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1. SECTION ORGANIZATION

1.1 Name: The official name of this organization is the **Louisiana Section of the American Society of Civil Engineers** referred to herein as the Section. It is a geopolitical subdivision of the national organization of the American Society of Civil Engineers referred to herein as the "national organization" and the ASCE.

1.2 Location: The Section is bounded by the political boundaries of the State of Louisiana. Its boundaries are periodically reviewed and established by the Board of Direction of the ASCE.

1.3 Objectives: The objectives of the Section as stated in its constitution "... shall be the advancement of the science and profession of engineering, in a manner consistent with the objectives of the American Society of Civil Engineers ...(which is)... the advancement of the science and profession of engineering to enhance the welfare of mankind."

1.4 Membership: Membership in the Section is restricted to persons who are members of the ASCE, and who are permanent residents within the boundaries of the Section.

1.4.1 Assigned Members: All members of the ASCE who reside in the Section.

1.4.2 Subscribing Members: All assigned members who are current in their Section dues. Only subscribing members are eligible to serve in elected and appointed offices and participate in elections in the Section and its branches.

1.5 Branches: The Section Board of Directors shall establish branches (subdivisions) to serve the needs and interests of the local regions in the Section subject to the approval of the Board of Direction of the ASCE.

1.5.1 Names and Locations: The currently approved branches in the Section and the parishes located within them are:

The Acadiana Branch - Acadia, Allen, Avoyelles, Beauregard, Calcasieu, Cameron, Evangeline, Iberia, Jefferson Davis, Lafayette, Rapides, St. Landry, St. Martin, St. Mary, Vermilion and Vernon.

The Baton Rouge Branch - Ascension, Assumption, Concordia, East Baton Rouge, East Feliciana, Iberville, Livingston, Point Coupee, St. Helena, Tangipahoa, Tensas, West Baton Rouge and West Feliciana.

The New Orleans Branch - Terrebonne, Lafourche, St. James, St. John the Baptist, St. Charles, Jefferson, Orleans, Plaquemines, St. Bernard, St. Tammany and Washington.

The Shreveport Branch - Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, DeSoto, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Red River, Richland, Sabine, Union, Webster, West Carroll and Winn.

1.5.2 Objectives: The objectives of the branches within the Section as stated in the constitution of the Section "... shall be the advancement of the science and profession of engineering in a manner consistent with the objectives of the American Society of Civil Engineers".

1.5.3 Management: The management of the business affairs and the government of each branch in the Section is vested in its governing board of directors as provided for by its individual bylaws.

1.5.4 Annual Report: Each branch shall provide an annual report to the Secretary-Treasurer of the Section for incorporation into the Section annual report by the **November 15** deadline for the fiscal year **October 1 through September 30** in order to receive their branch allotment. The annual report shall minimally consist of the standard form provided for this purpose by the ASCE. This form is available from the Secretary-Treasurer of the Section or it can be downloaded by using the link **ftp://gsd.asce.org**. A hard copy should remain on file in the records of each branch. The annual report may include supplementary attachments describing branch activities and programs in greater detail than allowed for on the standard form. It is intended that the annual report be developed over the administrative year and not prepared shortly before its deadline date. **Annual reports for each Section must be received by ASCE National by November 30th of each year in order to receive the full Section allotment.**

1.6 Student Chapters and Clubs: The Section has seven student chapters and no clubs within its boundaries. It seeks to aid them in the development of the technical and professional competence of their student members. This is accomplished in part through the participation of the Section and its members in their programs and coordinating and sharing meetings at mutual sites when practical.

1.6.1 Locations: The student chapters in the Section are located in the civil engineering departments of the following institutions: Louisiana State University, Louisiana Tech

University, McNeese State University, University of New Orleans, Southern University, University of Louisiana at Lafayette and Tulane University.

1.6.2 Regional Conference: The student chapters in the Section are part of the Deep South Conference for the purpose of planning and participating in a joint annual spring conference.

2. ANNUAL SECTION DUES

2.1 Amount: The annual dues for a subscribing member of the Section are established by the Section Board of Directors. The current annual dues are \$20.00 per subscribing member for fiscal year October 1 through September 30.

2.2 Payment: The annual dues for subscribing members of the Section are due the first of October and must be paid in advance. Section members whose dues are more than six months in arrears shall not be subscribing members. Dues notices for Section dues are currently distributed in conjunction with the ASCE membership dues notices and are not collected separately by the Secretary-Treasurer of the Section.

2.3 Exemptions: Any member who is exempt from the payment of the ASCE dues shall also be exempt from the payment of the Section dues. Student members shall also be exempt from payment of the Section dues.

3. SECTION MEMBERSHIP MEETINGS

3.1 Frequency: A minimum of two meetings a year are mandated by the Section constitution. An Annual Meeting shall be held no later than October 12 and a Spring Meeting shall be held no later than May 31. Special membership meetings may be called by the President of the Section.

3.2 Location: The location of the Section membership meetings shall be at the discretion of the Section Board of Directors and the host branch. Every attempt should be made, when practical, to hold the spring meeting in conjunction with the meeting of the Deep South Conference of student chapters when hosted in Louisiana to take advantage of the benefits of sharing programs and social events with the student members. Historically, the annual meeting is held at the conclusion of the Louisiana Civil Engineering Conference and Show held in New Orleans, Louisiana in September of each year. The annual meeting is held in conjunction with the Awards Banquet and is hosted by the New Orleans Branch. The officers that were elected during the previous spring meeting are installed at the annual meeting. The spring meeting is historically held during the Louisiana Section Spring Meeting and Conference and has been

hosted by one of the other branches (Acadiana, Shreveport and Baton Rouge) which normally rotates each year. Officers for the upcoming year are elected at the spring meeting.

