

# **Operations Manual for ASCE Capital Branch**

## *1.0 Board of Directors and Officer Duties*

### 1.1 Past President:

- Supports current President.
- Offers experience and knowledge to the group and keeps group functioning correctly with the election of new officers.
- Chairs the Nominating Committee.

### 1.2 President:

- The President is the main contact for most all group relations.
- Runs the Board meetings and oversees Branch activities.
- Prepares budget and outline of activities for current year with input from Board members.
- Attends Sacramento Section Board meetings as a voting member of the Section Board.
- Oversees actions of standing & task committees, with assistance from President-Elect and Past President.

### 1.3 President-Elect:

- Assists President and Vice-President of Education when needed.
- Becomes President the following term.
- Is the Official Delegate at the ASCE Regional leadership conference, unless they have attended within the last three (3) years.

### 1.4 Vice-President of Education:

- Coordinates speakers for monthly luncheons.
- Tries to balance speaker topics within in civil engineering discipline.
- Provides content for meeting announcements for distribution to membership.
- Assists the treasurer with registration at the monthly luncheons.

### 1.5 Vice-President of Membership:

- Regularly obtains the membership email list from the President.
- Responsible for electronic communication with the members.
- Takes on social media duties in the absence of a Social Media Committee (keeping up with our LinkedIn account and other types of social media the Branch is engaged in).
- Responsible for welcoming new members.

### 1.6 Secretary:

- Takes notes during the meetings and prepare the minutes. Distributes within one week of Board of Directors' meeting.
- Keep records of all the minutes, and other documents essential to the Branch's activities.
- Prepares and distributes the Board Meeting minutes prior to the next board meeting.
- Maintain Branch files and pass on to following Secretary.

### 1.7 Treasurer:

- Maintains and facilitates all Branch financial duties.
- Keeps accurate records of account deposits and expenses for the group.
- Pays bills incurred by the Branch and deposits income into Branch account.
- Submits an annual expense report and account balances report in November to the Sacramento Section.

- Runs the registration table at the Branch events.
- Maintain Branch files and pass on to incoming Treasurer.

## *2.0 Standing Committees*

Committee chairs are appointed by the Board of Directors and committees can be added at the discretion of the Board.

2.1 Nominating Committee – The Nominating Committee shall be in charge of organizing the election each year.

2.2 Membership Committee - The Membership Committee shall work within the civil/environmental engineering community to increase the Branch membership, to liaison with engineering firms and membership campaigns, and to encourage individual membership and participation in Branch activities.

2.3 Life Member Committee - The Life Member Committee will work with the Life Members to keep them active in the Section/Branch. They will also be responsible for the annual acknowledgment of Life Members and passing out of the certificates.

2.4 Younger Member Committee - The Younger Member Committee shall be chaired by the President, or other active member, of the Younger Member Forum, which shall serve as a liaison between the Branch and Younger Member Forum.

## *3.0 Task Committees*

Committee chairs are appointed by the Board of Directors and committees can be added at the discretion of the Board as defined in the Bylaws. Recommended Task committees are, but are not limited to:

3.1 Community Outreach Committee – Coordinate Outreach Activities such as Paint-a-Drain, Rebuilding Day, Engineering Week activities, and Assisting YMF with the Golf Tournament

3.2 University Student Chapter Committee - The University Student Chapter Committee shall work with the four (4) university student chapters in the Sacramento Section Area to assist them with their programs. This may be a dual role held with the Sacramento Section and/or the Younger Member Forum.

3.3 Student Outreach Committee - Coordinates and facilitates outreach events for area K-12 schools through either an on-call basis or seeks out new opportunities for student outreach events (i.e. Career Fairs, Science Fairs, Classroom visits).

3.4 Social Media Committee – Be the voice of the Branch on Social Media outlets such as LinkedIn, Facebook, or Twitter. Maintain these accounts and post news and events as directed by the Board.

3.5 Awards & Recognition Committee – Promote the pursuit of local and national awards and recognition to the membership.

3.6 Website Committee – Make sure Branch web site is up date with news, events, contact information, etc.

## *4.0 Procedures for Operation*

### 4.1 Luncheons

- The monthly luncheons are typically held on the fourth Tuesday of the month, with no luncheon being held in the month of December. The luncheon will have a social hour from

11:30 to 12:00 and the luncheon will run from 12:00 to 1:00. The Board can elect to hold some other evening meetings or social hours as seen fit.

- The Treasurer collects the payment for the luncheon at the door along with the Vice-President of Education.
- The President will email all directors and officers approximately one (1) week before the luncheon asking for announcements.
- The President will emcee the luncheon and introduce the speaker. The announcements and introductions will start promptly at noon, and then members will be allowed to socialize before the speaker is introduced around 12:15. The President is responsible for cutting off questions prior to 1pm.
- The President will present the speaker with a token of appreciation at the luncheon after the presentations.
- Speaker for June can be the student chapters presenting on their Mid-Pac activities
- Speaker for November can be the YMF group and we could honor the life members from the Capital Branch

#### 4.2 Elections

Elections will be held in accordance to the Bylaws. The list below identifies the actions to be taken to conduct the elections in accordance with the Bylaws.

- The Past President prepares a “call for officers” announcement typically published in the May Engineerogram.
- The slate of nominees shall be presented and the ballot approved at the July Board Meeting.
- The Executive Secretary shall publish the ballot in the August Engineerogram.
- The election results shall be opened and tallied after a 21 day response window. Three (3) tellers appointed by the President shall open and count the ballots.
- The Executive Secretary shall formally notify the candidates and the board of the election results and results are to be published in the September Engineerogram.