted to the Indiana Section Board of Directors for review and approval.
  - 12.1.3 *Notice of Adoption.* Upon approval by the Indiana Section Board of Directors, the proposed Bylaws amendment(s) may be adopted by a two-thirds (2/3) vote of the MIB Board of Directors present at a duly constituted Board meeting, where a quorum is in attendance, provided that a written notice containing the text of the proposed amendment(s) is published to the MIB membership at least thirty (30) days in advance of the meeting.
- 12.2 *Grammatical Changes.* The Branch Board of Directors shall be authorized to correct any minor grammatical or typographical errors as may from time to time be discovered, without Indiana Section approval.

## **APPENDIX A**

### **Duties of the Board of Directors**

**Position: Past Past President**

Term: One year, immediately following their term as Past President.

Past Past President's Duties:

- The Past Past President is ***not*** a voting member of the MIB Board of Directors.
- Chair the Auditing Committee.
- Assist the Past President on the Nominating Committee to recruit potential Board members.

**Position: Past President**

Term: One year, immediately following their term as President.

Past President's Duties:

- Attend monthly meetings of the MIB Board of Directors as a voting board member and assist the Board in a mentor role.
- Complete Annual Report of the past year's activities by November 30 in accordance with the bylaws.
- Chair of the Nominating Committee to recruit potential new Board members.
- Assist Awards Committee Chairman in their activities.

**Position: President**

Term: One year. The current Vice President will typically advance to President for the following year.

President's Duties:

- Schedule, attend, and chair monthly meetings of the MIB Board of Directors as a voting board member. Send out Board meeting notices 3-5 days before each meeting. Attempt to schedule meetings such that a quorum will be present.
- Attend ASCE National Legislative Fly-In as a representative of the MIB. If President cannot attend, the Past President shall attend. If neither can attend, the MIB Board shall duly elect a person to represent the MIB.
- Ensure the Branch has an approved budget and that the budget is implemented at the start of the term.
- Serve as link between Metropolitan Indianapolis Branch and Indiana Section or ASCE National. Attend as many Indiana Section Board Meetings as practical.
- Preside over and conduct monthly Branch membership meetings.



- Open each monthly meeting with announcements and introductions as needed. Introduce the Vice President of the MIB so they may introduce the monthly speaker (See Vice President). If Vice President is not available to introduce the speaker, the President shall take this responsibility.
- Assist in the procurement, transportation, and other logistics of ASCE National President Elect to and from an event, typically on the evening before the Annual Civil Engineering Professional Development Seminar at Purdue (November). Arrange program with public infrastructure leaders, if feasible (i.e. INDOT, DPW, President Elect, Branch and/or Section Officers).
- Lead the Board's efforts to recruit and fill all necessary committee and Institute positions. Appoint chairmen for all Board Standing Committees and any Special Committees as necessary. See Appendix B for List of Committees and their Responsibilities.
- Be available for the Student Competition during the Annual Indiana Section Meeting (typically in March) to provide brief comments regarding ASCE activities at the beginning of the competition.
- Coordinate an annual MIB Past Presidents Appreciation Event and invite all past Branch presidents.
- Represent ASCE and the Metropolitan Indianapolis Branch at various civic, community, and public service events as opportunities are available.
- If the President cannot attend a Board meeting or branch meeting, designate the Vice-President or substitute or make other arrangements to ensure your responsibilities are addressed.
- Voting Member of the Indiana Section Board. Attend as many Section Board meetings as possible.

**Position: Vice President**

Term: One year. Typically, this position will be filled by the current Treasurer or Secretary, whichever is completing their alternating second year term.

Vice President's Duties:

- Attend (and Chair in the President's absence) monthly meetings of the MIB Board of Directors as a voting board member.
- Attend ASCE National Convention as budgeted by the Branch.
- Serve as Chairman of the Program Committee.
- Set up and coordinate logistics and details of monthly Branch membership meetings and convey information to the Secretary for the newsletter (location, date, catering, estimated attendance, speaker biographies and hotel arrangements, audio/visual needs, bar/reception, etc.). Coordinate with Continuing Education Committee on appropriate number of Professional Development Hours (PDH) that each activity can achieve.
- Make speaker verification calls as needed to ensure scheduling and attendance of speaker. All speakers should be included in the attendance count at no charge to them.
- Take Reservations for all monthly Branch membership meetings with exception of the May Track meeting (see Treasurer). Arrive early to verify catering and speaker set-up. Provide reservation listing to Treasurer at least one day prior to each

meeting. Prepare and display name cards for guest speaker(s) and Board members at reserved table.