3.3 Notification: Written notification of each Section membership meeting shall be mailed to each member at least five days preceding the date of the meeting. Due to the need for making advanced reservations for the conferences held in conjunction with most membership meetings, normally two to three weeks advanced notice is provided to allow the members a greater opportunity to reserve date(s) of the meeting and conference on their calendar and to make their reservations in a timely manner. The Louisiana Section magazine can be used to announce the membership meetings, for it is mailed to all members of the Louisiana Section.

3.4 Quorum: A quorum for the Section membership meeting shall consist of the members in attendance.

4. SECTION BOARD OF DIRECTORS

4.1 Membership: The Section Board of Directors shall consist of the President, President-Elect, Past President, Vice President, Secretary-Treasurer, four Directors elected at-large and one Director appointed by each branch (usually the branch president) and two assigned directors.

4.2 Responsibilities: The Section Board of Directors shall manage the affairs of the Section, direct the disposition of its funds, set dues, monitor and regulate the activities of its committees, and report its activities to the membership unofficially through the Section journal and officially at the annual meeting through the President of the Section.

4.2.1 Goals: Overall objectives should be established to serve the interest of the members of the Section and its branches and in accordance with the goals of ASCE.

4.2.2 Committees: Standing committees are charged with developing and executing programs, with the approval of the Section Board of Directors, that address the immediate goals in addition to their ongoing duties established in the Bylaws of the Section. Special committees will be appointed by the President to develop and execute programs at the discretion of the Board of Directors when their immediate goals established are not within those of the existing standing committees.

4.2.3 District 14 Council Representatives: The representatives from the Louisiana Section to the District 14 Council shall be appointed by the President of the Section with

the concurrence of the Section Board of Directors. The immediate Past President, serving as a member of the Louisiana Section Board, should be given first consideration of this appointment to provide continuity between the Section Board and District 14 Council.

4.3 Officers: The officers of the Section are, in addition to their constitutionally prescribed duties in the management of the Section, expected to regularly attend membership and Board of Directors meetings of their home branch and other branches to personally communicate the Section's activities and become a knowledgeable and effective representative of their constituency.

4.3.1 *Nomination, Election and Installation:* Nominees for the elected offices of the Section shall be recommended by the Nominating Committee of the Section which shall consist of the latest three living Past Presidents of the Section who are subscribing members of the Section. The names and credentials of the recommended nominees shall be submitted to the Section Board of Directors no later than one month before the spring meeting and they shall be published in the notice for the spring meeting. Nominations in addition to the recommended nominees shall be entertained from the floor of the spring meeting immediately prior to the election of Section officers.

4.3.2 *Succession:* The President-Elect shall succeed the President and not be subject to election. In the event any officer is unable to fulfill the obligation of completing his term of office, the order of succession shall be as prescribed in the constitution. The office(s) vacated by succession during an administrative year shall be filled by appointment or election as prescribed by the constitution of the Section.

4.3.3 *Recurring Responsibilities:* In addition to the responsibilities prescribed in the constitution and bylaws of the Section, the officers are generally responsible for the following tasks:

- The President-Elect is the Chairman of the Publication Committee.
- The Vice President is the Chairman of the Special Activities and Awards Committee.
- The Secretary-Treasurer shall be responsible for the Section finances and correspondence. He is a member of the Special Activities and Awards Committee and is required to administer to the needs of the Forum of Past Presidents such as announcing and arranging for called meetings. He is also

the Recording Secretary for all Board meetings. He is responsible for coordinating with the Executive Secretary to produce and deliver the minutes of the previous meeting of the Section Board of Direction.

4.4 Meetings: The Section Board of Directors meets as often as the affairs of the Section require. Typically, this requires six meetings during the fall, winter and spring months. Meetings are held in conjunction with the Section membership meetings. Where practical, these meetings are scheduled in conjunction with branch and/or student chapter events. Historically, there is at least one meeting a year in Shreveport, New Orleans, Lafayette and Baton Rouge.

4.5 Administrative Year: The administrative year of the Section is concurrent with the terms of office of the elected officers specified in the constitution of the Section. Each administrative year begins with the installation of officers at the annual meeting of the Section.

5. COMMITTEES

5.1 General: The committees of the Section are listed below. The President of the Section should appoint these committees preferably before assuming office. The term of appointment is concurrent with the President's term of office. The President of the Section should solicit the aid of the Section Board in appointing the committees of the Section.

5.2 Standing Committees: The following are standing committees of the Section.

5.2.1 *Legislation Committee*

5.2.2 *Public Relations Committee*

5.2.3 *Younger Member Committee:* The committee shall coordinate with the Spring Meeting hosting branch and branch Younger Member Committee Chairs to solicit biographical information from the Life Members to be presented at the Spring Meeting Banquet.

5.2.4 *Nominating Committee*

5.2.5 *History and Heritage Committee:* The History and Heritage Committee attempts to get engineering landmarks identified in the Section which qualify for designation as a national historic civil engineering landmark by the ASCE.

5.2.6 *Publications Committee:* The Publication Committee consists of the President-Elect and the four Directors appointed by each branch (usually the branch presidents). The President-Elect is to serve as the committee chair. The committee chair shall be empowered to appoint a separate editor if he so desires subject to the approval of the Board of Directors. The editor may be paid an honorarium set by the Board. The Committee is responsible for publishing the quarterly journal of the Section, *The Louisiana Civil Engineer*, maintaining the Section's website and manage all the business associated with them within the funding provided in the Section Budget. The Chair serves as the Committee's business manager who in conjunction with the Committee is responsible for soliciting new service advertising and professional listings, making all direct customer contacts, setting advertising and listing rates, and providing a regular accounting to the Board of the Committee's activities, expenses and revenues. The Chair in conjunction with the Board of Directors may retain an editor and other staff for the Section journal, a webmaster for the Section website and the clerical services necessary to handle all routing billing for advertisements and professional listings, maintain the

Section's bulk rate mail permit, the Section's membership and advertisers databases, and generate the mailing list for the journal. The Committee aids the editor in identifying and soliciting a feature article for each issue of the journal preferably by a civil engineer who is a resident of Louisiana and about civil engineering work in Louisiana that may be of interest to the members of the Section. The Committee is also responsible for identifying and reporting Section and Branch news in a timely manner for publication in the journal and website. The website will serve as the Section's interim news source between the quarterly publication of the journal in November, February, May and August. The Chair shall be responsible for the content of what is published in the journal and on the website. The Committee will retain professional services as necessary to publish the journal and maintain the website consistent with the Section budget. An ongoing financial goal of the committee is to make the journal and website self-supporting from their advertising and listing revenues.

