



AMERICAN SOCIETY OF CIVIL ENGINEERS
WEST COAST BRANCH
FLORIDA SECTION

Founded 1951

OPERATIONS MANUAL

WEST COAST BRANCH OF THE FLORIDA SECTION

**AMERICAN SOCIETY
OF
CIVIL ENGINEERS**

Adopted by:

WEST COAST BRANCH BOARD OF DIRECTORS

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MISSION STATEMENT

In order to create meaningful objectives for the organization, it is necessary to articulate a formal mission statement. This statement embodies the purpose of the organization and serves as criteria against which subsequent objectives will be measured. In other words, the compatibility of our activities with our purpose as an organization will be measurable.

The mission of the West Coast Branch of the Florida Section, American Society of Civil Engineers (hereinafter referred to as the "West Coast Branch") is the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers.

PURPOSE OF MANUAL

The purpose of this manual is to provide guidelines for the orderly operation of the West Coast Branch, the balanced distribution of responsibility, and the orderly transition of power. These guidelines are provided for all members to use. The user should exercise good judgment and flexibility when utilizing the guidelines provided herein. As a living document, appropriate and timely revision to this manual is encouraged.

1.0 BOARD OF DIRECTORS

1.1 DUTIES

The operation, management and governance of the West Coast Branch shall be vested in the Board of Directors.

1.2 COMPOSITION

The Board of Directors shall be composed of the President, Vice President, Treasurer, Secretary, the latest active resident Past President, the Chairs of Standing Branch committees and subsidiary organizations, and a minimum of five Directors. The Directors are appointed by the President at any time during the year.

1.3 BOARD OF DIRECTORS MEETINGS

It shall be the prerogative of the Board of Directors to establish the number and locations of the Board of Directors meetings for the administrative year. The final schedule shall be based on a tentative schedule prepared in September by the incoming President. The first meeting shall be called by the newly elected President who will notify all members who are to attend this meeting. Transmission of all records, data, and information from the preceding year should be completed. All other meetings shall be held on the dates established, with notification being made by the President in all cases. The meetings shall generally be held monthly.

1.4 BRANCH OFFICERS

The Branch Officers shall be composed of the President, Vice President, Treasurer, Secretary, and Past President. It shall be the duty of the Branch Officers to take action on matters arising between meetings of the Board of Directors which require prompt attention. All actions taken by the Branch Officers under the provisions of this subsection shall be brought to the attention of the Board of Directors not later than the Board meeting succeeding the time of the action.

Officers shall be installed in October. The ceremony shall be conducted by an officer of the Society, Region or Florida Section. If a Society, Region or Florida Section officer is not available, the installation shall be conducted by a West Coast Branch Past President.

1.5 ELECTION OF OFFICERS

The Nominating Committee shall choose one (1) or more candidates for election to each office, except the office of President, and obtain the consent of each nominee to serve if elected. All candidates must be a Subscribing Member of the West Coast Branch. In addition, candidates may be nominated by written petition containing ten (10) signatures of Subscribing Members. The Nominating Committee shall set the date by which nominations must be received. The Vice President shall automatically become the candidate for the office of President. All candidates for office must be approved by the West Coast Branch Board of Directors.

The Secretary shall send a ballot, containing a list of all nominees, petition nominees, and a space for a write-in vote for another candidate for each

office, to each Subscribing Member of the West Coast Branch at least twenty (20) days prior to the Florida Section Annual Meeting.

Ballots returned to the Secretary up to the time of counting shall be opened and counted no later than September 1st by three (3) tellers appointed by the President. For each office, the candidate receiving the highest number of votes cast shall be declared elected.

1.6 VACANCY IN THE BRANCH OFFICE

A vacancy in the office of President shall be filled by the Vice President. Other vacancies shall be filled for the unexpired term by appointment by the West Coast Branch Board of Directors.

1.7 DUTIES OF BRANCH OFFICERS

1.7.1 Responsibilities of Branch Officers

- a. Attend Branch Board of Directors meetings
- b. Assist the President in translating goals into attainable tasks for the appropriate committees and Subsidiary Organizations being directed
- c. Provide liaison between assigned committees, Subsidiary Organizations, and the Board of Directors
- d. Be familiar with the West Coast Branch Bylaws and Operations Manual
- e. Provide website updates, web entries, etc. to the Computer Technology Subgroup chair as specified

1.7.2 Responsibilities of President

The following additional duties shall be the responsibility of the President:

Installation of Officers

- Choose who will install the officers and make appropriate arrangements

Newsletter/Web Entries

- First order of business, write a President's message for the October newsletter/Website.
- Make sure newsletters and website get produced/updated and distributed in a timely manner
- Remind treasurer to invoice promptly newsletter/website sponsorships

General Membership (Luncheon/Dinner) Meetings

- Set dates for general membership meetings
- Preside at general membership meetings
- Introduce and attend to the speaker

Board of Directors

- Choose your Board of Directors and ask if they would like to serve
- Set dates for and preside at all Branch Board of Directors meetings

Committees

- The president is a member of ALL the standing committees. Be a part of what's going on.
- When ASCE hosts the Supersession, the President may be Chair of the Committee. The host makes ALL the profit from this event.
- Be sure ASCE is represented on the committee planning the Engineer's Week Banquet. Hosting of the banquet varies from year to year.

Membership

- Respond to requests from members

Florida Section

- Attend all Florida Section Quarterly Meetings
- Attend the Florida Section Annual Meeting

ASCE National

- Attend the ASCE Annual Meeting
- Respond to all requests from ASCE National

Other

- Choose and order speaker gifts for the entire year
- Order the past President pin and present it to the outgoing President at the Installation of Officers

1.7.3 Responsibilities of Vice President

The following additional duties shall be the responsibility of the Vice President:

Newsletter/Web Entries

- Write two web entries during the term

General Membership (Luncheon/Dinner) Meetings

- Attend the meetings

Board of Directors

- Attend West Coast Branch Board of Directors meetings

Florida Section

- Attend two Florida Section Board Meetings during the term

Committees

- Provide report for the Vice President's Committees at the Board of Directors meetings

Other

- The Vice President substitutes for the President at Florida Section Board Meetings and West Coast Branch activities when the President is not available
- Prepare goals and agenda for the following year (when President)

1.7.4 Responsibilities of Treasurer

FIRST DUTY: Get a new signature card from the bank for the new slate of officers to sign.

Treasurer Report

- Balance the checkbook and produce the Treasurer's Report each month for the West Coast Branch Board of Directors Meeting
- Conduct bank business, make seminar deposits, write checks, and pay the bills

Receipts/Checks

- Maintain all receipts, deposits in an orderly manner by month for your audit at the end of the term

Mail

- Pick up mail weekly from the PO Box at the Airport
- Distribute mail to current officers

Newsletter/Web Entries

- Write one web entry during the term
- Provide a Calendar of Events update on the website to the Computer Technology Subgroup chair at least once per month.

General Membership (Lunch/Dinner) Meetings

- Arrange for hotel and work with caterer for meetings
- Attend meetings; sign in attendees (with Secretary) at the meeting, take checks and make deposits during the same month
- Keep totals on expenditures, income and attendees at meetings

Board of Directors Meetings

- Attend West Coast Branch meetings, present Treasurer Report
- Attend one Florida Section Board of Directors meeting during the term

Committees

- Arrange the Program for your term; provide speakers and get the information to the Secretary in a timely manner for the newsletter
- Provide report for the Treasurer's Committees at Board of Directors meetings

Treasurer's Briefcase

- Safeguard the briefcase and its contents; pass it on to the next Treasurer

Other

- Carry out these duties; train the Treasurer coming in after you

1.7.5 Responsibilities of Secretary

Newsletter/Web Entries

- Create and publish a newsletter each month for the website
- Provide a website update to the Computer Technology Subgroup chair at least once per month
- Send newsletter weblink monthly by email to the West Coast Branch membership
- Send web entries to the Webmaster for posting
- Receive and solicit newsletter sponsors, website sponsors and job postings
- Invoice sponsors and job postings; keep track of when the sponsorship or job postings end

General Membership (Luncheon/Dinner) Meetings

- Receive RSVPs for meetings
- Create an Excel file of RSVPs; take copies to the meetings for sign in
- Attend meetings, sign in attendees

Board of Directors Meetings

- Attend all WCB Board of Directors meetings, take notes
- Produce meeting notes and attendance sheet for the next BOD
- Attend one Florida Section Board of Directors meeting during the term

Membership

- Maintain an **up-to-date** list of West Coast Branch officers, Board of Directors, and Committee Chairs; distribute at BOD meetings
- Update the Calendar monthly with dinner meeting speakers and topics. Coordinate with the Treasurer
- Update Leadership Report for the ASCE Database at the end of your term as Secretary

Committees

- Provide report for the Secretary's Committees at Board of Directors meetings

Secretary's Box

- Safeguard the box and its contents; pass it on to the next Secretary

Other

- Carry out these duties; train the next Secretary coming in

1.7.6 Responsibilities of Past President

The Past President oversees the Engineers Week Representative, Chairs the Nominations and Awards Committee and advises the President.

