

Guidelines for Student Officers, Faculty  
Advisors and Practitioner Advisors

# STUDENT CHAPTER HANDBOOK

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Revised August, 2015

ASCE Student and Younger Member Programs

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# PREFACE

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

Students generally lack a strong sense of identification with their chosen field of study when they enter college. ASCE Student Chapter 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 Chapter offers another opportunity for proving excellence and expanding knowledge. For the student who encounters difficulty with class work, the ASCE Student Chapter 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 Chapter.

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

ASCE Student Chapter 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 Chapter operation. It is the source book for information, suggestions and guidance to ASCE Student Chapter officers and advisors. In addition, the ASCE Committee on Student Members (CSM) coordinates contact between the individual Student Chapters and the Society-level organization. CSM is composed of up to ten volunteer Society members. Members of the ASCE Headquarters staff assist CSM and the ASCE Student Chapters in coordinating activities within the Society. Policies originating during a CSM biannual meeting are forwarded to the Board of Direction via the Member Communities Committee (MCC). CSM attempts to have one of its members at each of the ASCE Student Conferences. Members of CSM are always available to assist in any matters concerning the operation of ASCE Student Chapters and the early contact of students with the civil engineering profession.

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[www.asce.org/student\\_chapters](http://www.asce.org/student_chapters)

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# ABOUT ASCE

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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 140,000 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, 93 Sections, 155 Branches, and 329 Student Chapters. ASCE's activities and service programs include:

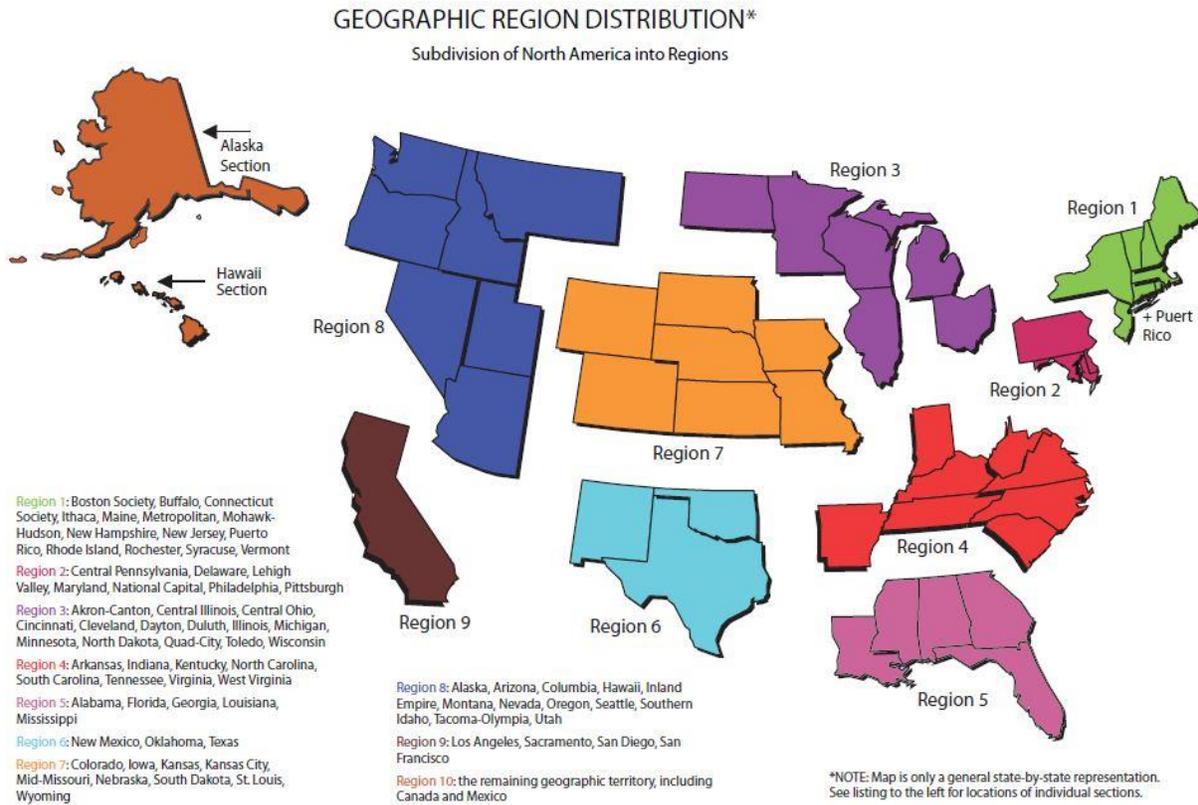
- Developing guidelines, codes, and standards through technical Divisions, Councils, and Institutes;
- Assisting in the development of civil engineering education curricula and participating in the engineering accreditation process;
- Establishing professional practice standards;
- Enhancing the public 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.

# ASCE ORGANIZATIONAL STRUCTURE

Society members are organized by small local groups called Branches. Branches are grouped together into Sections. Sections are grouped together into Regions, each headed by a Director. For example, the Houston Branch and the Dallas Branch are part of the Texas Section. The Texas Section and the New Mexico Section are part of Region 6.

There are nine regions within the United States, and one international region as shown in the figure below.



Sections have the responsibility to oversee the Student Chapters located within their geographic area. Helping the Sections oversee the Student Chapters are the ASCE Committee on Student Members and ASCE Student Services. These organizations are described below.

## ASCE Committee on Student Members

The ASCE Committee on Student Members has primary responsibility for overseeing ASCE's student programs, including guidance on Student Chapter operations. CSM's organization, responsibilities, and services are explained below. More information about ASCE's organization

and operation can be found in the *ASCE Official Register*, [available online](#). A roster of the current members of the Committee on Student Members can also be [found online](#).

### ***Organization***

The Committee on Student Members shall consist of no more than ten (10) members, including two (2) Geographic or Technical Region Governors, one (1) representative of the Architectural Engineering Institute, and one (1) representative from the Committee on Younger Members.