5.2.7 *Student Awards and Activities Committee:* The committee shall consist of no less than three members representing at least two branches for the purpose of administering the Outstanding Civil Engineering Senior Student Award, the undergraduate scholarship(s), and graduate fellowship(s). The Committee shall also be responsible for administering, coordinating and judging the annual Student Paper Contest to be held at the Spring Meeting. Collection of the student chapter annual reports that are due by February 1 and the distribution of student allotments to the student chapters from the Section shall be other responsibilities of this committee. The committee chair shall also advise the student chapters of the funds for the special projects and how to contact the Board for possible funds as detailed in Section 6.5, and any other student awards and activities as directed by the Section Board of Directors.

The Committee shall solicit nominations for the Outstanding Civil Engineering Senior Student Award through the student chapter faculty advisor and the department head of each civil engineering department with a student chapter in the Section. The nominations must be returned to the Committee for consideration no later than the deadline set by the Committee Chair. The Committee shall evaluate the nominations and report its recommendations for the recipient of the Outstanding Civil Engineering Student Award

to the Section Board of Directors for action no later than its last meeting prior to the spring meeting. The Committee is responsible for the preparation of a certificate of commendation for each nominee and an appropriate plaque for the recipient of the Outstanding Civil Engineering Senior Student in concert with the Secretary-Treasurer of the Section. The certificates and plaque will be awarded by the committee chair at the Spring Meeting banquet.

The Outstanding Civil Engineering Senior Student Award shall be evaluated on the following selection point system:

I. ASCE Student Chapter Participation (35% Maximum)

ASCE Student Member	T x 2% (T=Time, in years)
Member of Student Chapter	T x 2%
Student Chapter Committee Chairman	T x 4%
Student Chapter Officer	T x 8%

II. Scholarship and Scholarly Activities (30% Maximum)

Grade Point Average	GPA x 3%
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Scholarships:

University	N x 2% (N=Number)
Statewide	N x 3%
National	N x 5%

Paper Contests:

Participant	N x 1%
Winner(Local or Regional)	N x 1%
Winner (State)	N x 3%
Winner (National)	N x 6%

Speaker for professional or honorary society function:

Local or Regional	N x 1%
National	N x 3%

III. Professional and Honorary Society Participation (20% Maximum)

Member	T x 1%
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Committee Chairman	T x 2%
Officer	T x 4%
IV. Miscellaneous Activities, Honors and Awards (15% Maximum)	
Titles of Recognition	N x 1%
Organizational Participation (Other than above):	
Member	T x 1%
Committee Chairman	T x 2%
Officer	T x 3%
Self Support:	(W/100) x 5% (W=H x M, where H = Average hours worked per week while attending school as a full-time student , M= number of months worked. Does not include semester breaks.

Ties are to be broken by comparing the actual scores in each individual category, in the order of priority (I, II, III, IV).

The Committee shall solicit applications for the undergraduate scholarship(s) and graduate fellowship(s) through the student chapter faculty advisor and the department head of each civil engineering department with a student chapter in the Section. The applications must be returned to the Committee for consideration no later than the deadline set by the Committee Chair. The Committee shall evaluate the applications and report its recommendations for the recipient of the undergraduate scholarship(s) and graduate fellowship(s) to the Section Board of Directors for action no later than its last meeting prior to the spring meeting. The undergraduate scholarship(s) and graduate fellowship(s) will be awarded by the committee chair at the Spring Meeting banquet.

A Student Paper Contest is sponsored by the Section during the Spring Meeting each year to encourage undergraduate students to publish and present technical papers. Cash awards will be given for the papers considered to be the best three as follows:

First Place	\$250
Second Place	\$150
Third Place	\$100

The rules and regulations for the contest will be determined by the committee and approved by the Board of Directors. All contestants will be supplied a copy of the rules and regulations of the contest by the Chairman of the committee. The Chair shall coordinate the time and location of the contest with the branch hosting the Spring Meeting. The winners of the contest will be presented with the cash awards at the Spring Meeting banquet.

Upon collection of the student chapter annual reports the committee chair shall report receipt to the Board of Directors. The committee chair shall distribute student chapter allotments to the student chapters as received from the Secretary-Treasurer of the Section.

5.2.8 Membership Committee: The Committee shall consist of one member appointed by each branch and a Chair appointed by the Section. In March of each year, the Committee shall contact ASCE members who have let their dues lapse. In August of selected years, the Committee shall contact prospective members to encourage membership in ASCE and assigned ASCE members of the Section to encourage their payment of Section dues.

5.2.9 Special Activities and Awards Committee: This committee promotes professional activities and awards and funds for branch activities. The Committee consists of the Vice-President, Secretary-Treasurer, and two Section Board members from branches not represented by the Vice-President and Secretary-Treasurer. (See Section 6.5.) The Committee is chaired by the Vice President.

