



MICHIGAN SECTION

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Lansing-Jackson Branch

**AMERICAN SOCIETY OF CIVIL ENGINEERS  
OPERATING MANUAL**

**JANUARY 2020**

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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 Board of Directors (BOD) and provide a consistent approach to the conduct of the Branch business. Adherence to the policies and procedures contained in this manual are recommended, however, it is recognized that occasionally it may be necessary to deviate from these procedures, with consent of a majority of the board.

# CHAPTER I – ORGANIZATION CHART

ASCE Lansing-Jackson Branch American Society of Civil Engineers

Board of Directors

President

Vice President

Secretary

Treasurer

Past President

Branch Director(s)

## **CHAPTER II – DUTIES AND RESPONSIBILITIES**

### **PRESIDENT**

The Branch President shall perform the following duties:

1. Serve as a voting member of the BOD.
2. Call and preside at all business, program and special meetings.
3. Recommend appointments to standing committees.
4. Approves all committee appointments.
5. Serve as an ex-officio member of all committees or appoint a member with board approval.
6. Serve as liaison Board member of the Election Committee.
7. At the first business meeting indoctrinate new BOD and ensure that officers know their duties and responsibilities.
8. Prepare President's message for Newsletter.
9. Serve as Chairperson of the Constitution/Bylaws Committee.
10. Appoint an Election Committee (three or more members preferred).

### **VICE PRESIDENT**

The Vice President shall perform the following duties:

1. Serve as a voting member of the BOD.
2. Act for and in place of the President at his/her direction or in his/her absence.
3. Attend Multi-Regional Leadership Conference (MRLC).
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 a Chairperson of the Program Committee.

## SECRETARY

The Branch Secretary shall perform the following duties;

1. Serve as a voting member of the BOD.
2. Keep minutes of all official business meetings of the BOD and distribute them to Branch officers and committee chairs 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 Branch member resignations and changes of address.
5. Receive and route official communications.
6. Prepare Branch meeting notice (newsletter) and ensure distribution to membership at least two weeks in advance of issue date.
7. Regarding election of Board Members:
  - a. Receive the selected slate of nominees from the Election Committee by July BOD meeting.
  - b. Prepare and email official ballot, including official nominees and space for write -in votes for each office, and send out before August 1 to each Branch member in good standing.
  - c. Submit all ballots received by August 15 to the Election Committee.
  - d. Receive results from Election Committee by August 20 and report results to the BOD by September 1. Announce to the general membership at the September meeting.
8. Prepare and distribute official ballots for amendments to Constitution and receive and transmit them to the BOD.
9. Attend Multi-Regional Leadership Conference (MRLC) (as alternate).
10. Recommend members to the President for committee appointment.
11. Serve as a Program Committee member.
12. Serve as Historical Committee Chairperson.

## TREASURER

The Branch Treasurer shall perform the following duties:

1. Serve as a voting member of the BOD,
2. Attend Multi-Regional Leadership Conference (MRLC) (as alternate)
3. Recommend members to the President for committee appointment.
4. Receive, distribute and maintain an accurate written record of Branch funds.
5. Regarding Annual Budget:
  - a. Prepare a draft Annual Budget for the fiscal year following term as Treasurer. Present it to the BOD for consideration and possible approval at the September BOD meeting.
  - b. Prepare a revised Annual Budget if necessary and present it to the BOD for approval at the October BOD meeting.
6. Regarding Financial Report:
  - a. Close the Branch books on September 30<sup>th</sup>.
  - b. Prepare the Financial Report for the fiscal year served and present it to the BOD for information at the October BOD meeting.
7. Collect and report Program Meeting fees. Prepare and keep accurate lists of Program Meeting attendees.
8. Serve as a Program Committee member and Historical Committee member.
9. Prepare Annual Report for the fiscal year served in October following term expiration.

## BRANCH DIRECTORS

The Branch Directors, if designated, shall perform the following duties:

1. Serve as members of designated committees as directed by the BOD.
2. Recommend members to the President for committee appointment.
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. Serve (Director – Lansing) as Chairperson of the MSU ASCE Student Chapter Contact Committee.