### ***Responsibilities***

The Committee on Student Members shall provide for the development and engagement of students through activities and programs that enhance the formal education process and the transition of Student Members into the profession as ASCE members.

### ***Products and Services***

- Annual Workshop for Student Chapter Leaders (WSCL)
- Competitions and Awards
- Student Conferences
- Student Chapter Handbook
- Practitioner and Faculty Advisor Training Workshop
- Written assessment of Annual Reports to Student Chapters

### **ASCE Student Services**

Managing the day-to-day functions of the student programs is the ASCE Student Services staff of the Member Communities Division at ASCE headquarters. 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  
703-295-6105  
[student@asce.org](mailto:student@asce.org)

# ASCE MEMBERSHIP

There are seven grades of membership in the Society: Honorary, Distinguished, Fellow, Member, Associate, Affiliate, and Student Member. The Student Member grade is described below.

## ASCE National Student Membership Requirements

Applicants for the Student Member grade must be enrolled in a civil engineering or related program and must be members of the ASCE Student Chapter at their schools (if one exists). Student Members are responsible for conforming to the Constitution, Bylaws and Rules of Policy and Procedure of ASCE and its Code of Ethics (see [Appendix A](#)).

## ASCE National Student Member Benefits

ASCE National Student members have the following 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).
- Digital access to monthly issues of [Civil Engineering magazine](#) and *ASCE eNews*.
- Access to powerful online career resources in [ASCE Career Connections](#), devoted solely to civil engineering internships, jobs, and advice.
- Monthly issue of *The Ladder* – a Student and Younger Member newsletter sent to your inbox.
- Professional guidance through ASCE’s [Mentoring Program](#).
- Special technical and professional activity information bulletins when you join one of [ASCE’s nine technical institutes](#).
- Opportunity to join the local Section or Branch and participate in their activities.
- Updates on legislation affecting the profession when you become a [Key Contact](#).
- Discounts on ASCE-sponsored conferences, journals, books and manuals to increase your knowledge and research.
- Reduced fees on FE Review Courses to prepare you for your exams.
- Opportunity to serve on committees and councils at Society and local levels.
- Details of specialty conferences and meetings.
- Professional recognition through advancement to Affiliate Member, Associate Member, Member, Fellow and Distinguished Member grades.
- Opportunity to participate in group life, medical, auto insurance programs and car rental discounts.
- The right to apply for scholarships (see the ASCE Official Register, [available online](#), for information on available scholarships and application requirements)

## ASCE National Student Member Dues

Membership in ASCE is on a calendar year basis, running from January through December. There is no membership fee to become an ASCE 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 annually**. Renewal notices are emailed to Student Members in the fall.

## ASCE National Student Membership Applications

You can [join ASCE online](#). ASCE headquarters will send hard copy application forms to Faculty Advisors who request them for distribution to their Student Chapter.

Upon graduation, ASCE Student Members are encouraged to upgrade their memberships to one of two of the professional ASCE membership grades: Associate or Affiliate. This can be done [online](#), or by calling (800)548-ASCE

## ASCE PUBLICATIONS

One way ASCE membership helps keep you connected to the profession and the ASCE family is through publications. A few of these publications are highlighted below.

### Civil Engineering Magazine

*Civil Engineering* 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 ASCE Student Members.

### Professional Journals

ASCE publishes numerous journals in a host of professional areas of interest to civil engineers. Journals consist of formal papers and their written discussions by members of the various technical and professional divisions. Many of these journals are [available online](#).

### ASCE News

*ASCE News* reports on committee and member activities, as well as conferences and continuing education opportunities. *ASCE News* is [available](#) to ASCE Student Members.

### ASCE Official Register

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. The register also lists boundaries for Regional Councils, Sections and Branches and information about Student Chapters, 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 all current ASCE publications is [available online](#).

## ASCE STUDENT CHAPTERS

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ASCE sponsors Student Chapters made up of undergraduate civil engineering students. Student Chapters may be established at institutions that have a baccalaureate degree program in civil engineering or civil engineering technology.

The basic requirements for establishing and operating an ASCE Student Chapter are contained in the Society's Bylaws (see [Appendix B](#)). Within that framework, the Society assumes that each Student Chapter will establish its own rules according to its needs. For example, the frequency and format of an organization's meetings are at the Student Chapter's discretion. A constitution is helpful and highly recommended (see [Appendix F](#)).

A listing of all active ASCE Student Chapters can be [found online](#) and in the ASCE Official Register.

### STUDENT CHAPTER MEMBERSHIP

Civil engineering and civil engineering technology students should be encouraged to become ASCE Student Chapter members. It is the responsibility of each Student Chapter to set up and administer its membership rules according to its own needs. ASCE does not regulate eligibility for membership in any Student Chapter. Your membership rules should be included in your Student Chapter constitution.

Membership in an ASCE Student Chapter and being an ASCE Student Member allows you full participation in the following programs.

#### Student Chapter Awards

- Robert Ridgway Award – the single most outstanding Student Chapter, as determined by the information contained in the Annual Report
- Ridgway Award Finalists – the Student Chapters that were finalists for the Robert Ridgway Award.
- Distinguished Chapter Award – the most outstanding Student Chapter in each Region
- Certificate of Commendation – presented to not more than 5% of the outstanding Student Chapters of the Society
- Letters of Honorable Mention – presented to Student Chapters whose reports scored in the top third of all submitted Annual Reports.
- Most Improved Student Chapter Award - to the Student Chapter with the largest positive change in scores over the previous year

- Letters of Significant Improvement – to the Student Chapters whose Annual Reports showed significant improvement over the previous year.
- Richard J. Scranton Outstanding Community Service Award - the Student chapter that demonstrates the most outstanding record of service for the previous calendar year.