In the event that more than one member of the committee is from the same branch, only one will be a voting member (if the chairman is one of the two-committee members from the same branch, then he will be the non-voter.) The awards administered by the Committee are intended to award individuals for their contribution to the Section and/or Branch. The Committee administers the following awards:

1. Outstanding Young Civil Engineer Award
2. Outstanding Civil Engineer Award
3. Outstanding Young Government Civil Engineer Award
4. Outstanding Government Civil Engineer Award
5. Lifetime Achievement Award

6. Outreach Award
7. Educator of the Year Award
8. Wall of Fame Award

Eligibility requirements for the awards are as follows:

1. OUTSTANDING YOUNG CIVIL ENGINEER AWARD

The nominee must be:

1. 35years old or less at the time of the nomination.
2. A Member or Associate Member of ASCE.
3. A Member of the Louisiana Section.
4. Alive at the time his/her nomination is submitted.
5. An Engineer in training (EIT) or Registered Professional Engineer (PE).

2. OUTSTANDING CIVIL ENGINEER AWARD

The nominee must be:

1. A Member, Fellow Member or Life Member of ASCE.
2. A Member of the Louisiana Section.
3. Alive at the time his/her nomination is submitted.
4. Registered Professional Engineer (PE).

3. OUTSTANDING YOUNG GOVERNMENT CIVIL ENGINEER AWARD

The nominee must be:

1. 35years old or less at the time of nomination.
2. A Member or Associate Member of ASCE.
3. A Member of the Louisiana Section.
4. An employee of a Federal, State or Local government agency.
5. Alive at the time his/her nomination is submitted.
6. Engineer in training (EIT) or Registered Professional Engineer (PE).

4. OUTSTANDING GOVERNMENT CIVIL ENGINEER AWARD

The nominee must be:

1. A Member, Fellow Member or Life Member of ASCE.
2. A Member of the Louisiana Section.
3. An employee of a Federal, State or Local government agency.
4. Alive at the time his/her nomination is submitted.
5. Registered Professional Engineer (PE).

For each of these four (4) awards, the following applies:

1. Each Branch of the Louisiana Section may nominate one (1) candidate for the award.
2. An Individual that is nominated but does not win the award, may be nominated for the award the following year provided he/she still qualifies.
3. Nominations must be received no later than **May 30th**.
4. Previous winners of the award may not be nominated.
5. Voting Members of the Special Activities and Awards Committee may not be nominated.

Candidates for each award are scored based on the following point system:

- | | | |
|------|---|-----------|
| I. | Service or Involvement in ASCE | (35 Pts.) |
| II. | Service to the Advancement of the Profession | (20 Pts.) |
| III. | Service to the Community Outside the Field of Engineering | (20 Pts.) |
| IV. | Technical Accomplishments | (15 Pts.) |
| V. | Other Evidence of Merit or Character | (10 Pts.) |

Each of these are prioritized based on the following:

- I. Contributions to section and/or Louisiana.
- II. Contributions to Branch and/or local community.
- III. Contributions to ASCE National.
- IV. Contributions to Engineering Profession outside Louisiana.
- V. All Other Contributions.

Using this point system as the basis for ranking each candidate, the committee will then assign 5 points to the top ranked member from each voting committee member, 3 points for

every second place vote and 1 point for each 3rd place vote. The candidate with the most points using this system will be declared the winner.

In the event of a tie, the following tiebreaker shall be utilized:

1. Total Grading Points (out of 100)
2. ASCE Points (out of 35)
3. Committee Vote

The awards will consist of an engraved plaque bearing the ASCE emblem and the recipient's name. The award will be presented at the Annual Meeting and Banquet in the Fall and receive recognition in the Fall issue of the *Louisiana Civil Engineer* and the Louisiana Section website. All award applications are available on the section website and from the committee chair. The Committee may nominate the recipient for the corresponding National Award. For deadlines for the National Awards visit the National ASCE website www.asce.org.

5.2.10 Engineering Management Committee

5.2.11 Council of Department Chairs

5.2.12 Continuing Education Committee

5.3 Special Committees Special committees may be appointed as needed to achieve immediate goals not consistent with any standing committee mission.

6. FISCAL POLICIES AND PROCEDURES

6.1 Receipt of Section Allotment from National: The Section receives an allotment from the national organization. The allotment is heavily dependent on the number of subscribing members in the Section. The allotment received is based on the following:

\$50 per section (+) \$50 per branch (+) \$25 per student chapter (+) \$4.00 per subscribing member.

6.2 Distribution of Allotment to Branches: Each branch in the Section receives a pro-rata share of the allotment disbursed to the Section from the national organization. Each Branch allotment is dependent on the number of subscribing members in the Branch and is distributed by the Secretary-Treasurer of the Section to the branches on a similar basis as received from the national organization. The distribution of a branch allotment will not be made before the receipt of the annual report of the branch. The allotment distributed to each branch is based on the following formula:

\$50 per branch (+) \$4.00 per subscribing member

6.3 Distribution of Allotment to Student Chapters: Each student chapter in the Section receives a share of the allotment disbursed to the Section from the national organization. Each student chapter allotment is dependent on the number of subscribing members in the student chapter and is distributed by the Secretary-Treasurer of the Section to the student chapter on a similar basis as received from the national organization. The distribution of a student chapter allotment will not be made before the receipt of the annual report of the student chapter. The allotment distributed to each student chapter is based on the following formula:

\$100 per student chapter (+) \$4.00 per subscribing member.

6.4 Outstanding Civil Engineering Senior Student Awards : The Section awards \$250.00 annually to the individual selected as the Outstanding Civil Engineering Senior. Each candidate from the participating student chapters in the Section receives a certificate of commendation, and the winner receives a suitably engraved plaque during the award presentations of the spring meeting. All the candidates, including the winner, will have their first year's dues in the ASCE paid by the Section. The dues will be reimbursed to the recipients upon their submission of proof of membership in the ASCE to the Secretary-Treasurer of the Section. This procedure will be communicated to each recipient by a letter from the President of the Section acknowledging awards.