## **PAST PRESIDENT**

The Branch Past President shall perform the following duties:

1. Serve as voting member of the BOD.
2. Recommend members to the President for committee appointment.
3. Serve as Branch representative to the Section Annual Conference Committee.
4. Represent the Branch at Section business meetings and provide liaison for Section activities.
5. Serve on Committees as needed.



# CHAPTER III – STANDING COMMITTEES

## PROGRAM COMMITTEE

### PURPOSE

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

### COMPOSITION

1. Chairperson — Vice President
2. Members — BOD and/or member volunteers

### DUTIES

1. Arrange for Meeting Place
2. Arrange for Speaker, Select Topics
  - a. The committee members collectively arrange for a speaker and selecting the topic for a meeting.
  - b. The President approves the topic.
3. Determination of Meeting Dates
  - a. The BOD sets meeting dates for **all** meetings and communicates these dates to the committee prior to July 1 of each year for the following year so that speakers can be arranged.
4. Contact Branch Members
  - a. Prior to each meeting, the Secretary contacts Branch members no later than three weeks prior to a meeting to request their attendance.
5. Example Program Types
  - a. Lunch & Learn
  - b. Annual Branch Awards Ceremony
  - c. Activities with MSU Student Chapter in conjunction with MSU ASCE Student Chapter Contact Committee
  - d. Other programs as needed.
6. Coordinate with the Michigan Society of Professional Engineers (MSPE) for February Engineers' Week meeting and other events, as applicable

### PROCEDURE

Copy all outgoing mail to the BOD.

## **SCHOLARSHIP COMMITTEE**

### **PURPOSE**

To provide financial assistance to Civil Engineering Students attending an accredited Civil Engineering program within the boundaries of the Branch.

### **COMPOSITION**

1. Chairperson — Appointed by the BOD.
2. Members — BOD members and/or member volunteers.

### **DUTIES**

1. Chairperson ensures scholarship application is updated to reflect appropriate year, deadlines, scholarship amount and other updates. BOD determines amount of scholarship by November 1st.
2. Chairperson notifies the universities with accredited civil engineering programs within our branch borders of scholarship application package.
3. Chairperson receives all entries.
4. Committee reviews all entries and chooses winning entry.
5. Chairperson notifies BOD of the winner.
6. Chairperson presents the award during the Annual Branch Awards Ceremony.
7. Chairperson assures that all scholarship checks go out each year.

### **PROCEDURE**

Copy all outgoing mail to the BOD.

## **MSU ASCE STUDENT CHAPTER CONTACT COMMITTEE**

### **PURPOSE**

To coordinate activities and communicate with MSU ASCE Student Chapter.

### **COMPOSITION**

1. Chairperson – Appointed by BOD
2. Faculty Advisor
3. Student Chapter President
4. Members – BOD members and/or member volunteers

### **DUTIES**

1. Attend ASCE MSU Student Chapter meetings.

2. Serve as liaison BOD of ASCE MSU Student Chapter.
3. Assist MSU students in putting on the yearly Branch/Student Chapter joint meeting.

## **PROCEDURES**

Copy all external correspondences to the BOD.

## **AWARDS COMMITTEE**

### **PURPOSE**

To recognize outstanding projects and individuals within the Civil Engineering community.

### **COMPOSITION**

1. Chairperson — Appointed by the BOD.
2. Members — BOD members and/or member volunteers.

### **DUTIES**

1. Chairperson ensures award application is updated to reflect appropriate year, deadlines, and other updates.
2. Chairperson notifies the branch membership of application package.
3. Chairperson receives all entries.
4. Committee reviews all entries and chooses winning entries.
5. Chairperson notifies BOD of the winners.
6. Chairperson presents the awards during the Annual Branch Awards Ceremony.
7. Chairperson, in coordination with the committee, assures that plaques are obtained a minimum of one week prior to awards ceremony.

### **PROCEDURE**

Copy all outgoing mail to the BOD.

## **HISTORICAL COMMITTEE**

### **PURPOSE**

To preserve Branch Records.

### **COMPOSITION**

1. Chairperson – Secretary
2. Members - Treasurer

### **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

### **PROCEDURES**

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

## **CONSTITUTION, BYLAWS AND OPERATING MANUAL (CBO) COMMITTEE**

### **PURPOSE**

To update Branch Constitution, Bylaws and Operating Manual.