Nominations and Awards

- Receive emails from ASCE staff on various awards nominations
- Seek out the Engineers Week Committee Chair in October or early November regarding nominations for Engineer of the Year
- Review nominations forms, find nominees from the West Coast Branch, complete and return the forms within the time limit noted

Nominations include:

- ASCE West Coast Branch Engineer of the Year (Engineers Week Banquet)
- ASCE Florida Section Engineer of the Year
- ASCE Florida Section Branch of the Year

Audit

- With a Board member, perform an audit of the previous year Treasurer and report audit findings to the Board

1.8 ANNUAL REPORT

The President will prepare the Annual Report. The report shall be submitted to the ASCE Florida Section prior to the Section deadline (typically November 1).

2.0 FISCAL MATTERS

2.1 FISCAL YEAR

The fiscal year of the West Coast Branch is intended to correspond to the Florida Section and the National organization; currently October 1 to September 30.

2.2 DUES

The amount of the annual dues of the West Coast Branch shall be determined by the Board of Directors. The Treasurer shall notify the Florida Section of any changes in the dues structure of the Branch prior to April 1st. Dues shall be collected by ASCE National, unless otherwise designated by the Board.

2.3 BUDGET

The Vice President (who will become President in the upcoming fiscal year) shall prepare a draft budget for the upcoming fiscal year for presentation to the Board of Directors prior to the final meeting of the fiscal year. All income shall be kept in a bank account in the name of the West Coast Branch with disbursements being the duty of the Treasurer in accordance with the budget. All disbursements not established in the budget must be approved by the Board. The authoritative signatures for the account(s) shall be that of the Secretary, Treasurer, Vice President and the President.

2.4 COMMITTEE FUNDING

The Vice President shall solicit funding requests from committees prior to preparation of the annual budget.

2.5 FISCAL RECORDS

Fiscal records shall be maintained by the Treasurer. The Treasurer shall prepare a fiscal status report for each Board meeting and shall prepare a final status report for the incoming Board of Directors to be presented at the second Board meeting of the fiscal year. The Audit Committee will conduct an audit of the previous year's financial records and present the findings to the Board.

2.6 BRANCH RESERVES

The Board of Directors of the West Coast Branch of ASCE recognizes that prudent management of the Branch's resources requires funds be placed in Branch Reserve in the event adverse economic conditions cause a significant drop in revenues or the need for unexpected expenditures becomes known. **Therefore, it is the policy of the West Coast Branch that the Branch**

maintain an amount in Branch Reserve of not less than 100% nor more than 150% the of amount of expenditures of the previous year's budget. Transportation Supersession expenditures when ASCE is the host shall not be included in the calculation. The Branch Reserve is defined as all monies in excess of accounts payable and revenue received in advance at the time of the approval of the annual budget. Monies from the Branch Reserves may be appropriated to supplement the annual budget in the event of a short fall in revenue or an unexpected expense by a vote of two-thirds of the Board of Directors present and voting.

3.0 COMMITTEES

The West Coast Branch Board of Directors may establish committees as necessary to further the mission of the West Coast Branch. The tables in Appendix N summarize the committees or functions that have been previously established by the Board. They also provide the officer that each committee reports to.

4.0 AWARDS

4.1 ASCE WEST COAST BRANCH ENGINEER OF THE YEAR AWARD

The ASCE West Coast Branch will award the ASCE West Coast Branch Engineer of the Year Award annually at the Tampa Bay Engineers Week Banquet.

4.1.1 Purpose

To honor an outstanding engineer who through his/her activities and endeavors has made an outstanding contribution to society and the engineering profession and thereby warrants the recognition of his/her fellow professionals.

4.1.2 Nominations

Nominations for the Engineer of the Year Award can be made by Branch members. The nominating activity shall be handled such that information as to the identity of each nominee is kept in confidence. The name, email address and phone number of the nominee should be sent to the Selection Committee chair no later

than November 1st. A nomination form will be sent to the candidate to be filled out for final consideration.

4.1.3 Basis for Nomination and Selection

A nominee shall:

1. be a graduate of an engineering school recognized as accredited by the Florida Board of Professional Engineers;
2. have practiced engineering in the West Coast of Florida and been a subscribing member of the ASCE West Coast Branch for a minimum of three (3) years;
3. be a current Florida resident;
4. be a U.S. citizen or legal permanent U.S. resident

Nominees will be evaluated by the Selection Committee on the basis of the following considerations:

1. Achievements and distinction in technical field and mode of practice (government, education, industry and private practice): The Selection Committee on an equal basis will consider technical activity or individual contributions.
2. Professional activities and stature: Participation in professional and technical societies as a working member and as an officer, for the professional and technical improvement of engineers. Timelines of contributions should be considered: "What has he/she done lately?"

4.1.4 Selection Committee

The Selection Committee shall consist of the Awards and Nominations Committee chair, the President, Vice President, Treasurer, and Secretary. The Awards and Nominations Committee chair (Past President) shall also be the Selection Committee chair. The Selection Committee chair shall provide candidates for the award to the Selection Committee. The Selection Committee shall score all the candidates and submit their results to the committee chair. The committee chair shall add up all the scores and come up with a cumulative score for all the candidates. The candidate with the highest cumulative score will be considered the winner of the

award. The committee chair shall report the final cumulative scores to the Board of Directors. The Board of Directors shall approve the winner of the award.

Refer to Appendix E and F for the evaluation and scoring summary worksheets that should be used by the Selection Committee.

4.2 ASCE WEST COAST BRANCH ENGINEERING STUDENT OF THE YEAR AWARD

The ASCE West Coast Branch will award the ASCE West Coast Branch Engineering Student of the Year Award annually at the Tampa Bay Engineers Week Banquet.

4.2.1 Purpose

To honor an outstanding engineering student who through his/her activities and endeavors has made an outstanding contribution to society, the engineering profession, and The University of South Florida Student Chapter.

4.2.2 Nominations

Nominations for the Engineering Student of the Year Award can be made by Branch Officers, Student Chapter members, the Faculty Advisor, and the Practitioner Advisor(s). The nominating activity shall be handled such that information as to the identity of each nominee is kept in confidence. The name, email address and phone number of the nominee should be sent to the Selection Committee chair no later than November 1st. A nomination form will be sent to the candidate to be filled out for final consideration.

4.2.3 Basis for Nomination and Selection

A nominee shall be a student at an engineering school recognized as accredited by the Florida Board of Professional Engineers at the time of the Tampa Bay Engineers Week Banquet.

Nominees will be evaluated by the Selection Committee on the basis of the following considerations:

1. Academic achievement and distinction.
2. Professional activities and stature: Participation in professional and technical societies as a working member and as an officer, for the professional and technical improvement of students. Timelines of contributions should be considered: "What has he/she done lately?"

4.2.4 Selection Committee

The Selection Committee shall consist of the Faculty Advisor and the Practitioner Advisor(s). The Board of Directors shall approve the winner of the award.

5.0 WEST COAST BRANCH MILESTONES

5.1 CALENDAR OF DATES

- Fiscal Year is October 1 through September 30

September - October:

- a. President calls first and second Board of Directors meetings
- b. Board adopts budget for administrative year beginning October 1 through September 30
- c. President sets final meeting schedule for balance of year
- d. President appoints committee chairs
- e. Records and information from previous year are transferred
- f. New Officer installation (October lunch meeting)
- g. Transportation Supersession (September)
- h. Lunch meeting (October)
- i. Annual report to be submitted to the Florida Section prior to November 1 or as required by the Florida Section

November - December:

- a. President attends ASCE National Conference (October or November)
- b. Florida Section Board meeting (November)
- c. Golf Tournament
- d. Board of Directors meeting (November only)
- e. Lunch meeting (November and December)

- f. Provide Tampa Bay Engineers Week Banquet Committee Engineer of the Year and Engineering Student of the Year selections

January-February:

- a. Joint lunch meeting (Legislative Forum) with FES (January)
- b. Past President completes the audit and reports finding to the Board of Directors
- b. Tampa Bay Engineers Week Banquet (February)
- c. Future City Competition finals (February)
- d. Board of Directors meeting (January and February)
- e. Hillsborough County Science Fair (February)
- f. Region Leadership Conference (February)
- g. Florida Section Board meeting (February)
- h. Board of Directors meeting (January and February)