### **Individual Awards**

- Daniel W. Mead Prize for Students
- Student Leadership Award

### **Contests and Competitions**

- ASCE National Concrete Canoe Competition
- ASCE/AISC National Student Steel Bridge Competition

### **Meetings and Workshops**

- Workshops for Student Chapter Leaders (WSCL)
- ASCE Student Conferences
- Participation in all social, professional and technical activities of the Student Chapter
- Participation in and networking with all joint activities with other organizations on campus, with other ASCE Student Chapters and with local Sections, Branches and Younger Member Groups of ASCE
- Substantial discounts for most ASCE Specialty Conferences and Conventions

## **MEMBERSHIP DUES**

Each Student Chapter determines the rate and period of dues for its members and is solely responsible for its own collections, assessments, budgets, and expenditures. Most Student Chapters have dues in the range of ten dollars per year.

## **STUDENT CHAPTER STRUCTURE**

Administering a Student Chapter 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 Chapter officers, as many other members as possible should be appointed to working committees.

### **Recommended Elected Positions**

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

This organizational structure can be expanded to include appointed positions, and those filling such positions would work closely with the officers under which their positions fall.

## Recommended Standing Committees

In addition to the elected and appointed positions of the organizational structure of the Student Chapter, the following standing committees are recommended.

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

Each committee should consist of an appointed chairperson and enough responsible volunteers to carry out the functions of the committee. See [Appendix C](#) for suggested specific committee duties.

The Student Chapter structure described above helps

- Provide avenues for increased participation of student members in running the Student Chapter,
- Improve Student Chapter continuity from administration to administration,
- Provide a stepping stone to elected office for volunteers on committees, and
- Provide opportunities for younger students to contribute to the Student Chapter by volunteering on committees.

## STUDENT CHAPTER ANNUAL DUES AND ANNUAL REPORT

A Student Chapter must submit an Annual Report and pay Annual Dues before it is deemed to be in good standing. Only those Student Chapters in good standing are eligible to participate in national competitions.

### Student Chapter Annual Dues

Each ASCE Student Chapter is charged dues of \$25 per calendar year. The Annual Dues must be received by ASCE Student Services by **February 1** in order for the Student Chapter to be eligible for national awards. The minimal fee shows formal affiliation and is applied toward subsidized services.

### Student Chapter Annual Report

Submission of an Annual Report of each Student Chapter's activities during the previous calendar year is a requirement of the Society's Bylaws ([Appendix B](#)). The Annual Report must be received by ASCE Student Services by **February 1** in order for the Student Chapter to be eligible for national awards. The ASCE Committee on Student Members reviews and scores the Annual Reports that have been received prior to its spring meeting and selects Student Chapter recipients for the Student Chapter Awards previously listed.

Templates for the Student Chapter Annual Report, as well as the rubric that is used to grade the reports, are available [online](#).

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

One requirement dictated by the Bylaws of the Society included in the Annual Report is Student Chapter’s complete membership list. At the end of the calendar year the Student Chapter Secretary should compile the complete membership list, alphabetized by class, for inclusion in the Student Chapter’s Annual Report where it becomes a permanent record in the archives of the Student Chapter and the Society. This list also tells Headquarters office which graduate applicants are eligible for waiver of the fee that is normally assessed as an entrance fee for Associate Membership. Faculty Advisors, Practitioner Advisors can at any time [access a roster](#) of national Student Members of ASCE from their Student Chapter. Student Chapter Presidents can also request access to this roster by contacting [student@asce.org](mailto:student@asce.org). If there are discrepancies in the roster obtained from ASCE, and the membership list kept at the Student Chapter, those discrepancies should be noted and sent to [student@asce.org](mailto:student@asce.org) so that ASCE can correct its records.

Student Chapters are encouraged to keep copies of their Annual Reports so that a record of the activities of the Student Chapter can be maintained over the years.

## **STUDENT CHAPTER EVENTS CALENDAR YEAR**

ASCE Student Chapter events generally follow a standard academic calendar. The major events for a typical academic year are listed below.

September	<ul style="list-style-type: none"> <li>• Information posted at <a href="http://www.asce.org/studentorgs">www.asce.org/studentorgs</a> <ul style="list-style-type: none"> <li>○ CSM Roster</li> <li>○ Daniel W. Mead Student Paper Contest Topic Announcement</li> <li>○ Information on ASCE Student Conferences</li> <li>○ ASCE National Concrete Canoe Competition Rules &amp; Regulations</li> <li>○ AISC/ASCE National Student Steel Bridge Competition Rules</li> <li>○ Student Chapter Annual Report Form</li> </ul> </li> <li>• Student Conference Host Teleconference</li> </ul>
October	<ul style="list-style-type: none"> <li>• Deadline to submit nominations for Student Leadership Award and Outstanding Faculty/Practitioner Advisor Awards.</li> <li>• ASCE Annual Meeting</li> <li>• Student Conference dates due from host schools</li> </ul>
November	<ul style="list-style-type: none"> <li>• Committee on Student Members Fall Meeting</li> <li>• WSCL information &amp; registration materials <a href="#">available</a></li> </ul>
December	<ul style="list-style-type: none"> <li>• Registration deadlines for Workshop for Student Chapter Leaders</li> </ul>
January	<ul style="list-style-type: none"> <li>• Workshops for Student Chapter Leaders</li> </ul>

February	<ul style="list-style-type: none"> <li>• Deadline for ASCE Student Chapter Annual Reports and Annual Dues – February 1.</li> <li>• Workshops for Student Chapter Leaders continue</li> </ul>
March	<ul style="list-style-type: none"> <li>• Committee on Student Members Spring Meeting</li> <li>• Student Conferences begin</li> <li>• Deadline to submit Daniel W. Mead Student Paper Contest entries to ASCE Student Services</li> </ul>
April	<ul style="list-style-type: none"> <li>• Student Conferences continue</li> <li>• Evaluations of last year’s Annual Report sent to Student Chapters</li> <li>• Announcement of <a href="#">Student Chapter Awards</a></li> </ul>
May	<ul style="list-style-type: none"> <li>• Announcement of Daniel W. Mead Student Contest winners</li> <li>• ASCE/AISC National Student Steel Bridge Competition</li> </ul>
June	<ul style="list-style-type: none"> <li>• ASCE National Concrete Canoe Competition</li> </ul>
August	<ul style="list-style-type: none"> <li>• Practitioner and Faculty Advisor Training Workshop</li> </ul>