### **COMPOSITION**

1. Chairperson — President
2. Members — Appointed by BOD

### **DUTIES**

1. Review Branch Constitution, Bylaws, and Operating Manual yearly.
2. Recommend changes to Section BOD by November 30 for consideration by December Section Board meeting.
3. Revise documents, as approved by Section BOD at December Board meeting and distribute to BOD by January 1.

## **ELECTION COMMITTEE**

### **PURPOSE**

To oversee the election of BOD.

### **COMPOSITION**

1. Chairperson — President
2. Members — Appointed by BOD

### **DUTIES**

1. In accordance with Bylaws.

### **PROCEDURE**

Copy all outgoing mail to the BOD.

## **TECHNICAL COMMITTEE**

### **PURPOSE**

1. To update Branch members on technical issues.
2. To increase Branch member involvement.

### **COMPOSITION**

1. Chairperson — Appointed by BOD
2. Members — Volunteers

### **FUNCTIONS**

1. Produce branch technical publication (not mandatory)
2. Answer questions or present summary during a general membership meeting following publication.
3. Initiate technical seminars (Not mandatory)

### **DUTIES**

1. Committee Chairperson:
  - a. Coordinate with Branch on publication.
  - b. Coordinate with committee members on writing assignments and meetings.
  - c. Select appropriate topics for paper.
  - d. Review paper before publications.

- e. Chair committee meeting if any.
  - f. At request of committee, attend post publication Branch meeting to answer questions or present summary.
  - g. Solicit new committee members with assistance of BOD.
2. Committee Members
- a. Assist in preparing paper for publication.
  - b. Review and provide comments on paper before publication.
  - c. At request of committee chairperson, attend a post publication Branch meeting to answer questions or present summary.
3. BOD
- a. Coordinate with committee chairperson and schedule paper for publication.
  - b. Review paper prior to publication.
  - c. Publish paper in newsletter, including committee member's names and affiliations.
  - d. Solicit committee membership and update roster yearly.
  - e. Organize technical seminars (initiated by committee) if appropriate.

## PROCEDURES

1. Submit an abstract to BOD for review.
2. Committee chairperson delegates writing assignments.
3. Committee chairperson solicits concurrence from committee members on paper for publication.
4. Submit paper to BOD for publication.
5. Send BOD a copy of all technical committee correspondence to outside organizations.

## TECHNICAL PAPER CONTENT

1. Audience
  - a. Practicing Engineers and Construction personnel.
2. Topics
  - a. Government rules and regulations summaries
  - b. Codes and standard reviews
  - c. Computer software reviews
  - d. Product reviews

- e. Significant projects
- f. Innovative designs and/or construction methods
- g. Technical publication reviews
- h. Others

## CHAPTER IV – CALENDAR OF EVENTS

ACTIVITIES	RESPONSIBLE
<b>OCTOBER</b>	
Issue Constitution, Bylaws and Operating Manual to New BOD.....	President
Installation of BOD.....	All BOD Members
Revise Annual Budget, if Required.....	Treasurer
Approve Annual Budget.....	BOD
Prepare Annual Report Past Treasurer Documents Turned Over to Successor.....	Secretary/Treasurer
Propose Changes to Constitution, Bylaws and/or Operating Manual to BOD.....	CBO Committee
Branch General Membership and Annual Business Meeting.....	Program Committee
BOD Meeting.....	President
<b>NOVEMBER</b>	
Submit Annual Report.....	Past Treasurer
Branch/MSU ASCE Student Chapter Joint Meeting.....	Branch
Submit Constitution and Bylaw Amendments to Section Board.....	CBO Committee
Determine amount for scholarship(s).....	BOD
Branch General Membership Meeting.....	Program Committee
BOD Meeting.....	President
<b>DECEMBER</b>	
Prepare Amendments to Constitution, Bylaws and Operating Manual for Membership Vote.....	CBO Committee
Vote on changes in Constitution, Bylaws and/or Operating Manual.....	Branch BOD
Send Scholarship Application Notices.....	Scholarship Committee Chair
Branch General Membership Meeting.....	Program Committee
BOD Meeting.....	President