March-April:

- a. Forward dues request to the Florida Section if a change is requested
- b. Joint lunch meeting with TBAEP (March)
- c. Board of Directors meeting (March and April)
- d. Joint meeting with USF ASCE Student Chapter (April)

May-June:

- a. Nominations for Branch officers
- b. Send out ballot for Branch officers
- c. Florida Section Board meeting (May)
- d. Board of Directors meeting (May and June)
- e. Lunch meeting (May)
- f. Joint lunch meeting with SAME (June)
- g. Submit award nominations to the Florida Section

July-August:

- a. Vice President solicits budget requests for upcoming year
- b. Florida Section Annual Meeting
- c. Florida Section Board meeting
- d. Board of Directors meeting (July and August)
- e. Lunch meeting (July and August)
- f. Report the results of elections to the Florida Section

APPENDICES

APPENDIX A - TRAVEL POLICY

1. Board Travel

- a) The Board of Directors of the Branch shall establish a budget for travel expenses connected with attendance at ASCE national and Florida Section meetings.
- b) The intent of the budget shall be to provide for reimbursement of the cost of attending meetings for the President, Vice President, Treasurer, and Secretary.
- c) Reimbursement shall be limited to transportation cost, and lodging cost when over-night lodging is required. Reimbursement for travel cost shall be limited to the lesser of the least expensive reasonably available airfare and the product of miles travel by car and the prevailing IRS mileage reimbursement rate, plus tolls. Over-night lodging shall be considered required when travel would be required prior to 6 am, or meetings occur on two consecutive calendar days. Lodging shall be reimbursed at actual cost not to exceed \$100.00 per night, or in the case of lodging at the location of the meeting, at the cost of lodging negotiated by ASCE and the place of lodging, plus taxes.
- d) Individuals eligible for reimbursement are encouraged to utilize other funding mechanisms when available.
- e) When establishing the budget, the Board of Directors shall consider the annual schedule of typical meetings and their locations. The Board Travel Budget shall be adopted as part of the Annual Branch Budget. Once the budget is adopted, the Treasurer is authorized to reimburse eligible individuals for travel costs consistent with this policy.
- f) Receipts and information for reimbursement shall be submitted to the Treasurer within (30) days of return.

2. President's Attendance At National Convention

- a) The Board of Directors of the Branch shall establish a budget for travel expenses connected with the President's attendance at the National Convention.
- b) Reimbursement shall be limited to transportation cost, and lodging cost when over-night lodging is required. Reimbursement for travel cost shall be limited to the lesser of the least expensive reasonably available airfare and the product of miles travel by car and the prevailing IRS mileage reimbursement rate, plus tolls. Over-night lodging shall be considered required when travel would be required prior to 6 am, or meetings occur on two or more consecutive calendar days. Lodging shall be reimbursed at actual cost not to exceed \$100.00 per night, or in the case of lodging at the location of the meeting, at the cost

of lodging at the least expensive Convention Hotel.

3. Other Travel

This section applies to travel not authorized as a part of the Annual Branch Budget.

Authorization for Attendance at Meetings off for the West Coast Branch involving Travel Cost Reimbursement.

- a) The Branch may supplement travel expenses for members of the Branch traveling on Branch business when not covered from other sources. The Branch recommends reimbursement from other sources (member's employer) when possible.
- b) If travel cost is to be reimbursed by the Branch, the following authorization procedure is required:
 1. A request for authorization shall be submitted to the West Coast Branch Board of Directors at least thirty (30) days prior to the proposed date for the meeting. The request shall contain a statement demonstrating the need for the meeting; and the following information: estimated cost; the agenda, stating purposes of the meeting; the date, time and location of the meeting; and the persons expected to attend, identifying those requesting full or partial reimbursement of travel cost.
 2. Authorization shall be subject to the availability of budgeted funds.
 3. If these requirements are not met, authorization shall be denied, with notice sent to all involved in the meeting.
 4. Within thirty (30) days after the meeting has been held, a report shall be sent to the Branch President. Reports, minimally, shall record: the date, time, location of the meeting, persons attending, and notable actions taken during the meeting.

Reimbursement Procedures. For authorized travel, costs incurred may be reimbursed, subject to the following conditions:

- a) Transportation.
 1. The cost of transportation may be reimbursed in the actual amount expended for air, ship, or train travel, but not in excess of the applicable portion of a fourteen (14) day advance purchase, round-trip, coach airfare ticket for the most direct route. With pre-approval, exceptions may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of the traveler. Exceptions may also be made when special circumstances result in higher transportation costs. All requests for reimbursement shall be made in a form approved by the West Coast Branch. Requests for reimbursement must be accompanied by original ticket stubs or receipts. When original receipts are not available, copies of original receipts or a suitable explanation for their absence must be provided to support the request for reimbursement.

2. Reimbursement for costs incurred in use of private vehicles, or other alternate transportation mode, shall not exceed the applicable portion of a fourteen (14) day advance purchase, round trip, coach airfare ticket for the most direct route. With pre-approval, allowances may be made for travel originating in and returning to different locations, or for travel originating in and returning to locations other than the primary residence of traveler. Exceptions may also be made when special circumstances result in higher transportation costs. Mileage reimbursement for use of private vehicles shall not exceed the IRS allowable rate.
- b) Other Expenses. All other expenses incurred during attendance at authorized meetings, including lodging and local transportation to and from airports and depots, may be reimbursed on the basis of actual expenses if overnight lodging is required, or twenty-five dollars (\$25.00) per day of authorized meeting if overnight lodging is not required.
- c) Conditions.
1. Travel costs, including transportation and other expenses, may not be reimbursed for trips totaling less than one hundred (100) miles round trip.
 2. When all or part of a travel expense is covered from another source, the request to the Section shall signify either that no reimbursement is requested, or that only part, as stipulated is requested. If any member authorized for travel reimbursement to a meeting does not claim all or part of the funds available for that member, those unclaimed funds cannot be redistributed to another committee member authorized to attend the meeting.
 3. All requests for reimbursement of travel costs shall be transmitted directly to the Branch Treasurer no later than (30) days after the event.

APPENDIX B - STUDENT CHAPTER FUNDING/SCHOLARSHIP GUIDELINES

The financial support of the USF ASCE Student Chapter shall be governed by the following guidelines:

A. Financial Support of Student Chapters:

The USF ASCE Student Chapter shall receive an annual stipend amount as determined by the Board of Directors of not less than \$1,000.00 at the beginning of the Branch's administrative year. Prior to release of these stipend budget line items, the student chapter must submit to the Branch Treasurer a balanced budget indicating projected revenue and expenses. The student chapter budget must reflect participation in one of any combination of the following areas.

It is intended that the financial support outlined above be expended in any combination of the following areas:

- a. Attendance at the Southeast Regional Conference;
- b. Sponsoring a local Branch meeting;
- c. One field trip per academic term;
- d. Student Chapter awards;
- e. Other areas which may be appropriate, such as community service projects, etc.

B. Grants

A special request for support in excess of the annual stipend outlined above may be made by the Student Chapter by written submittal to the Branch President. Such special requests will be endorsed by the Faculty Advisor and/or Practitioner Advisor. The special request will then be voted on by the West Coast Branch Board of Directors for approval or denial.

C. General Scholarships

a) Scholarship recipient Selection

The Faculty Advisor and/or Practitioner Advisor(s) shall select the students that will be nominated for scholarship monies. The Faculty Advisor, Practitioner Advisor(s), and the Branch President shall score the nominees. The Practitioner Advisor(s) will add up the scores and recommend who will be awarded the scholarships. Two (2) scholarships; the

Julian W. Silliman Award and the Dr. Wayne Echelberger Scholarship shall be given each year. The Scholarships shall not be less than \$1,000 each.

D. Endowment Funds

- a) The West Coast Branch has two endowment funds through the University of South Florida; the ASCE - West Coast Branch Scholarship and the Julian W. Silliman Memorial Scholarship. Each year, a total minimum contribution of \$1,000 shall be contributed to the endowment funds. The contribution can be made to one or both of the funds.

APPENDIX C - SUGGESTED SCRIPT FOR THE INSTALLATION OF OFFICERS

Introduction of Installing Officer by Presiding Officer

Opening Remarks of Installing Officer:

(Installing Officer to tell audience (from the Constitution and Bylaws) the duties of those officers being installed.)

Charge of responsibility to the Incoming Officers:

“Election to a position of leadership in a volunteer organization is an honor and unique responsibility. Your fellow members, in electing each of you to your respective offices, have expressed confidence in you; first, that you will be able with effectiveness and distinction to discharge your several duties and, second, they have given you their trust. You have indicated that you are willing to provide your leadership.