- Introduce speakers and program at each monthly Branch membership meeting. Bring gifts to the meeting for speakers, if they can accept (usually cups, pens or paperweights). If Vice President cannot introduce the speakers, the Vice President shall give all appropriate introduction material to the President.
- Keep a record of membership meeting program content. Report details monthly at the Board meetings and prepare a brief report once each year to be included in the MIB Annual Report. Obtain and distribute attendance awards as recommended by the Treasurer and authorized by the Board.
- Keep and store all Branch banners, signs, displays, speaker gifts, and related items. Retain and organize pertinent files and materials, and pass these to the next Vice President.
- If the Vice President cannot attend a Board meeting or branch meeting, find a replacement or substitute or make other arrangements to ensure your responsibilities are addressed.
- Before the end of the term, verify the newly elected slate of officers for the next year has been submitted to ASCE National and obtain an appropriate gift for the outgoing Branch President.
- Voting Member of Section Board. Attend as many Section Board meetings as possible.

**Position: Treasurer**

Term: Two years. Typically this position is held for two years immediately following the fourth term as Director (most senior Director). These two years should be offset, by one year, from the years for the Secretary, such that both the Treasurer and Secretary will not be new members during the same year.

**Treasurer's Duties:**

- Attend monthly meetings of the MIB Board of Directors as a voting board member.
- Ensure at the start of the term that the new budget for the coming year is approved and the budget software system and accounts are established and operational. Update Branch records at the bank, including updated mailing address and signatory information. Signatories cards should include at least two individuals. These individuals should include the immediate past Treasurer and the current Treasurer. If the past Treasurer no longer serves on the MIB Board, the second signature shall be the current President.
- Take reservations and obtain track and garage passes for the May meeting at the Indianapolis Motor Speedway (IMS). Schedule the date for next year's meeting at the meeting, or as soon in advance as possible. Contact IMS six months prior to the meeting to ensure that meeting is still shown on their calendar of events.
- Man the check-in table at monthly Branch membership meetings. Confirm attendance using registration data provided for each meeting by the Branch Vice President (except May meeting). Collect payments from members, and also bring checkbook, name tags, petty cash (for change for cash payments, as needed) and receipt forms to the meetings. Make appropriate payments to hotel, etc., for meeting

expenses. Promptly deposit funds received from each meeting into the bank account.

- As needed, send collection letters to any member made reservations for the meeting but did not attend or failed to pay. The decision to send collection notices shall be a Board decision and carried out by the Treasurer.
- Maintain an attendance record for monthly Branch membership meetings. Forward to the chairs of both the Continuing Education and Membership Committees.
- Process various invoices and payments within the operating budget approved by the Board. Unforeseen expenditures outside of the budget should be presented to the Board for approval.
- Balance and reconcile the checkbook and bank statement monthly. Prepare a Treasurer's report for each monthly Board meeting covering all activity for the prior month and current account balances.
- With direction and input from the Board, assemble a proposed annual budget for each fiscal year, including the year following the term.
- Represent the Branch in all dealings with the bank regarding our accounts.
- Participate in national ASCE webinars regarding Section and Branch finances and other related activities.
- Provide financial data to Branch Institutes and Group chairs, as required.
- As necessary, send letters to engineering firms to solicit sponsorships for the monthly newsletter. Send a thank you to all who participate. Maintain a log of sponsorships received and the month(s) they sponsor.
- Prepare a summary year-end financial report to be included in the MIB Annual Report. Submit to Past Past President for audit. Year-end report and audit shall be completed and approved by November 30 of the year following the current term as Treasurer. This shall also include the information to be furnished to the State Section Treasurer for the IRS tax filing needed to maintain ASCE's tax-exempt status.
- Keep financial records for at least the seven previous years, including checks, budgets, and annual financial reports. Organize and pass these files to the next Treasurer, who may purge and destroy files older than seven years.
- If the Treasurer cannot attend a Board meeting or branch meeting, find a replacement or substitute or make other arrangements to ensure your responsibilities are addressed. The preferred substitute should be the immediate Past Treasurer, if this person is not available, the President should be consulted.