## **STUDENT CHAPTER SOCIETY LOGO USE**

ASCE Student Chapters may use the Society logo on business stationery printed by the Student Chapter, on programs for Student Chapter events, on meeting notices, banners, websites, and in similar official ways. It should be clear that the event is a Student Chapter affair, not that of a Section or of the Society itself. ASCE logos may be downloaded from the [ASCE Branding Toolkit](#), which has resources for creating PowerPoint presentations using ASCE templates, as well as ASCE letterhead for student chapter correspondence.

## **STUDENT CHAPTER EMAIL**

ASCE recommends that each Student chapter establish a generic email address – similar to [asce@myschool.edu](mailto:asce@myschool.edu) or [ascemyschool@gmail.com](mailto:ascemyschool@gmail.com) that can be used by the officers of the Student Chapter from year to year. Notify [student@asce.org](mailto:student@asce.org) if you establish or change this email address.

## **STUDENT CHAPTER ACTIVITIES**

Student Chapters are encouraged to host and attend activities that serve their membership and the purpose of the Student Chapter and ASCE. Described below are some typical Student Chapters activities.

Additionally, publicizing events hosted by the Student Chapter can help attract new members and inform the local community about the benefits civil engineers provide to society. Guidance on advertising and public affairs is given in [Appendix G](#).

## Meetings

Student Chapter members are encouraged to host and attend various types of meetings that offer a forum for presenting opinions and papers by faculty, students and practicing engineers thus complementing classroom work. While these meetings may take many forms and achieve different purposes, one possibility is outlined below.

### *Typical Meeting Agenda*

- Call to Order
- Personal Introductions
- Welcome members and guests
- Welcome advisors, other professors and practitioners
- Approval of Minutes from Previous Meeting
- Treasurer's Report
- Committee Reports
- New Business
- Student Paper Presentation
- Guest Speaker Presentation
- Meeting Adjourned
- Refreshments and socializing

### *Checklist for a Typical Meeting*

- Invite guest speakers several weeks or months prior to the meeting.
- Secure meeting place.
- Follow up with speaker and arrange for accommodations as required.
- Publicize the meeting well in advance.
- Arrange field trip transportation.
- Secure and set up necessary equipment.
- Arrange for meal and refreshment functions.
- Write letters of thanks to speakers and/or field trip guides immediately after the meeting.
- Prepare and distribute news accounts of meeting soon afterwards.

### *Potential Guest Speakers*

- Prominent local civil engineers
- Faculty Members
- Section and Branch leaders and members
- Project Managers on local projects
- Local politicians (who may also be engineers) – mayors, members of Congress, the governor of your state

Correspondence with guest speakers should outline important details such as meeting time, location, and parking, while requesting confirmation of motel and audio visual requirements and a summary biographical sketch. Follow up with telephone calls as the meeting date approaches to make sure all arrangements are in place. When the guest speaker arrives, he or she should be greeted by Student Chapter officers and escorted to the meeting room.

## Field Trips

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

## Special Projects

A special project is a constructive undertaking requiring planning and implementation that go beyond routine organizational activity. Opportunities for leadership experience and participation in a team effort are made available by these projects. Student Chapters should be cautioned not to provide professional engineering services without the supervision of a licensed professional engineer. **To do so is unlawful.** Some other helpful items are listed below.

### *Special Project Considerations*

- 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 scope of the project should be feasible.

### *Tips to Ensure a Successful Project*

- Always approach the project as mature representatives of the ASCE Student Chapter 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 informed, with written or oral reports.
- Utilize the special talents of Student Chapter 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 Chapter file for future endeavors, for publicity by the Section, and to include in the Annual Report sent to the ASCE Student Services.

### *Sample Community Service Projects*

- Habitat for Humanity
- Bridge repair or construction
- Dam analysis-water & severe storm analysis
- Building signs
- 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
- Rehabilitation of local sidewalks
- Topographic details of park land
- Survey for an emergency management office
- Infrastructure survey for state

## **Student Conferences**

ASCE Student Chapters are assigned to one of the 18 organized Student Conferences across the country. (The ASCE Official Register contains a listing of the Student Chapters assigned to each Student Conference.)

Each year the Student Chapters in each of the Conferences will gather for a professional Student Conference which includes a technical paper presentation competition, a business meeting, as well as other optional activities such as networking events, social activities, and civil engineering competitions including concrete canoe and/or steel bridge competitions. These conferences serve as the qualifying rounds for the national concrete canoe and steel bridge competitions.

Hosting responsibilities for the Student Conference rotate among the Student Chapters in each Conference. When it is your organization's turn to host an ASCE Student Conference, contact ASCE Student Services and request a copy of the *ASCE Student Conference Host Planning Guide*. This guide was developed by the ASCE Committee on Student Members as a practical, working document to help make your Student Conference successful. Additionally, the September prior to your Student Conference, you will be invited to a teleconference hosted by CSM that will further explain all aspects of hosting and allow you to ask any questions you may have.

## **ASCE National Concrete Canoe Competition**

ASCE Student Chapters have been involved 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 Chapter as host. Eligible Student Chapter teams advance to the national competition after winning at their local Student Conference competition.

## *National Concrete Canoe Competition Objectives*

- 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.
- To provide an opportunity for students to gain writing, oral presentation, and marketing skills in the preparation/presentation of the technical report and the creation of the informational display.
- To provide an opportunity for students to gain hands-on experience with hydraulic and aesthetic design.