“As officers of the _____ Section (or Branch) of the American Society of Civil Engineers, you will represent to the people of this state (area) the true nature of our people-serving profession: to the best of your ability you will communicate our voice in the interests of our Section (Branch). You will be our special link and bond with civil engineers throughout this area, the United States and the world.

“It is important that this link and bond be preserved, strengthened and alerted to these changing times. As civil engineers, we are determined to give an honorable and useful application of our special talents to the many people. We must present a people-serving and ethical dedication in all our professional activities. We must be outstanding examples of true professionals in whom all people may have confidence. People must be assured continually that they can rely on the civil engineering profession in matters affecting their health, safety, and welfare. Only thus shall we grow and fulfill the highest ideal of mankind that the world shall be a better place, because civil engineers have served people here.

“As a civil engineer, you have dedicated your professional and technical knowledge to the advancement and betterment of people. You have pledged to do your best, to participate in none but honest enterprise, to live and work according to the moral laws of mankind and highest ethical standards of professional engineering conduct, and to serve the public above all other considerations.

“To the best of your ability, do you pledge to uphold the Constitution and Bylaws of the American Society of Civil Engineers and those of this Section (Branch), and do you, in the presence of your fellow members, pledge yourself faithfully to discharge the duties of the office to which you have been elected? If so, please answer I will.

“As the delegated representative of the President and the Board of Direction of the American Society of Civil Engineers, I now declare each of you officially installed into the office of _____. My congratulations and best wishes to each one of you”

Presentation of Gavel

(The installing officer calls upon the Immediate Past-President to present the gavel to the newly installed President.)

“Past President _____, will you please hand the gavel to President, _____. By this symbolic act, the authority and responsibility of leadership is transferred to you and the other new officers.”

Response by the New President

APPENDIX D - CHECK CANCELLATION POLICY

Payment of dues, stipends, scholarships, awards, travel reimbursement, or Branch related expenses to student chapters or members drawn on the Branch checking account must be deposited or tendered for payment within sufficient time so as to clear the bank within 90 days from the date of the check. Payment on checks older than 90 days will be stopped. Good cause reason for holding a check longer than 90 days may be presented to the Board of Directors who may authorize a second check for payment; however, in no instance may a second check be issued more than 180 days from the date of the original check. Any "stop payment" fee charged by the bank will be deducted from the second check.

APPENDIX E - ENGINEER OF THE YEAR SCORING SAMPLE



20XX ASCE WEST COAST BRANCH ENGINEER OF THE YEAR AWARD

EVALUATION AND SCORING WORKSHEET

NAME OF NOMINEE _____

ENGINEER OF THE YEAR COMMITTEE MEMBER'S NAME _____

1. Does the BASIC DATA include any of the following?

(Check if Shown on Nomination Form)

- Endorsement by a Local Society Officer
- Nominee's Name
- Nominee's Home Address
- Nominee's Telephone Number
- Nominee's Occupation
- Name of Nominees' Employer
- Employer's Address
- Nature of Employers Business
- Description of Nominees Current Duties and Responsibilities

SCORE: _____ (Range: 0 minimum to 3 maximum)

2. Does the GENERAL PERSONAL DATA include any of the following?

(Check if Shown on Nomination Form)

- Age
- Birth Date
- Birthplace
- Family Status
- Spouses Name
- Children's names

SCORE: _____ (Range: 0 minimum to 3 maximum)

3. EDUCATION

a. Undergraduate Degree
(Check if Shown on Nomination Form)

- Name of College
- Name of Degree
- Date of Graduation

SCORE: _____ (Range: 0 if no degree or 10 if degree from accredited college)

b. Advanced Degree
(Check if Shown on Nomination Form)

- Name of College(s)
- Name of Degree(s)
- Date(s) of Graduation

SCORE: _____ (Range: 0 if none or 4 for 1 or more advanced degrees)

c. Scholarships

(Check if Shown on Nomination Form)

- Scholarships -- if checked enter number of scholarships _____

SCORE: _____ (Range: 0 if none – 1 for each scholarship up to 4 maximum)

d. Honors Received in College

(Check if Shown on Nomination Form)

- Honors Received --if checked enter number of honors _____

SCORE: _____ (Range: 0 if none – 1 for each honor up to 4 maximum)

e. College Activities and Specials Assignments

(Check if Shown on Nomination Form)

- Activities -- if checked enter number of activities _____
- Special Assignments -- if checked enter number of special assignments _____

SCORE: _____ (Range: 0 if none – 1 for each activity up to 4 maximum)

4. CONTINUING EDUCATION

(Check if Shown on Nomination Form)

- Additional Non-engineering Degrees – if checked enter names _____
- Additional College Courses – if checked enter names _____
- Conferences – if checked enter number _____
- Seminars Attended – if checked enter number _____
- Seminars Given or Moderated – if checked enter number _____
- Workshops Attended – if checked enter number _____
- Workshops Given or Moderated - if checked enter number _____
- Other Continuing Education Activities Listed _____

SCORE: _____ (Range: 0 minimum to 20 maximum)

5. PROFESSIONAL REGISTRATIONS

a. Is the Nominee a Professional Engineer in Florida

(Check if Shown on Nomination Form)

- Yes
 No

SCORE: _____ (Range: 0 if "No" -- 15 if "Yes")

b. Is the Nominee a Professional Engineer in Another State

(Check if Shown on Nomination Form)

- Yes – if checked enter number of states _____
 No

SCORE: _____ (Range: 0 if "No" -- 2 for 1 state and 5 for 2 or more states)

c. Does the Nominee Have any Non-engineering Professional Registrations

(Check if Shown on Nomination Form)

- Yes – if checked enter number of other registrations _____
 No

SCORE: _____ (Range: 0 if "No" and 3 for 1 or more registrations)

6. WORK EXPERIENCE

a. Current Job - Enter Name _____

(Check if Shown on Nomination Form)

- Clear Description of the Nature of the Work
 Description of the Degree of Responsibility
 Number Employees Supervised – if checked enter number _____

b. Previous Job – Most Recent – Enter Name _____

(Check if Shown on Nomination Form)

- Clear Description of the Nature of the Work
 Description of the Degree of Responsibility
 Number Employees Supervised – if checked enter number _____

c. Earlier Previous Job – Enter Name _____

(Check if Shown on Nomination Form)

- Clear Description of the Nature of the Work
 - Description of the Degree of Responsibility
 - Number Employees Supervised – if checked enter number _____
- d. Earlier Previous Job – Enter Name _____
(Check if Shown on Nomination Form)
- Clear Description of the Nature of the Work
 - Description of the Degree of Responsibility
 - Number Employees Supervised – if checked enter number _____
- e. Earlier Previous Job – Least Recent - Enter Name _____
(Check if Shown on Nomination Form)
- Clear Description of the Nature of the Work
 - Description of the Degree of Responsibility
 - Number Employees Supervised – if checked enter number _____
- f. Has the Nominee Held More Than Five (5) Jobs?
- Yes – if checked enter the total number of jobs here _____ and see below
 - No
- If the “Yes” box is checked above were the earlier jobs significant engineering jobs?
- Yes
 - No
- g. Scoring for Work Experience
(You may want to consider the following in establishing a score for work experience)
- Progressive Involvement in the Technical Aspects of the Nominee’s Field
 - Progressing Responsibility for the Management of Technical Employees
 - Overall Record of Achievement in the Nominees Technical Field
 - Distinction in the Nominee’s Technical Field
 - Consistent Mode of Practice – government, education, industry, or private practice
 - Total Length of time the Nominee Has Practiced Engineering
 - Number of Years that the Nominee Has Worked on the West Coast
 - Name Recognition and Reputation on the West Coast of Florida

- Your Personal Knowledge of, Interaction with, and Work Experience with the Nominee

SCORE: _____ (Range: 0 minimum to 50 maximum)

7. AFFILIATIONS – PROFESSIONAL, TECHNICAL, AND TRADE

- a. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 - Description of Offices Held
 - Description of Duties Performed
 - Description of Awards and Honors Received

- b. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 - Description of Offices Held
 - Description of Duties Performed
 - Description of Awards and Honors Received

- c. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 - Description of Offices Held
 - Description of Duties Performed
 - Description of Awards and Honors Received

- d. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 - Description of Offices Held
 - Description of Duties Performed
 - Description of Awards and Honors Received

- e. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 - Description of Offices Held
 - Description of Duties Performed
 - Description of Awards and Honors Received

- f. Does the Nominee Have More Than Five (5) Affiliations?

- Yes – if checked enter the total number of affiliations here _____ and see below
- No

If the “Yes” box is checked above are the additional affiliations significant?