6.5 Distribution of Special Activities and Awards Fund A special fund shall be set aside on an annual basis for a program to promote scholarships, fellowships and special activities at the student chapter and branch levels as follows:

	<u>Program</u>	<u>Spending Limit</u>
1.	Undergraduate Scholarship(s)	\$ 750.00/year
2.	Graduate Fellowship(s)	\$ 750.00/year
3.	Student Chapter Special Project(s)	\$ 500.00/year
4.	Branch Special Activities	\$1,000.00/year

Source of Funds: The above programs will be funded mainly through the Sections' Investment Account and any other funding sources approved by the Board of Directors. The balance of the Investment Account will not be allowed to decrease below \$25,000. The above listed amounts are maximum and the actual amount awarded can vary based on the merits of the application submitted and the funds that are available. The Special Activities and Awards Committee shall

administer the awards and distribution of the funds. The committee will announce the availability of funds for each category and request applications be submitted for consideration in the Spring of each year. The committee shall present the awards to successful applicants at the annual meeting.

Winners in each of the categories shall be judged on the following requirements:

Scholarship and Fellowship Awards:

- (a) Scholastic Record - 1 copy of student transcript required.
- (b) Service in ASCE - to be certified by student chapter or by the Faculty Advisor.
- (c) A proposal justifying the need - What the money will be used for, students financial status, current scholarships awarded.
- (d) Service in the student chapter.
- (e) Support of the faculty advisor/department head - for a graduate student this should include the support of their major professor.

Special Projects of Student Chapters:

- (a) A detailed proposal outlining the project and justification of the needs.
- (b) Support by the ASCE branch Board of Directors.
- (c) Support by the faculty advisor/department head.

Special Projects for Branches:

- (a) A detailed proposal outlining the project and its benefits to the branch, the Section or the ASCE membership.

The Committee may establish additional requirements and scoring procedures for judging purposes. All of the requirements and procedures shall be approved by the Section Board of Directors prior to their utilization.

7. OPERATING POLICIES AND PROCEDURES

7.1 Decorum: Meetings of the Board of Directors and the membership will be conducted according to *Robert's Rules of Order*. The formality of the meetings shall be set by the presiding officer based on the needs to expedite the business at hand in a timely and prudent manner.

7.2 Introduction of New Business: Though not required, it is desirable that new business before the Board of Directors be introduced via a published agenda with informational

attachments if necessary. The Secretary-Treasurer should be advised of a new item of business in a timely manner and be provided with appropriate information to incorporate with the agenda.

7.3 The Forum of Past Presidents: The Forum of Past Presidents shall consist of the past presidents of the Section. The immediate Past President will serve as chairman of the Forum and begin service at the close of the Annual Meeting held in the fall. The purpose of the Forum is to provide formal guidance to the Section through recommendations to its Board of Directors relative to goals, plans and programs. This guidance may and indeed it is desirable that it extend beyond the Section's current goals, plans and programs. In preparation for the meeting of the Forum, the Section Board of Directors will provide an annual report, the previous report of the Forum and a letter from the President of the Section. The President's letter will highlight the progress of the Section's high priority plans and programs and respond to the previous reports of the Forum. It will be distributed at least one month in advance of the spring meeting with the meeting announcement of the Forum. The meeting of the Forum will be held in conjunction with the annual spring meeting to formulate its report to the Section. Both past presidents able to attend and unable to attend will provide the agenda for the Forum through correspondence to the Secretary-Treasurer of the Section. A final report of the Forum will be prepared by the chairman of the Forum and presented to the incoming President of the Section at the annual meeting.

APPENDIX A

CONSTITUTION AND BY-LAWS OF THE LOUISIANA SECTION

CONSTITUTION OF THE LOUISIANA SECTION

ARTICLE I. NAME AND OBJECTIVE

- SECTION 1.** The name of this organization shall be the Louisiana Section, American Society of Civil Engineers.
- SECTION 2.** The objective of the Louisiana Section shall be the advancement of the science and profession of engineering, in a manner consistent with the objective of the American Society of Civil Engineers.
- SECTION 3.** The headquarters of the Section shall be at the address designated by the Section Board of Directors.

ARTICLE II. MEMBERSHIP

- SECTION 1.** The membership of this Section shall be restricted to persons who are members of the American Society of Civil Engineers in any grade.
- SECTION 2.** Should the membership in the American Society of Civil Engineers of any person cease from any cause, he shall at the same time cease to be a member of the Section.

ARTICLE III. DUES

- SECTION 1.** Any member of the American Society of Civil Engineers may become a member of this Section without payment of entrance fee.
- SECTION 2.** The annual dues to be payable by each member shall be fixed by the Board of Directors and shall be payable annually in advance.
- SECTION 3.** Any member whose dues are not paid as provided for in the By-Laws shall cease to be a voting member of this Section.
- SECTION 4.** Any member who is exempt from the payment of National dues shall also be exempt from the payment of Section dues.

ARTICLE IV. OFFICERS AND DIRECTORS

- SECTION 1.** The officers of the Section shall be a President, the latest living Past-President continuing to be a member of the Section, a

President-Elect, a Vice-President, four elected Directors-At-Large, four Appointed Directors (one from each Branch), two Assigned Directors to be appointed by the Branches designated by the Board of Directors and a Secretary-Treasurer.

SECTION 2.

The President, the President-Elect, the Vice-Presidents, the Directors-At-Large, the Assigned Directors, the Appointed Directors, the latest living Past-President continuing to be a member of the Section, and the Secretary-Treasurer shall constitute the Board of Directors in which the government of the Section shall be vested. The President-Elect, the Vice-President, the four Directors-At-Large (two elected each year to two year terms) and the Secretary-Treasurer shall be elected from the membership of the Section.