Rules & Regulations are released each year in early-September and are [available online](#).

## **ASCE/AISC National Student Steel Bridge Competition**

ASCE is a co-sponsor of the ASCE/AISC National Student Steel Bridge Competition (NSSBC) and encourages Student Chapters to participate in this activity. Qualifying rounds for the NSSBC are typically held in conjunction with the student conference but also may be held separately. The mission of the Student Steel Bridge Competition (SSBC) is to supplement the education of civil engineering students with a comprehensive, student-driven project experience from conception and design through fabrication, erection, and testing, culminating in a steel structure that meets client specifications and optimizes performance and economy. NSSBC rules are [available online](#).

## **Eligibility for National Competitions**

The following qualifications are required of all ASCE Student Chapters in order to participate in an ASCE-sponsored national competition.

### *An ASCE Student Chapter must:*

1. Be in good standing with ASCE:
2. Annual Report and Annual Dues must be submitted and received by ASCE prior to the start of the Student Conference, and

3. as representatives of ASCE and the civil engineering profession, all competition and conference participants are expected to and must act professionally and courteously. The use of alcohol, marijuana, or other controlled substance is strictly prohibited.

**Note:** *Invitations to conference and national competitions are a privilege, not a right. Failure to adhere to this policy can result in letters of reprimand, mandatory behavior management plans, and loss of invitations to further competition for individual institutions and/or entire conferences.*

4. Attend and participate in their assigned Student Conference as shown through their school's:
5. Good faith participation in the Student Conference Business Meeting (i.e. on time attendance by at least one student representative);
6. Good faith participation in the Student Conference Paper Competition (i.e. submission and presentation by at least one member of the ASCE Student Chapter; and
7. Meeting any additional requirements of Student Conference participation set by the Student Conference at the previous year's business meeting or in their written and approved by- laws, standing rules, or constitution.

**Note:** *The concrete canoe design paper/oral presentation does not count as an entry into the Student Conference Paper Competition.*

## **Society-Level Conferences**

ASCE Student Members have a standing invitation to attend ASCE Society-level conferences. At these conferences they have the opportunity to meet world-renowned engineering specialists and to talk with students and practicing engineers from all over the country. Student registration fees are usually substantially reduced from those of other attendees. Conference locations, dates, and registration details are available on the [ASCE conferences website](#).

## **Workshop for Student Chapter Leaders**

The Workshop for Student Chapter Leaders (WSCL) is held three times annually in January and February (in the eastern, central and western regions), and is geared toward incoming and prospective ASCE Student Chapter officers that have not previously attended a WSCL, as well as ASCE Faculty Advisors and Practitioner Advisors.

The WSCL, held in conjunction with the Workshop for Section & Branch Leaders (WSBL) and the Younger Members Council (YMC) as part of the a Multi-Region Leadership Conference (MRLC), encourages students to

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

Information and registration materials for the WSCL are [available](#) in late October or early November.

### **Daniel W. Mead Student Paper Competition**

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 by submitting an essay addressing a theme selected by CSM each year. Up to five winners receive cash prizes and national recognition. The top author is awarded the Daniel W. Mead Student Award. New rules are [released each September](#).

## **DISCIPLINARY PROCEEDINGS**

Occasionally a Student Chapter will allow its good standing to lapse by not turning in an Annual Report or paying Student Chapter dues. When this occurs, the proceedings below are implemented.

### **Probation**

A Student Chapter may be placed on Probation by action of the Committee on Student Members if its Annual Dues and/or Annual Report are not submitted by March 1.

#### *Steps to Return to Good Standing*

- Annual Dues are made current (including outstanding dues).
- Annual Report is subsequently submitted.

### **Suspension**

A Student Chapter may be placed on Suspension by action of the Committee on Student Members after the Student Chapter has been on Probation for a period of eighteen (18) months with no apparent or appreciable activity.

#### *Steps to Return to Good Standing*

- Annual Dues are made current (including outstanding dues).
- Annual Report is submitted, or (if that is not possible) a letter of explanation is submitted, detailing why Annual Reports have not been submitted, and noting what has changed so that this does not happen in the future.
- An Action Plan is submitted, detailing the future plans for the Student Chapter.

### **Disestablishment**

A Student Chapter may be disestablished by action when a recommendation is made by CSM to the Member Communities Committee (MCC). MCC may recommend to the Regional Board of Governors for disestablishment of a Student Chapter if it has been on Suspension for a period of two years with no apparent or appreciable effort to correct, if the Student Chapter becomes inactive, or if its continuance is considered not to be in the best interest of the Society.

# KEYS TO SUCCESS

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The following suggestions will help make your Student Chapter successful.

- Organize your leadership by positions with descriptions of responsibility and committees for large tasks (such as hosting a student conference) to accomplish work. See [Appendix C](#) for suggested roles. Then have your leadership attend the Workshop for Student Chapter Leaders (WSCL) as described in the [Workshop for Student Chapter Leaders](#) section of this guide.
- Develop a mission statement for your chapter to help with direction, planning and organization. Examples include the following.
  - ...to expose our members to the real-life challenges of engineering...
  - ...to develop a support network for students within the civil engineering program...
  - ...to use learned civil engineering skills to benefit the local community...
  - ...to develop contacts with the local, regional, and national engineering community...
- Set achievable and measureable goals, track their achievement, and assess them at the end of the year. Examples goals include the following:
  - Increase chapter membership by 20% this year
  - Complete at least one community service project this year
  - Partner with two other Student Chapters at career day
- Hold regular and organized meetings and events for student officers and general members. See the [Student Chapter Activities](#) section for examples and guidance
- Advertise your successes. Doing so will help cultivate and continue support received from your institution, ASCE section and branch, and the local community. See [Appendix G](#) for publicity guidance.
- Use historical sources and maintain them during your tenure. These sources will give you ideas on what has worked for your chapter in the past. Examples of historical sources your chapter should have are listed below.
- Annual Reports
- Local files
  - Previous chapter members and officers
  - Advisors

# ADVISORY PERSONAL GUIDELINES

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## FACULTY ADVISORS

The Faculty Advisor (FA), an ASCE member, is appointed by the Department Head at the Student Chapter's college or university. Typical FA responsibilities are listed below.