- Yes
- No

g. **Scoring for Affiliations – Professional, Technical, and Trade**
(You may want to consider the following in establishing a score for these Affiliations)

- Progressive and Active Involvement in the Affiliation
- Progressing Responsibility in the Affiliation
- Overall Record of Achievement in the Affiliation
- Distinction in the Nominee’s Service in the Affiliation
- Number of Years the Nominee Has Served in These Affiliations
- Awards and Honors Received
- Nominee’s Long-term Contribution to the Engineering Profession
- Professional and Ethical Character of the Nominee
- Does the Nominee have a long history of active participation – prior to 2004?
- Is the Nominee’s Service Widely Recognized on the West Coast of Florida
- Your Personal Knowledge of, and Interaction with the Nominee

SCORE: _____ (Range: 0 minimum to 50 maximum)

8. MILITARY SERVICE

(Check if Shown on Nomination Form)

- The Nominee served Active Duty in a branch of the U. S. Military
- The Nominee served Reserve Duty in a branch of the U. S. Military
- Dates of Service
- Rank
- Major Assignments
- Was the military service technical or related to engineering

SCORE: _____ (Range: 0 minimum to 10 maximum)

9. AFFILIATIONS – CIVIC, SERVICE, RELIGIOUS, AND RECREATIONAL

- a. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 Description of Offices Held
 Description of Duties Performed
 Description of Awards and Honors Received
- b. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 Description of Offices Held
 Description of Duties Performed
 Description of Awards and Honors Received
- c. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 Description of Offices Held
 Description of Duties Performed
 Description of Awards and Honors Received
- d. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 Description of Offices Held
 Description of Duties Performed
 Description of Awards and Honors Received
- e. Affiliation - Enter Name _____
(Check if Shown on Nomination Form)
 Description of Offices Held
 Description of Duties Performed
 Description of Awards and Honors Received
- f. Does the Nominee Have More Than Five (5) Affiliations?
 Yes – if checked enter the total number of affiliations here _____ and see below
 No

If the "Yes" box is checked above are the additional afflictions significant?

- Yes
- No

g. Scoring for Affiliations – Civic, Service, Religious, and Recreational
(You may want to consider the following in establishing a score for work experience)

- Progressive and Active Involvement in the Affiliation
- Progressing Responsibility in the Affiliation
- Overall Record of Achievement in the Affiliation
- Distinction in the Nominee's Service in the Affiliation
- Number of Years the Nominee Has Served in These Affiliations
- Awards and Honors Received
- History of active participation – prior to 20XX? (Last three years)
- Has the Nominee been Elected to a public Office?
- Has the Nominee been appointed to a public board or commission?

SCORE: _____ (Range: 0 minimum to 40 maximum)

10. RECENT ACTIVITIES – LAST THREE (3) YEARS

(You may want to consider the following in establishing a score for recent activities)

- Has the Nominee Participated in Technical and Engineering Activities in the Last 3 years?
- Has the Nominee Participated in Other Activities in the Last 3 years
- Nominee's Recent Contribution to the Engineering Profession
- Nominee's Recent Contribution to the community
- Nominee's Leadership and Vision
- Your Personal Knowledge of, and Interaction with the Nominee

SCORE: _____ (Range: 0 minimum to 30 maximum)

11. COMMITTEE MEMBER'S SUBJECTIVE EVALUATION

(Note: This score is intended to be a very personal and subjective evaluation of your overall impression of the nominee's qualification to become the 20XX Engineer of the Year. You can use your judgment to award these points as you see fit to compensate the nominee for qualities, abilities, achievements, actions, or performance that you believe are not fully documented in the nomination form)

SCORE: _____ (Range: 0 minimum to 25 maximum)

APPENDIX F - ENGINEER OF THE YEAR NOMINEE EVALUATION AND SCORING SUMMARY SAMPLE

20XX ASCE WEST COAST BRANCH ENGINEER OF THE YEAR AWARD

NOMINEE EVALUATION AND SCORING SUMMARY

ENTER NAME HERE

ENGINEER OF THE YEAR COMMITTEE MEMBER'S NAME

	CRITERION	POINT RANGE	Candidate #1 Name	Candidate #2 Name	Candidate #3 Name	Candidate #4 Name
1	Basic Data	0 to 3				
2	General Personal Data	0 to 3				
3	Education	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
3a	o Undergraduate Degree	0 or 10				
3b	o Advanced Degree	0 or 4				
3c	o Scholarships	0 to 4				
3d	o Honors Received in College	0 to 4				
3e	o College Activities and Special Assignments	0 to 4				
4	Continuing Education	0 to 20				
5	Professional Registrations	XXXXXX	XXXXXX	XXXXXX	XXXXXX	XXXXXX
5a	o Professional Engineer in Florida	0 or 15				
5b	o Professional Engineer in Another State	0, 2, or 5				
5c	o Non-Engineering Registrations	0 or 3				
6g	Work Experience	0 to 50				
7g	Affiliations – Professional, Technical, and Trade	0 to 50				
8	Military Service	0 to 10				
9g	Affiliations – Civic, Service, Religious, and	0 to 40				

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	Recreational					
10	Recent Activities – 20XX to 20XX (Last 3 Years)	0 to 30				
11	Committee Member's Subjective Evaluation	0 to 25				
	TOTALS	0 to 280				

APPENDIX G - SAMPLE EXPENSE REPORT

ASCE *American Society of Civil Engineers*

West Coast Branch

Florida Section

Expense Report

Date: XXX XX, 20XX

Amount: \$XXX.XX
Description: Plane Ticket for National Conference
Budget Acct. No.: 63 (Official Travel by Officers)

Amount: \$XXX.XX
Description: Hotel for National Conference
Budget Acct. No.: 63 (Official Travel by Officers)

Amount: \$XX.XX
Description: Meals
Budget Acct. No.: 63 (Official Travel by Officers)

Total Requested Reimbursement = \$XXX.XX

Signature: _____
(PRINTED NAME)

APPENDIX H - SUGGESTED GUIDELINES FOR REVIEWING REQUESTS FOR FINANCIAL SUPPORT FROM OUTSIDE ORGANIZATIONS

The request for financial support should be made to a "Review Committee". The committee shall consist of the Branch Officers. If a majority approve, the request can be made to the Board of Directors. In considering a request, the following should be evaluated:

1. Is the request consistent with ASCE (Society) and Florida Section goals?
2. Is the request consistent with Branch goals stated by the President?
3. Is it a reputable and well-known organization?
4. Is the Branch involved with the organization to help ensure the money will be spent responsibly?
5. Will the organization give the Branch a report about how the money will be spent?
6. Is the organization willing to give a presentation to the Branch to support their request?
7. Does the organization have other sources of funding?

If answers to a majority of the questions above are yes, it may be acceptable to provide financial support to an organization. The determination shall be made by the Board of Directors on a case by case basis.

APPENDIX I - CONFLICT OF INTEREST POLICY

“A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interests of the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Society. Any interested individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the Society entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Society entity. (ASCE Bylaws §10.1)”

All officers, directors, members and employees of the West Coast Branch of the Florida Section, American Society of Civil Engineers, when acting on behalf of the Branch, shall adhere to the highest standard of ethical conduct and avoid any activity or situation where their personal interests could conflict, or reasonably appear to conflict, with the best interests of the West Coast Branch, Florida Section, Region 5, or the Society.

APPENDIX J - ANTITRUST COMPLIANCE POLICIES AND PROCEDURES

(Please review and retain for personal files.)

It shall be the policy of the West Coast Branch of the Florida Section, American Society of Civil Engineers (WCB) to be in strict compliance with all Federal and State Antitrust laws, rules and regulations. Therefore:

- I. These policies and procedures apply to all membership, board, committee and other meetings of the Association, and all meetings attended by representatives of the WCB.
- II. Discussions of prices or price levels is prohibited. In addition, no discussion is permitted of any elements of a company's operations which might influence price such as:
 - a. Cost of operations, supplies, labor or services;
 - b. Allowance for discounts;
 - c. Terms of sale including credit arrangements; and,
 - d. Profit margins and mark ups, provided this limitation shall not extend to discussions of methods of operation, maintenance, and similar matters in which cost or efficiency is merely incidental.
- III. It is a violation of *Antitrust laws* to agree not to compete, therefore, discussions of division of territories or customers or limitations on the nature of business carried on or products sold are not permitted.
- IV. *Boycotts* in any form are unlawful. Discussion relating to boycotts is prohibited, including discussions about blacklisting or unfavorable reports about particular companies including their financial situation.
- V. It is the WCB's policy that all meetings attended by representatives of the WCB where discussion can border on an area of antitrust sensitivity, that the WCB's representative request that the discussion be stopped and ask that the request be made a part of the minutes of the meeting being attended. If others continue such discussion, the WCB's representative should excuse himself/herself from the meeting and request that the minutes show that he/she left the meeting at that point and why he/she left. Any such instances should be reported immediately to the President of the WCB.
- VI. It is the WCB's policy that a copy of these Antitrust Compliance Policies and Procedures be given to each officer, director, committee member, official representative of member companies and the WCB's employees annually and that the same be read, or understood at all meetings of the membership of the WCB.