SECTION 3.

The terms of office of the officers shall be as follows:

The President	One Year
The President-Elect	One Year
The Past-President	As per Section 2 of this article
The Secretary-Treasurer	One Year
Vice-President	One Year
The Directors-At-Large	Two Years
The Assigned Directors	Two Years
The Appointed Directors	To serve at the pleasure of the Branches

A term of office shall begin at the close of the annual meeting of the Section and shall continue until a successor qualifies. An Appointed Director shall be appointed by each Branch and shall serve at the pleasure of his respective Branch.

SECTION 4.

The President-Elect shall assume the office of President at the conclusion of his term as President-Elect.

SECTION 5.

A vacancy occurring in an elective office of the Section during the term of an officer shall be filled for the unexpired term as follows:

(a) President. By the President-Elect, in which case the President-Elect will serve as President for the following term.

(b) President-Elect. Should the office of President-Elect become vacant for any reason except as stated in (a) herein, the vacancy shall be filled by nomination and special election as provided for in the By-Laws of the Section.

(c) Vice-President. By appointment of the Board of Directors.

(d) The Directors-At-Large. By appointment of the Board of Directors.

(e) Secretary-Treasurer. By appointment of the Board of Directors.

SECTION 6. The President and the President-Elect shall be ineligible for re-election. The Secretary-Treasurer and Vice President of the Section shall be ineligible for re-election to the same office until at least one full term shall have elapsed after the end of their respective terms. All Directors may be elected or appointed to the same position without term limitations.

SECTION 7. The President and President-Elect of the Section shall not be from the same Branch.

SECTION 8. An Assigned Director must be appointed by the Branch designated by the Section Board no later than July 31st of the year the Director's term begins, or the Section Board shall appoint an individual from any Branch to that position. One Assigned Director will be appointed each year to a two-year term. Assigned Directors shall not be the incoming President or President-Elect of the respective Branch.

SECTION 9. In the year the revised Constitution and Bylaws are implemented, and only for that year, the Secretary-Treasurer and Vice President may be re-elected to the same office. After that year, this Section shall be void and shall be deleted from the Constitution.

ARTICLE V. MEETINGS

SECTION 1. General meetings of the Section shall be held at such time and place as may be designated by the Board of Directors. At these meetings, the business of the Section shall be transacted.

- SECTION 2.** Special meetings may be called by the President at any time; however, no business shall be transacted therein except as stated in the meeting notice.
- SECTION 3.** A spring meeting shall be held not later than May 31 of each year at which meeting the election of officers for the ensuing year shall be held.
- SECTION 4.** An annual meeting of the Section shall be held no later than October 12 of each year.
- SECTION 5.** Written notice of the meeting shall be mailed to each member at least five days preceding the date of the meeting.

ARTICLE VI. COMMITTEES

- SECTION 1.** The President, with the approval of the Board of Directors, shall have the authority to appoint such Standing and Special Committees as are required to further the objectives of the Section.

ARTICLE VII. BRANCHES

- SECTION 1.** The Section may approve and recognize the establishment of Branches within the geographic area of the Section subject to the approval of the Board of Direction of the American Society of Civil Engineers.
- SECTION 2.** The objectives of the Branches shall be the advancement of the science and profession of engineering in a manner consistent with the objectives of the American Society of Civil Engineers.
- SECTION 3.** The Board of Directors may annually assign from the funds of the Section to each Branch a sum of money varying in proportion to its needs.
- SECTION 4.** The boundaries of the Branches shall be determined by the Board of Directors. Any Branch, which loses its effectiveness, may be disbanded by the Board of Directors by a rearrangement of the Branch boundaries, subject to the approval of the Board of Direction of the American Society of Civil Engineers.
- SECTION 5.** The officers of a Branch shall be a President, President-Elect, one or more Vice-Presidents, a Secretary and a Treasurer, which offices may be combined, and as many Directors elected at large as provided for in the

By-Laws of the Branch. These officers, together with the latest living Past-President continuing to be a member of the Branch shall constitute a Board of Directors in which shall be vested the management of the Branch. The Board shall appoint one of its members to serve as the Appointed Director on the Board of Directors of the Section.

SECTION 6. The Board of Directors of the Branch shall adopt By-Laws under which the affairs of the Branch shall be governed, within the provisions of the Section.

SECTION 7. A Nominating Committee to propose candidates for offices established by the Branch By-Laws shall be comprised of at least three Subscribing Members of the Branch as stipulated by the Branch By-Laws. The nominees shall be designated the official nominees. All candidates for office must be members in good standing to be eligible for office.

SECTION 8. The Branch shall hold an annual meeting each year prior to or in conjunction with the annual meeting of the Section. Meetings of the Branch shall be conducted as provided in Robert's Rules of Order.

ARTICLE VIII. AMENDMENTS

SECTION 1. This Constitution may be amended only by a vote of the members of the Section by letter ballot, provided such amendment shall have previously received the approval of the Board of Direction of the American Society of Civil Engineers.

SECTION 2. An affirmative vote of two-thirds of all ballots cast shall be necessary for the adoption of any amendment.

ARTICLE IX. BY-LAWS

SECTION 1. The Board of Directors from time to time shall adopt By-Laws under which the affairs of the Section shall be governed within the provisions of this Constitution, subject to the approval of the Board of Direction of the American Society of Civil Engineers.

ARTICLE X. MISCELLANEOUS PROVISIONS

SECTION 1.

No part of the net earnings of the Section shall inure to the benefit of any private shareholder or individual, and no substantial part of the activities of the Section shall be carrying on propaganda, and the Section shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidates for office.

SECTION 2.

Upon dissolution of the Section, the assets remaining after the payment of the debts of the Section shall be distributed to such corporation, community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to children or animals, which would then qualify under the provisions of Section 501 C (3) of the Internal Revenue Code, as they now exist, or as they may hereafter be amended, as the Board of Directors shall have designated, and in the absence of such designation, they shall be conveyed to the American Society of Civil Engineers.