### Student Chapter Officer Mentor

- Help the Student Chapter Officers to initiate, plan, organize, execute and document Student Chapter activities
- Meet regularly (recommended weekly) with the Officers
- Provide and/or facilitate professional contacts
- Encourage students to try a variety of activities
- Be knowledgeable about institutional resources and practices
- Maintain records of Student Chapter activities and membership
- Guide and review the preparation of the Annual Report, and check it for adequacy and accuracy

### ASCE Representative

- Work with Practitioner Advisors (PAs) to mentor and develop students
- Be a point of contact between the Student Chapter, the local Section and/or Branch and ASCE
- Communicate with ASCE and the Committee on Student Members
- Attend Student Chapter meetings and events as often as possible
- Attend Workshop for Student Chapter Leaders (WSCL) and ASCE Student Conferences regularly
- Exemplify and foster professional attitude

### ASCE Advocate

- Encourage students to become ASCE members, and provide the means to do so
- Encourage other faculty members to participate in Student Chapter, Section, and Branch activities
- Represent the society to the University/College

## PRACTITIONER ADVISORS

Every Student Chapter should have two Practitioner Advisors (PAs). PAs are members of the Society who reside within convenient distance of the university, but are non-faculty members. Normally, one of the Practitioner Advisors is a recent graduate (not necessarily of the University) and a Younger Member of the Society. The primary role of the Practitioner Advisor is to motivate, encourage, criticize constructively, compliment, question, and be an example of high-caliber professional performance.

PAs are appointed by the appropriate ASCE Section, which seeks recommendations from within the Section/Branch and the Student Chapter FA. Appointments are authorized at the Section level on behalf of the ASCE Board of Direction.

### **PA Guidelines**

The exact function of a Practitioner Advisor will vary among Student Chapters 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 Chapter as well as assist in the development of the Student Chapter.

- Work with Faculty Advisor to mentor and develop students
- Meet with the Faculty Advisor, other faculty and the Department Head prior to the academic year to discuss the coming year and the role and importance of the ASCE Student Chapter
- Meet with the Student Chapter officers throughout the academic year and encourage them to set goals for the year and meet their responsibilities
- Help the Student Chapter officers identify subjects and speakers (but do not contact speakers or do the students' work)
- Report on the activities of the local Section/Branch at each Student Chapter meeting and encourage students to participate in their activities
- Arrange for a joint meeting with the local Section/Branch
- Encourage Student Chapter Members to be ASCE Student Members and encourage graduates to continue on as Associate Members of ASCE
- Attend the annual Workshop for Student Chapter Leaders and encourage the Faculty Advisor and Student Chapter officers to attend
- Attend the ASCE Student Conference held in the spring

# Appendix A

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## 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*, available at [www.asce.org/Official-Register/Official-Register/](http://www.asce.org/Official-Register/Official-Register/))

# Appendix B

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## **ASCE RULES OF POLICY AND PROCEDURE FOR THE STUDENT CHAPTER PROGRAM**

(Taken from the 2015 ASCE Official Register)

Rules of Policy and Procedure Article 9.4 *Geographic Units*.

9.4.5 *Student Chapters*.

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, which shall comprise 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 Member Communities 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 have at least one (1) full-time faculty member who is a member in the Society and 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 held during the preceding calendar year, the date of each meeting, the attendance, the principal speaker and subject, the names of the officers and the members by classes as of the end of the preceding calendar year, and other pertinent information.

9.4.5.3 *International Student Chapters.* International Student Chapters shall comprise undergraduate students at an educational institution located in Region 10 and may be established or dissolved on approval of the Region 10 Board of Governors. The Region 10 Board of Governors shall seek the input of the Member Communities Committee prior to taking action.

9.4.5.3.1 *Qualifications.* The qualifications of a proposed International Student Chapter shall include application by an organized group of students in any educational institution located in Region 10 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 Chapter 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 Chapter 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 direct the Region 10 Director to appoint a Practitioner Advisor to assist the group.

# Appendix C

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## SUGGESTED STUDENT OFFICER & COMMITTEE DUTIES

The following are the suggested officer positions and committees needed to run a successful Student Chapter.

### **President**

The President is the leader of the Student Chapter and the manager of the Student Chapter 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.

### *Typical Duties*

- Preside at each Student Chapter meeting by following a prepared agenda.
- Carefully staff the organization's committees by appointing responsible chairpersons prior to installation and shall announce said appointees upon installation.
- Be prepared to make all major decisions of Student Chapter affairs that do not require voting by the Student Chapter members.
- Call all special meetings including a weekly joint meeting of officers and committee chairpersons.
- 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 Chapter programs for the semester.
- Host the guest speaker, the Faculty Advisor, and a fellow Student Chapter officer at a dinner preceding the Student Chapter meeting and be responsible for making arrangements thereof.
- Maintain a close contact with the Faculty Advisor and Practitioner Advisors.
- Represent the Student Chapter 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.
- Set an example of professionalism as well as sociability.
- Serve as officer advisor to the Special Projects Committees.
- Approve or disapprove Student Chapter 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.

### *Typical Duties*

- Coordinate the Student Chapter committees.
- Call periodic committees meetings to review their progress and performance.
- 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 Chapter.
- Serve as officer advisor to the Membership Committee.
- 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 Chapters.
- Accompany the President in representing the Student Chapter at non-ASCE functions whenever possible.