**Position: Secretary**

Term: Two years. Typically this position is held for two years immediately following the fourth term as Director (most senior Director). These two years should be offset, by one year, from the years for the Treasurer, such that both the Secretary and Treasurer will not be new members during the same year.

Secretary's Duties:

- Attend monthly meetings of the MIB Board of Directors as a voting board member.
- Assemble meeting minutes following each Board Meeting and forward them to all meeting attendees 3 – 5 days prior to the next Board Meeting.

- Prepare and send Branch newsletters and meeting notices monthly, currently being done via e-mail.
- Serve as Chairman of the Constitution and Bylaws Committee, to be reviewed and updated at least every five years. Last revision: 09/06/2011.
- As Chairman of the Constitution and Bylaws Committee, the Secretary shall, at the beginning of each year, ensure that each Board member has a copy of the current Bylaws.
- Maintain a current roster and mailing list of Branch membership.
- Maintain and update as required a roster of current Board members for the Board's use.
- Serve as Branch Historian per Records Retention procedures adopted 04/23/2004. Maintain files of current Branch correspondence and documents, as well as the historical files and archives. Retain all correspondence for at least one (1) year. Organize and pass these files to the next Secretary, who shall purge and destroy old documents as appropriate.
- If the Secretary cannot attend a Board meeting or branch meeting, find a replacement or substitute or make other arrangements to ensure your responsibilities are addressed.
- With the Past President (Chair of the Nominating Committee) send the Board-approved slate of officers and directors for the next year to the general membership per Article 7 of the bylaws. Submit Report of Leadership to ASCE National as requested.
- Assist the Past President with the MIB Annual Report.

**Position: Director**

Term: One year. There are four Directors and typically, this position is held for four years (re-nominated each year) in preparation for becoming an officer. This is not a requirement. Typically, the most senior Director will be nominated as either the Secretary or Treasurer following the fourth term as Director. A new Director is added each year as recruited from the Branch membership. Director 4 will be most senior and Director 1 least senior.

Director's Duties:

- Attend monthly meetings of the MIB Board of Directors as a voting board member. Each Director has a vote.
- If requested, take minutes of a particular Board Meeting in the Secretary's absence.
- Assist the Officers in preparation of various reports, award nominations, or other tasks required of the Board.
- As a Director you are encouraged to chair and/or participate in an Institute, special committee, or standing committee.
- Function as a liaison between the Board and an assigned Institute, special committee, or standing committee, preferably but not necessarily in your area of technical expertise or personal interest. Obtain updates from your assigned group and provide a brief oral report on their activities at each monthly Board Meeting.
- Function as an ASCE National liaison for the Branch, involved in Section, Regional and National Activities.

- Function as a liaison for the MIB Younger Members Group.
- Other duties as requested by Board officers.
- **Director 1** - assist the Treasurer with monthly membership meeting registration and sign-in activities.
- **Director 4** – as senior Director and prior to moving up to Secretary or Treasurer, attend the ASCE Leadership Conference, usually in January or February, with the Younger Member Chair, if applicable.
- **Director 4** – if moving into the Secretary position the following year, assist current Secretary on the Constitution and Bylaws Committee.
- **Director 4** – if moving into the Treasurer position the following year, assist current Treasurer in conducting the annual audit of the Branch financial records.
- **Director 2** and **Director 3** – coordinate the scheduling, location and other aspects of the annual Christmas Party to be held in early December. Director 3 shall be the person in charge of this event with the assistance of the Vice President.
- **Director 2** – Responsible for assisting with the Family Sponsor gifts (purchasing, wrapping, etc) and coordinating with the Younger Members Group for assistance as needed.