BY-LAWS OF THE LOUISIANA SECTION

ARTICLE I. MEMBERSHIP AND GEOGRAPHIC AREA

SECTION 1. The geographic area of the Louisiana Section shall comprise the State of Louisiana. The membership for this Section shall be domiciled as permanent residents within the boundaries of the Section. The membership shall be restricted, as provided in the Constitution, to members in any grade of the American Society of Civil Engineers.

ARTICLE II. MEETINGS

SECTION 1. For all meetings, a quorum shall consist of those members in attendance.

SECTION 2. Except as provided in the Constitution and in these By-Laws, meetings shall be conducted as provided in Robert's Rules of Order.

ARTICLE III. OFFICERS AND DIRECTORS OF THE SECTION

SECTION 1. The members of the Board of Directors shall be members of the Section in good standing, subject to the following eligibility and restrictive requirements for holding of office:

(a) *An individual must have served at least one year on the Board of Directors of the Section to be elected President-Elect, Secretary-Treasurer or Vice President.*

SECTION 2. The Secretary-Treasurer may receive an honorarium as may be determined by the Board of Directors.

SECTION 3. Attendance of General Membership Meetings and Section Board Meetings is the responsibility of each Section Board Member.

SECTION 4. A Board member may be removed from office for poor attendance at Section Board Meetings, for failure to perform the duties assigned to their office or a previously held office, or for other justifiable reasons. If, in the opinion of the Section Board, a member of the Board should be removed from office, the Board shall direct the President (or President-Elect, in the case of removing the President) to advise that member that the Board will

vote to remove said member at the next scheduled Board meeting. With an affirmative vote by two thirds of the Section Board, the member shall be removed from the Section Board, and his office declared vacant. Vacancies of the Section Board will be filled according to Article IV, Section 5 of the Constitution of the Louisiana Section.

SECTION 5. A seated Board member that has been elected to another office, but not installed in that office, may be removed from the Board and barred from assuming that office, as described in Section 4.

SECTION 6. A Board member that has been removed from office will not be eligible for nomination to the Section Board for Five (5) years.

SECTION 7. Poor attendance will be considered to be anyone missing two (2) consecutive meetings without providing satisfactory explanation to the Board.

ARTICLE IV. MANAGEMENT

SECTION 1. The Board of Directors shall manage the affairs of the Section as provided by the Constitution and these By-Laws. The Board of Directors shall direct the investment and care of the funds of the Section; establish the amount of dues; make appropriations for specific purposes; prepare a budget to limit fund expenditures; take measures to advance the interest of the Section; approve or disapprove committees and activities thereof.

SECTION 2. The Board shall make an annual report to the Section through the President at its annual meeting or through the Louisiana Civil Engineer, the official magazine of the Section. The report shall relate the general activities of the Section for the term closed.

SECTION 3. The President shall call meetings, appoint committees and present their reports to the Section, preside at meetings of the Section and Board of Directors at which he may be present; and shall be an ex-officio member of all committees.

SECTION 4. The President-Elect shall perform the duties of the President in the absence of, or the disability of the President. The President-Elect shall

also perform the duties of the Secretary-Treasurer in the absence of the Secretary-Treasurer.

SECTION 5. The Vice-President of the Section shall attend meetings of the Section and of the Board of Directors and record proceedings of importance.

SECTION 6. The Secretary-Treasurer of the Section shall deposit funds in the name of the Section. He shall present such records of account to the annual meeting of the Section. He shall keep membership records, committee records, and such other records as may be deemed necessary by the Board of Directors. He shall receive for the Section all bills of debit against the Section and shall promptly pay such items of indebtedness. He shall notify the membership of meetings, handle essential correspondence for the Section, and perform such other duties assigned to him by the Board of Directors. He shall read the required reports and other documents, as designated, to Section assemblies.

SECTION 7. The duties of the Directors-At-Large, Appointed Directors and Assigned Directors shall be as designated by the President of the Section.

SECTION 8. The actions of the Board of Directors shall be authoritative if, and only when, at least five members of the Board are present, which five shall form a quorum of the Board of Directors.

SECTION 9. The Board of Directors shall designate the two largest Branches, based on the number of Subscribing Members, to appoint the Assigned Directors. The Section Board shall evaluate the size of the Branches every six years beginning in 1998, to determine the two largest Branches as specified above. Upon identifying the two largest Branches, the Section shall notify in writing each designated Branch of its responsibility in appointing an Assigned Director, including the date that its first appointment is required.

SECTION 10. Assigned Directors are appointed by the two Branches designated by the Section. The two-year terms will be staggered so that only one Assigned Director will be appointed each year. If a designated Branch loses its designation at the time of the Section evaluation as described in Section 9, the Assigned Director from that Branch will complete his two-year term

prior to the new designated Branch appointing a replacement. No Branch shall be designated to appoint two Assigned Directors. If an Assigned Director resigns, the designated Branch shall have two months to appoint a new Assigned Director or the Section shall make an appointment in accordance with the Constitution.

ARTICLE V. ELECTION OF OFFICERS

SECTION 1. The election of officers shall be held at the spring meeting.

SECTION 2. Recommendations for nominations for office shall be made by a committee consisting of the President, President-Elect and the latest living Past-President of the Section continuing to be a member of the Section. The President shall charge them with their duty at least one month before the spring meeting. In reaching its recommendations, the Nominating Committee shall consider each nominee's ability to travel to meetings of the Board over the State. The recommendations of the Nominating Committee shall be presented to the Section during its spring meeting. At the same time, the President or presiding officer shall invite nominations from the floor. When nominations have been received and closed, all nominations for each office shall be voted separately. The nominee receiving the majority of the votes cast shall be declared elected. If there are more than two candidates, and if no nominee procures a majority, the two candidates receiving the highest number of votes shall be declared the only candidates, and a new vote for the office shall be taken. The candidate then receiving a majority of the votes shall be declared elected.