## **Recording Secretary**

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

### *Typical Duties*

- Maintain a complete up-to-date file of Student Chapter 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 Chapter meeting,
  - complete reports on each activity or project including names of participants, date, functions performed, etc.,
  - copies of correspondence,
  - copies of Student Chapter publications, and
  - ASCE scholarship applications and other equally important records.
- Be responsible for recording the proceedings of Student Chapter meetings and reading or distributing these minutes at the following meeting for approval for members.
- Be responsible for obtaining all other records from the respective officers or committee chairpersons.
- Be responsible for the typing and publication of Student Chapter material (i.e., lists, reports, other records) except correspondence material. These should be distributed in copy to officers and committee chairpersons if necessary.
- 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 Chapter correspondence with other parties. The bulk of correspondence is with prospective guest speakers for regular Student Chapter 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 well in advance of the event to the potential guest introducing him or her to the Student Chapter 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.

### ***Typical Duties***

- Create and manage correspondence with parties outside the Student Chapter as described above.
- Manage any other correspondence requested by any officer or committee chairperson.
- Replying to mail immediately using Student Chapter letterhead stationery.
- Notifying Practitioner Advisors of each regular meeting.

## **Treasurer**

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

### ***Typical Duties***

- Prepare an operating budget for Student Chapter 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, and

- Miscellaneous.
- Have the authority to sign all checks as approved by the President.
- 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 Chapter checking account, the cash on hand, and outstanding bills.
- Announce the current balance of Student Chapter accounts at each regular meeting.
- Have possession of the Student Chapter checkbook.
- Pay all bills immediately upon receiving them.
- Reconcile the checking account upon receipt of the bank statement and any discrepancies should be resolved immediately.
- Maintain a complete file containing all paid bills and receipts of Student Chapter purchases.
- Maintain a detailed list on membership money received.
- Collect cash received for refreshments.
- Reimburse any Student Chapter member who presents a receipt for an authorized purchase by the Student Chapter.

### **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.

#### *Typical Duties*

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

## 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.

### *Typical Duties*

- Compose and distribute a membership application package (include a letter, necessary application forms, return envelope, brochures).
- Conduct a membership campaign in cooperation with the Publicity Committee.
- 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 Chapter Treasurer.
- Maintain a complete file of membership information.
- Prepare a complete membership list for the Student Association Office, Faculty Advisor, Student Chapter officers, committee chairpersons, and Student Chapter records.
- Arrange for ordering Student Chapter publications (i.e., Civil Engineering magazine) and Student Chapter emblems, jewelry, etc.
- 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.

## 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.

### *Typical Duties*

- Publicize all Student Chapter activity using guidelines in Appendix G.
- Announce all Student Chapter 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 Chapter activity:
  - Student Chapter 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
- Present a copy of any publicity announcements to the Recording Secretary for filing purposes.
- Remove all announcements following the meetings.
- Make special announcements as requested by other committees or officers.

## 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.

### *Typical Duties*

- Prepare a location for Student Chapter meetings.
- Make necessary room reservations prior to all meetings.
- 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.
- Display the ASCE banner and the American flag.
- Prepare the lectern.
- Clean the room and enhance its appearance in any way desired.
- After the meeting, restore the room to its proper order and secure all equipment used.
- Maintain the ASCE reading room (activity room). Keep the reading room clean and in order at all times. Display current literature.

# Appendix D

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## **SAMPLE STUDENT CHAPTER MEMBERSHIP DRIVE LETTER/EMAIL**

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 Roebbling 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](mailto:ASCE@yourschool.edu) or 1-2345.

Sincerely,

President

ASCE Student Chapter

# Appendix E

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## **SAMPLE LETTER/EMAIL REQUEST FOR A SPEAKER**

Subject: 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

# Appendix F

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## SAMPLE STUDENT CHAPTER BYLAWS

### 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:
3. Introduction and Welcome.
4. Minutes of the week's previous meeting given by the Chapter Secretary.
5. Treasurer's Report.
6. Announcements and general concerns.
7. New Business.
8. Introduction of the Guest Lecturer by the Program Coordinators.
9. A schedule of weekly Chapter meetings shall be decided upon and posted conspicuously during the first week of each academic quarter.
10. 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:
2. have general supervision over the affairs of the Chapter.
3. preside over weekly Chapter meetings and Executive Committee meetings.
4. represent the Chapter at all appropriate meetings at the Chapter, Section, Regional and Society levels.
5. assume overall responsibility for the Chapter and its activities.
6. be *ex officio* a member of all committees and projects to ensure goals are met and group rapport is maintained.
7. available to officers and other Chapter members in need of assistance.
8. maintain good rapport and frequent contact with the Faculty Advisor(s), the Dean of the College of Engineering, and the Engineers Council.
9. Duties of the Vice President. The Vice-President shall:
10. perform the duties of the President in the President's absence in addition to the following.
11. assist the President in monitoring Chapter activities and committee accomplishments.

12. assist the President in decision making.
13. record, consolidate, and assemble into an Annual Report all information reflecting Chapter activities.
14. be available to officers and Chapter members in need of assistance.
15. Duties of the Secretary. The Secretary shall:
  16. 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.
  17. 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.
  18. maintain Chapter correspondence and records in order.
  19. keep rosters of all committees' and their members.
20. Duties of the Treasurer. The Treasurer shall:
  21. keep and maintain an annual census of all members.
  22. be responsible for preparing the operating budget of the Chapter,
  23. take charge of all receipts of the Chapter,
  24. keep liaison with the Civil Engineering Department concerning funds,
  25. manage the prompt payment of bills, keep accurate records of Chapter expenditures.
  26. submit a detailed accounting of the Chapter's expenditures and credits to the Executive Committee on a quarterly basis.
27. exercise good business sense in general and perform all other duties normally ascribed to the office.
28. Duties of Program Coordinators. The Program Coordinators shall:
  29. be responsible for arranging programs and locations for general membership meetings and other functions.
  30. be responsible for the development of program ideas.
  31. be required to contact guest speakers.
  32. 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.
  33. be responsible for making room reservations and obtaining any necessary audio-visual aids or other equipment.
  34. ensure that refreshments are provided at weekly Chapter meetings.
  35. be responsible for advertisement of weekly meetings and lectures through newsletters, signs or other acceptable means.
  36. send letters of appreciation to speakers on behalf of the Chapter following their lectures.
  37. compile and maintain an accurate biographical file on guests and speakers who address the Chapter.
38. Duties of the Publicity Coordinator. The Publicity Coordinator shall:
  39. be responsible for informing Chapter members of any Chapter activities.
  40. use at least email, voicemail, flyers, and web site to convey this information.
  41. be responsible for taking pictures at any Chapter-sponsored event.