## APPENDIX B

### Committee Responsibilities

#### List of Committees

According to the By-Laws of the Metropolitan Indianapolis Branch of the Indiana Section of ASCE:

The President of the Branch shall appoint, as necessary, the following **Standing Committees**:

<u>Committee</u>	<u>Potential Chairperson</u>
Program	Vice President
Public Relations	Director 3
Local and Civic Affairs	President
Ethical Practice	President
Internal Activities and Membership	Director 2
Awards	Secretary
Nominating	Past – President
Auditing	Past – Past President
Continuing Education	Director 1

The President may appoint such **Special Committees** as may be needed. The committees may include the following:

- Constitution and By-Laws Secretary
- Minority Students / Equal Opportunity Director

#### Program Committee

Chaired by the MIB Vice President. It is the responsibility of the Vice President, the Board of Directors, and the membership to develop interesting and professional advancement type programs and to inform the membership of other programs and meetings that would be of interest.

The following are goals and objectives for this committee:

1. At the beginning of each term, this committee should try to plan each month for the entire year.
2. Historically, the programs have included the following individuals/events to come speak/present to our group:
  - a. INDOT Commissioner
  - b. Indianapolis DPW Director
  - c. Rose Hulman Senior PresentationsThese individuals/events should remain a priority in setting up our meetings.
3. Provide as many professional development hour (PDH) opportunities as possible. Work closely with the Continuing Education Committee.

4. Communicate with other committees and encourage them to brief the membership on current or upcoming activities or accomplishments during each monthly meeting.
5. Work with the Public Relations and Membership Committees to determine ways to stimulate membership attendance.
6. Attempt to schedule on-site field visits to construction sites and/or manufacturing facilities. These events, historically, have been well attended by all.
7. Keep abreast of current and future projects or topics of interest. Encourage members to help keep the committee informed.
8. Avoid political campaign speeches.
9. Keep a record of the monthly program content and number in attendance for the annual report.

### **Public Relations Committee**

Chair is appointed annually by the MIB President. This committee has the responsibility to create a good public image of the Civil Engineer. Activities include but are not limited to Engineer's Week and other community endeavors.

This committee should attempt to notify the local news media of upcoming meetings and special events. This committee should provide articles through the Secretary regarding branch activities to the editor of the Indiana Section newsletter. The following suggested goals may help improve the community awareness of the civil engineer:

1. Maintain well-organized and scheduled news media approaches.
2. Keep abreast of upcoming events such as science fairs, Engineer's Week, engineering-related conventions, county fairs.
3. Analyze and recommend ASCE promotional materials and literature for members and for public exhibits.
4. Work closely with the Internal Activities and Membership Committee.
5. Promote the recognition of achievements (e.g., Indiana Civil Engineering Project of the Year, Outstanding Civil Engineer, etc.)
6. Help improve the image of Civil Engineering by drawing attention to special events such as the 150<sup>th</sup> anniversary of ASCE, historical landmark projects, etc..

### **Local and Civic Affairs Committee (Civic Leadership Committee)**

Chair is appointed annually by the MIB President. The LCA Committee coordinates with the Public Relations and other Committees, as appropriate, to position Civil Engineers and ASCE as leaders among individuals and civic organizations within local communities associated with the MIB area. The Committee does this by monitoring local and civic affairs that are relevant to the Civil Engineering profession, and recommending to the Board actions to take to influence these affairs in a positive manner.

The following are the Goals and Objectives for this Committee:

Local Affairs

- Keep abreast of governmental activity (i.e. legislation, ASCE Key Contact program, etc.) at the federal, state, and local levels relevant to the Civil Engineering profession, especially those activities having an impact on communities within the MIB area.
- Report on these activities to the Board and recommend any position, action, or communication to be taken by the MIB. Implement any follow-up actions or steps as authorized by the Board.
- Assist the Indiana Section on publishing a “Report Card on Indiana’s Infrastructure” which would complement ASCE’s “Report Card on America’s Infrastructure.”
- As authorized by the Board, meet or communicate with legislators and government officials to voice the ASCE position and clarify our stance on issues relevant to the profession.
- Publish a voter’s guide to include information about candidates and their position on issues facing the civil engineering profession.
- Ensure ASCE MIB does not engage in activities that violate its tax-exempt status.