APPENDIX K - JOINT VENTURE POLICY

In compliance with Internal Revenue Service guidelines for approval and management of any joint venture or similar agreement entered into by the West Coast Branch of the Florida Section, American Society of Civil Engineers, the Branch Board of Directors adopts the following guidelines.

Activities Subject to this Policy

For the purposes of this policy, the term "Joint Venture" is defined as any arrangement, including contractual or more formal arrangements undertaken through a limited liability company, partnership, or other entity, through which the Branch and another entity jointly undertake any activity or business venture, or otherwise agree to joint ownership of any asset. A Joint Venture may include both taxable and tax-exempt activities.

Approval and Management of Joint Activities

Before making any decision to participate in a Joint Venture, the Branch will ensure that the Joint Venture furthers the Branch's exempt purposes and the purposes of the American Society of Civil Engineers (ASCE) and will negotiate at arm's length contractual and other terms of participation that safeguard the Branch's exemption from federal income tax. Such terms shall be in writing in the operating agreement of the Joint Venture and shall include the following minimum requirements:

- With respect to any whole joint venture (that is, a joint venture in which the Branch contributes substantially *all* of its assets to the enterprise), the Branch shall exercise control over the Joint Venture by holding fifty-one percent (51%) or more of the voting rights and/or veto power;
- With respect to any ancillary joint venture (that is, a joint venture to which a portion of the Branch's resources are contributed), the Branch would, at a minimum, maintain sole control over the tax-exempt activities of the Joint Venture and would have voting and ownership interests in the Joint Venture that are consistent with the Branch's capital contributions;
- A requirement that any subsequent contract with the Branch's partner in the Joint Venture be negotiated at arm's length and for fair market value;
- A requirement that the Joint Venture give priority to the Branch's tax-exempt purposes over maximization of profit for the participants of the Joint Venture; and
- A prohibition on activities that would jeopardize the Branch's tax-exempt status.

Where there is any question as to whether a particular Joint Venture may pose a risk to the Branch's tax-exempt status, a decision to enter into such Joint Venture will be made only in consultation with ASCE's legal and/or tax counsel.

APPENDIX L - RECORD RETENTION POLICY

Objective

The objective of this Record Retention Policy for the American Society of Civil Engineers (the Society) is two-fold.

- 1.) First, the policy establishes a program to ensure that all records, including papers, files and other print or electronic data maintained by the Branch, are retained for at least the minimum period required by state and federal laws and regulations, as set forth below.
- 2.) Second, the policy establishes a program to ensure that obsolete records are destroyed in a routine and orderly manner. This will minimize storage requirements as well as transfer costs due to changes in Branch personnel.

Unusual Circumstances

Records not otherwise subject to retention may need to be retained because of unusual circumstances, such as pending or threatened litigation or government investigation. Destruction of records must be stopped immediately upon anticipation or receipt of service of legal process for which such records may be relevant. If for any reason the Branch finds that an unusual circumstance exists, the Branch will notify ASCE's General Counsel immediately.

Implementation

The Secretary of the West Coast Branch shall be responsible for maintaining and disposing of the Branch's records in accordance with the timelines established herein. Upon expiration of the Secretary's term, he/she shall take whatever actions are appropriate to ensure a smooth transfer of Branch records to his/her successor in office.

Retention Schedule

The following list is intended to provide guidance as to the types of records required to be retained by the West Coast Branch and the duration for their retention. As legal requirements for document retention may vary from time to time, this schedule is subject to amendment based on the advice of recommendations of ASCE's legal counsel.

RECORD RETENTION SCHEDULE (as applicable)

Legend: Y = years; P = permanent

1) ACCOUNTING, FINANCE, & PAYROLL

Annual fiscal report to ASCE	2Y
Budgets	2Y
Financial statements	7Y
Accounts receivable	7Y
Audits	7Y
Bank statements, checks	7Y

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Bills & invoices submitted	7Y
State tax filings	15Y

2) CONFERENCES & CONTINUING EDUCATION

Conference materials (programs, handouts, brochures)	5Y
Registration files	5Y
Contracts	7Y after completed
Financial reports	7Y

3) CORPORATE/LEGAL ACTIVITIES

Board minutes	P
Constitution & Bylaws	P
Tax exemption records	P
Insurance policies	P
Contracts	7Y after completed
Lawsuit records/litigation	7Y after completed
Procedure manuals	Current

4) HISTORICAL DATA (recommended)

Committee minutes & agendas	P
Committee rosters	11Y

5) PERSONAL/HUMAN RESOURCES (as applicable)

Employee benefit documents (plans, contributions, claims)	P
Employee/personnel files (appraisals, actions)	P
Payroll records	7Y
Applicant records (resumes, etc.; not hired)	1Y
I-9 forms	3Y

6) PUBLICATIONS

Newsletters, e-News, etc.	2Y
Advertising records, invoices	5Y

7) OTHER RECORDS

General correspondence	3Y
Other records relating to professional activities	3Y

APPENDIX M - REPORTING FRAUDULENT OR DISHONEST CONDUCT

The purpose of this policy is to make clear what the responsibilities of the West Coast Branch of the Florida Section, American Society of Civil Engineers ("Branch"), and its employees/volunteers are if an employee/volunteer reports dishonest or fraudulent conduct of another employee/volunteer.

The Branch expects all staff and volunteers will conduct Branch-related business with the highest standards of integrity and honesty, and in compliance with the ASCE Code of Ethics. All employees and volunteers are encouraged to report any possible fraudulent or dishonest conduct of another Branch employee or volunteer. In doing so, the following guidelines apply:

1. Concerns about possible fraudulent or dishonest conduct may be reported to the Branch President or Treasurer, or to the Society's Executive Director, Chief Financial Officer, or General Counsel. The volunteer/employee may make such report anonymously.
2. If the concerns involve the above individuals or if the employee prefers otherwise, the employee may report the conduct to the ASCE President or the Chair of ASCE's Audit Committee. These individuals' names and contact information can be found in ASCE's Official Register and on ASCE's Internet.
3. ASCE will investigate any possible fraudulent or dishonest conduct by ASCE staff. Anyone found to have engaged in such conduct is subject to disciplinary action by ASCE and civil or criminal prosecution if warranted.
4. Complaints alleging a violation of the ASCE Code of Ethics shall be referred to ASCE's Committee on Professional Conduct. Investigations of alleged research misconduct on any project receiving federal funds shall be handled in accordance with federal research misconduct policy.
5. Whenever possible, the Branch will maintain the confidentiality of the individual reporting the dishonest or fraudulent conduct. However, identity may have to be disclosed to conduct the investigation, to comply with the law, or to provide accused individuals with their legal rights to a defense.
6. Individuals must exercise sound judgment to avoid baseless accusations, which include allegations made with reckless disregard for their truth or falsity. An individual who intentionally files a false report of misconduct will be subject to disciplinary action.

The West Coast Branch prohibits retaliation against any person for any conduct protected by law. If a Branch employee believes they have been retaliated against for reporting fraudulent or dishonest conduct, they should file a written complaint to the same individuals listed above. A proven complaint of retaliation will result in the initiation of disciplinary action.

The right to protection against retaliation does not include immunity from any personal wrongdoing that is alleged and investigated.