## JANUARY

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Multi-Regional Leadership Conference (MRLC).....	VP or TR or Sec
Send Amendments to the Constitution, Bylaws and/or Operating Manual to Members for Vote.....	Secretary
Distribute Revised Constitution, Bylaws and Operating Manual to BOD.....	CBO Committee
Branch General Membership Meeting.....	Program Committee
BOD Meeting.....	President

## FEBRUARY

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Send Award Applications to Membership (2/1).....	Awards Committee
Select Scholarship Winner(s).....	Scholarship Committee
Branch General Membership Meeting.....	Program Committee
BOD Meeting.....	President

## MARCH

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Review, Select, and Vote on Award Winners.....	Awards Committee
Approve Scholarship and Award Winners.....	BOD
Branch General Membership Meeting.....	Program Committee
BOD Meeting.....	President

## APRIL

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Branch/MSU ASCE Student Chapter Joint Meeting.....	Branch
Branch Annual Awards Ceremony.....	Program Committee
Appoint Election Committee for BOD Approval.....	President
Branch General Membership Meeting.....	Program Committee
BOD Meeting.....	President

## MAY

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Branch General Membership Meeting.....	Program Committee
BOD Meeting.....	President

## JUNE

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BOD Meeting.....	President
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## JULY

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Set Dates for all Meetings (July 1) .....	BOD
Submit to Secretary Selected Slate of Nominees (Prior to July BOD Meeting) .....	Election Committee
BOD Meeting.....	President

## AUGUST

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BOD Meeting.....	President
Send Ballots to Members of Good Standing by August 1 .....	Secretary
Tally Ballots (August 15 <sup>th</sup> ).....	Election Committee

## SEPTEMBER

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Report Election Results to Elected BOD (September 1).....	Secretary
Report Election Results to General Membership at September General Membership Meeting .....	Secretary
Section Strategic Planning Meeting.....	Designated BOD Members
Prepare Draft Annual Budget.....	Treasurer
Branch General Membership Meeting.....	Program Committee
BOD Meeting.....	President

**APPENDIX A – CONSTITUTION**

Adopted April 28, 1971, Revised October 1, 1978 and February 1, 2000 and January 2020

## **ARTICLE I. 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 Civil 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 program fee, except at the discretion of the Board of Directors of the Branch (BOD)
- Section 2. Honorary and Life Members of ASCE shall be exempt from program fees.
- Section 3. Special assessments may be levied as voted by the membership.
- Section 4. 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 BOD 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 of the Branch on the Michigan Section Board of Directors. Whenever the Michigan Section authorizes the Branch to have two such Representatives, the Vice President shall serve as the second Representative. When either Representative is unable to attend a meeting of the Michigan Section Board of Directors, they shall arrange with another member of the Branch BOD to attend in their place.
- Section 4. Officers and Directors shall be elected for terms of one year, which shall coincide with the fiscal year.
- Section 5. A mid-term 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 a vacancy in the office of Past President

## **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 BOD shall designate. Other meetings shall be called as provided in the Bylaws, 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 BOD.

## **ARTICLE VI. AMENDMENTS**

- Section 1. An amendment to the Constitution may be proposed by a majority of the BOD, 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 or electronic 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. BYLAWS**

- Section 1. The Branch may adopt Bylaws consistent with this constitution for the guidance of officers and Members.
- Section 2. The Bylaws may be amended at any regular meeting of the BOD, by a two-thirds affirmative vote of the entire BOD, provided that each Member of the BOD 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 BOD.

**APPENDIX B – BYLAWS**

## **ARTICLE I. FINANCIAL**

- Section 1: 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 2: Other and special assessments may be voted by the membership at any regular meeting of the Branch, provided that such action shall have 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 an Election Committee of three or more Members no later than the January meeting of each year.
- Section 2: The Election Committee shall select one or more candidates to each of the offices prescribed by the Constitution; select one or more candidates for up to two Directors, at their discretion; 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 prior to July BOD meeting.
- Section 3: The Secretary shall submit the slate to the membership with the announcement of the August Meeting/Newsletter, 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 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 by August 1.
- Section 5: Ballots returned to the Secretary by August 15 shall be opened and counted by an Election Committee. 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 August 20 to the Secretary, who shall report the results to the elected officers by September 1 and to the membership in the announcement of the September meeting.

**APPENDIX C – COMMITTEE ROSTERS**