#### Civic Affairs

- Keep abreast of non-governmental activity at the federal, state, and local levels relevant to the Civil Engineering profession, especially those activities having an impact on communities within the MIB area.
- Report on these activities to the Board and recommend any position, action, or communication to be taken by the MIB. Implement any follow-up actions or steps as authorized by the Board.
- Assist other committees with ongoing volunteer and community efforts. Identify additional opportunities and areas for MIB member involvement and communicate these opportunities to Branch membership.
- Explore the feasibility and recommend action to take to engage in community efforts such as:
  - ASCE MIB partnership with local charities such as Big Brothers/Sisters, Habitat for Humanity, etc. to contribute manpower and service hours.
  - Conduct fundraising efforts or events to benefit local charities and civic organizations.
  - Adopt a School
- Coordinate ASCE MIB involvement in any relevant community activities with other professional organizations.
- Sponsor an “Outstanding Civic Leader” award for the ASCE Member who contributes the most to the ASCE mission in the community.

#### **Ethical Practice Committee**

To be convened at the discretion of the MIB President on an as-needed basis. Description to be developed upon activation of this committee - issues to be considered may include Qualification Based Selection, expert testimony, state licensing, or legal issues relating to Civil Engineering.

#### **Internal Activities and Membership Committee**



Chair is appointed annually by the MIB President. The purpose of this committee is to contact prospective members and encourage them to join ASCE and to encourage current members to be active in the Society. The following is a list of goals and objectives for the committee:

1. Maintain a current roster of members in the Branch (Secretary) and an attendance record for each meeting (Treasurer).
2. Contact prospective members from consulting firms, construction companies, government agencies and educational institutions.
3. Contact ASCE Student Chapters of the engineering schools in Indiana.
4. Contact each school's placement office in an effort to obtain the names of the companies the graduates work for.
5. Work closely with the Public Relations Committee.
6. Working with the chair of the Awards Committee, solicit nominations from MIB members for the Indiana Section Project of the Year and Civil Engineer of the Year Awards.
7. Identify service projects in which the Branch can participate.
8. Coordinate with Younger Member Group.
9. Utilize National ASCE literature when approaching prospective members regarding the advantages of ASCE membership.
10. Identify Branch membership activity opportunities such as Handshaker, 50/50 drawing, etc.

### **Awards Committee**

Chair is appointed annually by the MIB President. Review timetables and requirements for any Branch, Section, and/or National awards. Bring these to the attention of the Board in sufficient time to allow Board discussion and, if approved by the Board, submission of candidates, projects, etc. for consideration.

### **Nominating Committee**

The chair of this committee shall be the Past MIB President. The nominating committee shall propose a slate of officers and directors for the Branch for the following term, by nominating competent and active members in the Branch for positions set forth in the Constitution and By-Laws. See detailed procedures in Article 7 of the MIB By-Laws.

### **Constitution and By-Laws Committee**

Chair shall be the current Secretary of MIB Branch, assisted by at least one other Director and one Officer. This committee reviews the Branch's current Constitution and By-Laws at least every three years and, as needed, makes recommendations regarding modifications to the Board of Directors.

### **Auditing Committee**

The purpose of this committee, chaired by the Past Past MIB President, is to review the annual financial records of the Branch. The committee shall verify that all receipts and expenditures during the fiscal year were received and disbursed in accordance with prescribed procedures and shall certify the current balance in all accounts together with a total current balance. Audit shall be completed by November 30.

### **Education / Educational Activities Committee**

Chair shall be appointed annually by the MIB President. The purpose of this committee is to coordinate review courses and seminars and to inform members of other educational programs that may be available. This may include:

1. Work with Purdue University in organizing and implementing the annual Civil Engineering Professional Development Seminar.
2. Put the Branch (Attn: Branch Secretary) on mailing lists of universities and other organizations that conduct seminars, symposiums, and/or workshops and bring such information to Branch meetings to share with all members.
3. Keep abreast of any published articles dealing with continuing education that may interest the members, and report on same at Branch membership meetings.

### **Minority Students / Equal Opportunity Committee**

Chair shall be appointed annually by the MIB President. The primary purpose of this committee is to attract minority high school students into the profession and give them an opportunity to understand civil engineering. The committee typically recommends financial assistance for a minority high school student to attend a summer workshop at an Indiana engineering school. The Committee should determine each year which college program to support and also insure that a qualified student receives the support.