This policy is not intended to prohibit managers or supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

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Appendix N - Officers, Technical Subgroups, and Committees

Officer's Duties and Terms of Office

Position	Member of Executive Committee (ExComm)	Ex Officio Member of	Votes in Cases of Ties as Ex Officio Member	Elected	Term of Office	Attend Florida Section Board Meetings	Branch Newsletter Article/Web Entry	Section Newsletter Article	Other Duties
President	Yes	All subsidiary organizations	No	Yes	October 1 – September 30	All	Presidential Message at beginning of term	1 time each term	<ul style="list-style-type: none"> • Preside over Board of Directors (BOD), ExComm, & Branch Meetings • Prepare BOD Agendas • Send out BOD Meeting Notices • Branch Representative to Florida Section Board • Appoints other Branch Representatives to Florida Section Committees • Represents WCB to Others • Updates Operations Manual • Appoints Subsidiary Organization Chairs except Younger Members Group • Prepares Annual Budget (for their own fiscal year) • Prepares Annual Report to Florida Section
Vice President	Yes	<ul style="list-style-type: none"> • Outreach Committee • Scholarship Committee • USF Student Chapter • Fundraising Committee • Government Relations Committee 	Yes Yes Yes Yes Yes	Yes	October 1 – September 30	2 times each term	2 times each term	N/A	<ul style="list-style-type: none"> • BOD & ExComm Representative to Younger Members • Substitutes for President on Florida Section Board & WCB Activities
Treasurer	Yes	<ul style="list-style-type: none"> • Environmental Management/Water Resources Subgroup • Transportation Subgroup • Structures/Geotechnical Subgroup • Computer Technology Technical Subgroup • Utilities Subgroup • Critical Infrastructure Subgroup • Financial/Budget Committee • Program Committee 	Yes Yes Yes Yes Yes Chairs Chairs	Yes	October 1 – September 30	1 time each term	1 time each term	N/A	<ul style="list-style-type: none"> • Maintain Branch Financial Books • Prepare/Submit Monthly Budget/Financial Reports • Prepare/Submit Annual Budget Report • Controls Branch Funds • Monitors Branch Accounts • Collects Branch Funds • Disburses Branch Funds • Picks Up Mail
Secretary	Yes	<ul style="list-style-type: none"> • Historian • Membership Committee • Newsletter Committee • Professional Development Committee 	Oversees Chairs Chairs Yes	Yes	October 1 – September 30	1 time each term		N/A	<ul style="list-style-type: none"> • Maintains Branch Records and the Secretary's Archive Box • Maintains Minutes of BOD, ExComm, & Branch Meetings • Prepares/Receives Branch Correspondence • Maintains Official Branch Documents • Prepares/Distributes Officer Election Ballots
Past President	Yes	<ul style="list-style-type: none"> • Engineers' Week Representative • Transportation Supersession Committee • Nominations & Awards Committee 	Oversees Chairs	No	October 1 – September 30	N/A	N/A	N/A	<ul style="list-style-type: none"> • Advises the President

Technical Subgroups – Functions and Responsibilities

Technical Subgroup	Reports To	Subgroup Purpose	Annual Report due to Secretary	Subgroup Chairperson					Subgroup Membership					Program			
				Appointed	Elected	Term of Office	Board of Directors Member	Chairperson prepares Newsletter Article/Web Entry	Private Practice	Government/Regulatory	Academic	Others as Needed	Term of Office	Lunch/Dinner Meeting	Seminar	Program Topics	Seminar Report including Financial Data
Environmental Management/ Water Resources	Treasurer	To serve the West Coast Branch (WCB) by providing ongoing technical programs for Branch members interested in the numerous & varied aspects of environmental management and monitoring technical & regulatory developments which may impact the profession; & advising the BOD as to appropriate policy & positions on water resources & environmental issues. Provide one speaker during the year for a lunch/dinner meeting.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once each year	1	1	1	X	Oct. 1 – Sept. 30	1	Yes (usually 1 day)	Environmental, Environmental Management, Water, Wastewater, Stormwater, Wetlands, etc	Yes
Transportation	Treasurer	To serve the WCB by providing ongoing technical programming for Branch members in the numerous & varied aspects of transportation engineering; monitoring technical & regulatory developments which may impact the professions; & advising the BOD as to appropriate policy & positions on transportation engineering issues. Provide one speaker during the year for a lunch/dinner meeting.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once each year	1	1	1	X	Oct. 1 – Sept. 30	2-3 times	Yes (usually 1 day)	Transportation issues	Yes
Critical Infrastructure	Treasurer	Acts as a liaison between the Branch and local governments for disaster response issues.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once each year				X	N/A	1	No	N/A	N/A

Technical Subgroups – Functions and Responsibilities

Technical Subgroup	Reports To	Subgroup Purpose	Annual Report due to Secretary	Subgroup Chairperson					Subgroup Membership					Program			
				Appointed	Elected	Term of Office	Board of Directors Member	Chairperson prepares Newsletter Article/Web Entry	Private Practice	Government/Regulatory	Academic	Others as Needed	Term of Office	Lunch/Dinner Meeting	Seminar	Program Topics	Seminar Report including Financial Data
Structural/Geotechnical	Treasurer	To serve the West Coast Branch by providing ongoing technical programming for Branch members in the numerous & varied aspects of structural & geotechnical engineering; monitoring technical & regulatory developments which may impact the profession, & advising the BOD as to appropriate policy & positions on structural & geotechnical engineering issues. Provide one speaker during the year for a lunch/dinner meeting.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once each year	1	1	1	X	Oct. 1 – Sept. 30	1	Yes (usually 1 day)	Structural Engineering & Geotechnical Engineering issues	Yes
Computer Technology	Treasurer	To serve the West Coast Branch by providing ongoing technical programming for Branch members in the numerous & varied aspects of computing & computer technology; & advising the BOD as to appropriate policy & positions on computing & computer technology issues. Find sponsors for and update the Branch website.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once each year				X	Oct. 1 – Sept. 30	1	No	Developments in computing & computer technology	No
Utilities	Treasurer	To serve the West Coast Branch by providing ongoing technical programming for Branch members in the numerous & varied aspects of utilities; & advising the BOD as to appropriate policy & positions on utilities in the community. Provide one speaker during the year for a lunch/dinner meeting.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once each year	1	1	1	X	Oct. 1 – Sept. 30	2-3 times	Yes (usually 1 day)	Developments & issues in Engineering Management	Yes

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 Adopted November 23, 2009
 Appendix N - Officers, Technical Subgroups, and Committees

Standing Committees

Standing Committee	Reports to	Standing Committee Purpose	Annual Report due to Branch Secretary	Standing Committee Chairperson					Standing Committee Membership				Other Duties
				Appointed	Elected	Term of Office	Board of Directors Member	Chairperson prepares Newsletter Article/Web Entry	Private Practice	Government/Regulatory	Academic	Others as Needed	
Engineer's Week	Past President	To act as the Branch representative to the Tampa Bay Area Engineers' Week Committee.	April	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once each year	One person Committee		X	Oct. 1 – Sept. 30	Report to the BOD & the newsletter editor dates & other information of interest to Branch members. Attendance at all Tampa Bay Area Engineers' Week Committee meetings is required as is a monthly report to the BOD.
Transportation Supersession	Past President	To act as the Branch representative to the Tampa Bay Area Transportation Supersession Committee.	November	Voluntary (is President if there is no volunteer)	No	Oct. 1 – Sept. 30	Yes	Once each year	One person Committee		X	Oct. 1 – Sept. 30	Report to the BOD & the newsletter editor dates & other information of interest to Branch members. Attendance at all Tampa Bay Area Transportation Supersession meetings is required as is regular reports to the BOD.
Nominations & Awards	Past President	<ul style="list-style-type: none"> Screen potential candidates & make recommendations to the BOD concerning the nomination of candidates for election to the office prescribed by the Branch Bylaws. To select & recommend to the BOD candidates for local, states, & national ASCE awards. To select & recommend to the BOD the Branch Engineer of the Year for recognition at the Branch level & submittal to the Tampa Bay Area Engineers' Week committee & the Florida Section for consideration as their respective Engineer of the Year. 	August	Is the most recent past President in the Branch	No	Oct. 1 – Sept. 30	Yes	Once each year	Three members from roster of living Past Presidents			Oct. 1 – Sept. 30	Choose one or more candidates for election to each office prescribed by the Branch Bylaws & obtain the consent of the candidates to serve if elected. The slate of candidates is to be presented to the BOD for approval at the May BOD meeting. The committee shall receive all ballots & act as the Tellers Committee. Election results are to be reported to the BOD no later than September. The Engineer of the Year nominee shall be presented to the BOD as a secret nomination for approval at its Nov. meeting. The committee shall purchase a plaque for presentation to the nominee at the Feb. meeting.
Scholarship	Vice President	To solicit, receive and evaluate applications for the scholarships provided to USF by the WCB.	After scholarships are awarded	Voluntary	No	Continuous	Yes	Yes, with names of scholarship recipients and			WCB Member as USF Liaison	Continuous	