## ARTICLE IV. FEES AND DUES

1. Dues.
  - a. There shall be no entrance fee for any grade of membership to which an applicant is subscribing.
  - b. The Annual Dues payable by Chapter membership shall be as follows:
    - Freshman – None
    - Sophomore - \$5.00
    - Junior - \$13.00
    - Senior - \$15.00
    - Graduate - \$17.00
    - Associate - \$5.00
  - c. Dues shall be payable annual 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:
4. Annual Report Committee
5. Student Conference Committee.
6. 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 no conflict of interest exists.

## 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 all members and to the faculty members of the Department.

# Appendix G

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## **PUBLICITY FOR STUDENT CHAPTER ACTIVITIES**

There are recognized advantages in informing others about the activities of the Student Chapter. Appropriate publicity should be written and distributed to local print and electronic media and wire services for maximum coverage. Most colleges and universities have a public affairs or public relations office. Working with them will help you to connect with appropriate media outlets for your news and events and give guidance on how to communicate your story.

A publicity committee should prepare releases for college papers, local newspapers, and ASCE publications. Your press release should contain brief accounts of activities, giving names, and details of accomplishments, and digital photographs, if possible. The lead-in paragraphs should answer the questions of who, what, when, where, why and how.

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

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 Chapter, at your institution and for the Society at large.

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, and you'll make the efforts of your Student Chapter more visible both on campus and in your surrounding community.

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 Chapter Backgrounder.

### **Advice on Working with the Media**

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

- 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, 5-10 second sound bites full of information?
  - Who is your most vocal, enthusiastic representative?
  - Would this person represent ASCE well?
- 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 and Reuters?
  - Engineering trade press magazines?
  - Regional and national general interest publications?
- 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. In most cases, the education editor or science editor is your best bet. In the event your paper doesn't list either one, the contact should be the individual listed as "Metro Editor."
- Find out the appropriate contacts at the television stations in your area. 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.
- Most radio stations employ a "News Director;" addressing your release to this individual will ensure that your release gets noticed by the right person.
- 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.
- 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.
- 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.

### **Tips on Writing a News/Press Release**

The news or press release is the workhorse of public relations communication efforts. 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:

Keep your release to no more than two sides of a page. This translates to roughly 375 words or less. Be sure to put "more" at the bottom of the first page, so the reader knows the release continues.

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.

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?

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.

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."

Vary your sentence length. Releases dominated by long sentences can be intimidating. Releases with only short sentences don't tell the whole story. Interchanging the two, guides the reader and keeps their attention.

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.

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.

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.

Here is an example of a press release put out by ASCE:

ASCE Announces Open Submissions for First-Ever Bridges Photo Contest

Media Contact(s):

Clark Barrineau, 202-789-7853, [cbarrineau@asce.org](mailto:cbarrineau@asce.org)

Friday, March 01, 20XX

Reston, Virginia. – The American Society of Civil Engineers is calling on all photographers, government agencies, and engineers to submit their photos to the ASCE Bridges Photo Contest. If you love bridges, we want your photos! The ASCE Bridges

Photo Contest seeks to celebrate the design and engineering achievements of civil engineers.

ASCE will recognize 13 winners and 25 finalists from a variety of categories including best general photo; best green bridge; best small town or city bridge; best new bridge; best High Dynamic Range photograph of a bridge; and best bridge photo by an ASCE student member. Winning photos are eligible for inclusion in ASCE's 20XX Bridges Calendar.

Each winner will receive a cash award and will be eligible for inclusion in the ASCE 20XX Bridges Calendar. The contest will be judged by a panel of experts, including professional photographers, design professionals, and civil engineers.

Anyone over 18 years of age can enter. The contest closes March 31, 20XX.

To submit your photos or to learn more about the complete contest guidelines, please visit <website URL>.

### **Public Service Announcements (PSAs)**

PSAs are short (15-30, or 60 seconds) segments broadcast during the morning news on the radio and at various times on 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. They should be more conversational in tone as often times they are read by live talent.

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

For TV, you should contact the News Director.

An example of a PSA your Student Chapter might write would be:

The civil engineering students at State University will be holding a car wash on Saturday, May 3, 2014 from 1:00 pm to 4:30 pm at the Student Union West Parking Lot on Main Avenue.

Donations in any amount will be accepted to help send the concrete canoe team to the National Competition in June. Come on down, see the concrete canoe that won at the local competition last month, and visit with the team while your car is being expertly detailed!

## How to Write a Student Chapter 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 about 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 Chapter 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 the following topics.

- When was your Student Chapter founded?
- Why was it founded?
- How many students are members of your Student Chapter?
- Are there categories among student members? For instance, is there a new members group? A recruitment coordinating committee?
- How is your Student Chapter 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 fundraising by the Student Chapter?
- What are your Student Chapter goals? How are those goals fulfilled?
- What are the various committees that operate within your Student Chapter?
- What educational programs do you sponsor? Are scholarships available?
- At monthly meetings, are local speakers invited to address your Student Chapter?
- Does your Student Chapter have a canon of ethics?
- Does the Student Chapter publish reports, papers or a newsletter on a monthly or annual basis?
- What awards or special commendations have been bestowed upon your Student Chapter?
- Are there notable Student Chapter alumni who are outstanding members of the engineering, business or political arena who are well-known in your town, city, state or nationwide?