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Outreach	Vice President	To promote the educational development of math, science, & engineering at the local school level (K-12). To provide educational literature to promote the civil engineering profession at the K-12 levels.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	scholarship awarded Once each year	N/A	N/A	N/A	X	Oct. 1 – Sept. 30	Provide judges at local science fairs; coordinate award of prizes at regional science fairs within the Branch; provide speakers for school Career Days; provide literature & educational aids to promote engineering to local schools. Also acts as the Branch liaison with the local Engineers Without Borders Chapter.
Financial	Treasurer	To assist in developing each year's operating budget.	N/A	Is the current Treasurer	No	Oct. 1 – Sept. 30	Yes	N/A	Current Sitting President, Incoming President, Incoming Treasurer, Incoming Secretary, & others as requested by Current Sitting Treasurer			X	Oct. 1 – Sept. 30	
Program	Treasurer	To serve the WCB by providing ongoing social, technical, or professional programming for WCB members interested in the numerous & varied aspects of civil engineering. To provide speakers for lunch and dinner meetings.	August	Is the current Treasurer	No	Oct. 1 – Sept. 30	Yes	Once a year				X	Oct. 1 – Sept. 30	<ul style="list-style-type: none"> • Arrange for meeting facilities, meals, & speakers during the year. • Prepare the WCB master program schedule. • Programs to be of general & varied interest to the Branch membership & distributed among the numerous fields of civil engineering including transportation, structures, geotechnical, construction, water, wastewater, stormwater, & environmental. • Confirm all speakers & programs 60 days prior to committed date to meet newsletter publication deadlines. • Typical Annual Program Schedule: Oct. – Lunch meeting, Installation of Officers. Nov. – Family Outing Dec. – Lunch Meeting Jan. – Luncheon, Legislative Update. Joint meeting with FES. Feb. – No program, Engineers Week Banquet. Mar. – Joint lunch meeting w/ TBAEP Apr. – Joint dinner meeting w/ Student Chapter. May – Lunch meeting. June – Joint lunch meeting w/ SAME July – Lunch meeting.

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														Aug. – Lunch meeting. Sept. – Transportation Supersession.
Fundraising	Vice President	To publicize the civil engineering profession, ASCE and the activities & accomplishments of the WCB and its members. To solicit support from colleagues within the area served by the WCB.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once a year				X	Oct. 1 – Sept. 30	<ul style="list-style-type: none"> • Host one golf tournament each year as a fundraiser for the WCB scholarships.
Historian	Secretary	To record & disseminate historical information about the American Society of Civil Engineers, the Florida Section, & the West Coast Branch. The Historian will bring to the public an increased understanding of the civil engineering professions and its significant contributions to the advancement of civilization, stimulate professional pride among civil engineers, & provide orientation to students with respect to the idealism & traditions of the civil engineering profession. The Historian shall also assist in the preparation of biographical information to award Life Membership Certificates & for reports to ASCE headquarters after the death of a member.	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once a year				X	Oct. 1 – Sept. 30	<ul style="list-style-type: none"> • Discovery & publication of local civil engineering history. • Identification of civil engineering landmarks & collection & preservation of photographs, drawings, & descriptions of them. • Cooperating with other historical organizations & providing them with information. • Presentation of lectures on local or national civil engineering history. • Assembly of brief biographical information on each recipient of a Life Membership Certificate. • Obtaining memoirs of each deceased member & forwarding abstracts to ASCE headquarters. • Compile records & periodically publicize the history of the Section.
Membership	Secretary	To promote & retain membership in ASCE of all	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once a year				X	Oct. 1 – Sept. 30	<ul style="list-style-type: none"> • Recruit new members. • Encourage present members to advance in

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		qualified civil engineers. To encourage active membership in the Section by all ASCE members in the area.												membership grade. <ul style="list-style-type: none"> Promote pride in & recognition for membership in ASCE. Encourage members delinquent in dues to make payments & participate in Branch affairs. Conduct membership promotion-retention campaigns. Identify potential qualified non-member civil engineers. Encourage recent ASCE student chapter graduates to apply for membership in ASCE & to become active in Section & Branch activities. Welcome all new members & recognize current members advancing in grade. Promote the use of membership grade designations & ASCE insignia. Represent the WCB on the Florida Section Membership Committee.

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Newsletter/Information/Multimedia	Secretary	Prepare, update & publish the WCB monthly newsletter and website informing members of the Branch activities & providing news, both personal & professional, of special interest to WCB members. Note that website information should be provided to the Computer Technology Subgroup chair for posting. Communicate to all WCB members news of past, present & future activities & programs for the purpose of stimulating greater interest & participation in Section & Branch affairs.	None	By the President (Usually the Secretary)	No	Oct. 1 – Sept. 30	Yes	Yes (As required)				X	Oct. 1 – Sept. 30	Send website/newsletter to national officers, national committee members residing in Zone II, neighboring Sections, other Branches in the Section, & National headquarters. Website/newsletter should include the following: <ul style="list-style-type: none"> • Forthcoming meeting date, time, location, speaker, & subject. • Report of past meetings. • Acknowledgement of services to the Section & Branch by its members & guests. • Information about legislation affecting the profession & the public. • “Personals”, including a listing of new members in the areas as well as special activities of members. • Employment opportunities. • National activities of notable concern to the members. • Educational opportunities. • Awards, prizes, elections, & appointments involving members. • Student chapter programs & activities. • Editorials • Articles by officers & members.

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USF ASCE Student Chapter	Vice President	The Committee combines the activities of the Student Chapter, Contact Members, & Faculty Advisors to promote the interests, activities, & professional development of student civil engineers.	August	Is the current USF Student Chapter President	No	Oct. 1 – Sept. 30	Yes	Once a year	USF Student Chapter President USF Student Chapter Faculty Advisors Contact Members				Oct. 1 – Sept. 30	<ul style="list-style-type: none"> • Student Chapter – Student Chapter President shall provide active liaison & communication between the Student Chapter & the WCB. • Attends BOD meetings. • Attends Section Board meetings. • Presents Student Chapter budget for BOD approval in August. Prepares & submits annual reports of Student Chapter activities. • Faculty Advisor – Promote active involvement of students in Student Chapter activities & Section & Branch activities. Provide liaison between Student Chapter, Branch, & Section. Attend BOD meetings. Advise & support Student Chapter/Branch activities. Assist the Student Chapter President in reporting on Student Chapter Activities. Provide a written financial report covering Faculty Advisors' activities for inclusion in Branch annual report. • Assist in selection of the scholarship recipients & the Student Engineer of the Year. • Contact Members – Provide liaison between Student Chapter, Branch, & Section. Each contact member attends a minimum of 2 Student Chapter meetings., Assist with arranging programs & securing speakers. Assist the Student Chapter in preparing annual budgets. Advise the Student chapter in financial matters. Assist the Student chapter in establishing their organization.

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															<ul style="list-style-type: none"> Prepare & submit annual report in August. Promote & encourage active student participation in Student Chapter, Branch, & Section activities.
Younger Member Group	Vice President	This is a separate committee which operates separately from, but under, the auspices of the WCB. The Younger Member Group promotes & enhances the professional development of members, generally 35 years of age and younger who are recently graduated engineers to four years past graduation.	August	No	Yes by YMG	Oct. 1 – Sept. 30	Yes	Once a year	Recently graduated engineers up to four years past graduation.				Oct. 1 – Sept. 30	<ul style="list-style-type: none"> YMG Chair attends all ExComm meetings. Submit budget in August for review & approval. Provides programming of interest to members recently graduated from college. Ensures all Branch members (regardless of age) are welcome at all events. 	
Government Relations	Vice President	<p>The focus of the committee will be to bring the technical expertise of the Branch to bear on matters of a technical nature and to give consideration to legislative activities of a professional nature.</p> <p>The committee will monitor all legislative activities of interest to civil engineers and call to the membership appropriate items for further action. The committee may act on behalf of the membership when directed by the Board of Directors.</p>	August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once a year	1	1	1	X		<p>The committee will maintain close surveillance of local, state and national legislative activities of interest to the membership. It will serve as a liaison between other professional societies. The committee will contact FES and the Florida Institute of Consulting Engineers (FICE) to ensure that committee members receive copies of the FES Legislative committee meeting minutes, the FES Legislative Alert Bulletin, the Senate and House calendars, and all pre-filed bills. Relevant information should be provided to the members of the Branch in a timely manner through the section publications, or a separate mailing if the content warrants.</p> <p>The committee is to take a proactive role in insuring that the political leaders within the local area are technically informed prior to the decision making process. This will be achieved through ASCE members who are willing to take an active role at city, county</p>	

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															and state levels. Investigations may be made, reports prepared and recommendations made by the committee to appropriate executive bodies. The committee will encourage competent personnel to be available to appear before legislative committees.
Professional Development	Secretary		August	Voluntary	No	Oct. 1 – Sept. 30	Yes	Once a year	X	X	X	X	Oct. 1 – Sept. 30	<ul style="list-style-type: none"> Keeps Branch up to date on continuing education requirements. 	
Audit	President	Audit WCB financial records following close of the prior fiscal year.	December	Is the current past president	No	Oct. 1 – Sept. 30	No	No	Past President President Treasurer			Oct. 1 – Jan. 1			