ARTICLE VI. DUES

SECTION 1. The annual dues for the current year shall become due on October 1 and shall be paid in advance. A statement of the amount due shall be mailed by the Secretary-Treasurer, unless collected by the national office of ASCE to each member within thirty days after the due date.

SECTION 2. Any member whose dues are more than six months in arrears shall lose his voting privilege and shall forfeit the right to serve on Section committees and to receive Section publications. These privileges and rights; however, will be restored upon payment of current dues.

ARTICLE VII. COMMITTEES

SECTION 1. Committee appointments shall be made promptly on assumption of office by the President.

SECTION 2. The standing committees of the Section shall be:

- Committee on Legislation
- Public Relations Committee
- Younger Member Committee
- Nominating Committee
- History and Heritage Committee
- Publications Committee
- Student Awards And Activities Committee
- Membership Committee
- Special Activities and Awards Committee

SECTION 3. The Committee on Legislation shall consider and review all legislative matters, and make recommendations to the Board of Directors. It shall consider and report matters of legislation that concern its membership whether such be Federal, State, Parish or Local, and recommend action or steps, if any, which the Section should follow.

SECTION 4. The Student Awards and Activities Committee shall be composed of members, so far as practicable, who are connected with institutions within the geographic boundaries of the Section which have Student Chapters of the American Society of Civil Engineers. The Committee's functions shall be to select award eligibles and to foster and encourage Civil Engineering study and research in accredited engineering schools. The committee shall make written reports relative to its selections for awards.

Recommendations for awards by the Committee shall be limited to students in engineering schools with Civil Engineering curricula accredited by the Engineers' Council for Professional Development within the geographic boundaries of the Section.

SECTION 5.

The Public Relations Committee shall be responsible for all public contacts of the Section. It shall provide publicity in publications, including newspapers and publication of the American Society of Civil Engineers. It shall publicize the activities of the Section. It shall foster good will with the lay public generally and inform the public by personal contact of the activities of the Section and the American Society of Civil Engineers. The committee shall provide speakers and discussions, when possible, for other technical organizations.

ARTICLE VIII. AWARDS

SECTION 1.

Awards shall be made by the Board of Directors upon recommendations of the Student Awards and Activities Committee. An annual award of payment of the first year's dues as an Associate Member in the American Society of Civil Engineers shall be made to one Civil Engineering graduate from each school within the geographic boundaries of the Section which qualifies under ARTICLE VII, Section 4.

SECTION 2.

The Student Awards and Activities Committee shall, with the approval of the Board of Directors, prepare its own rules and regulations for selecting award eligibles.

ARTICLE IX. AMENDMENTS

SECTION 1.

The Board of Directors may from time to time amend the By-Laws within the provision of the Constitution by majority vote at any meeting of the Board of Directors called for that purpose, subject to the approval of the Board of Direction of the American Society of Civil Engineers.

Constitution	Amended 1989, 1998
By-Laws	Amended 1989, 1994, 1998

APPENDIX B
BY-LAWS OF BRANCHES

BY-LAWS OF ACADIANA BRANCH

ARTICLE I. NAME AND OBJECTIVE

SECTION 1. The name of this organization shall be the Acadiana Branch, Louisiana Section, American Society of Civil Engineers.

SECTION 2. The objective of the Acadiana Branch shall be the advancement of the science and profession of engineering, in a manner consistent with the objective of the American Society of Civil Engineers.

ARTICLE II. AREA AND MEMBERSHIP

SECTION 1. The area of the Acadiana Branch shall be the Parishes of Acadia, Allen, Avoyelles, Beauregard, Calcasieu, Cameron, Evangeline, Iberia, Jefferson Davis, Lafayette, Rapides, St. Landry, St. Martin, St. Mary, Vermilion and Vernon in the State of Louisiana.

SECTION 2. All members of the American Society of Civil Engineers of all grades, who subscribe to the Bylaws of the Acadiana Branch and who have paid the current dues to the Section and Branch and who are resident in the branch area, shall be Subscribing Members of the Branch. All other members of the American Society of Civil Engineers of all grades, whose addresses are within the boundaries of the Branch as defined by the Society, shall be Assigned Members of the Branch.

ARTICLE III. DUES AND FINANCES

SECTION 1. The Branch activities shall be financed by an annual allocation of moneys from the Section based on a budget proposed by the Branch and approved by the Section.

SECTION 2. There shall be no entrance fee.

SECTION 3. There shall be no annual Branch dues.

ARTICLE IV. OFFICERS

- SECTION 1.** The officers of this Branch shall be a President, a President-Elect, a Vice-President, a Secretary and a Treasurer, who with the latest resident Past-President shall constitute a Board of Directors in which the government of the Branch shall be vested.
- SECTION 2.** All officers, except for the President, shall be elected at the Annual Meeting for terms of one year, which terms shall begin on September 1 of each year.
- SECTION 3.** The term of office for the President shall be one year. The President-Elect shall succeed to the office of President on September 1.
- SECTION 4.** Only subscribing members of the Branch shall be eligible for election to office.
- SECTION 5.** The duties of officers shall be those usual for such officers.
- SECTION 6.** A vacancy in the office of President shall be filled by the President-Elect. A vacancy in the office of President-Elect shall be filled by the Vice-President. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.
- SECTION 7.** At meetings of the Board of Directors, three (3) members shall constitute a quorum.

ARTICLE V. NOMINATION AND ELECTION OF OFFICERS

- SECTION 1.** The President shall appoint a Nominating Committee of three members at a regular meeting preceding the Annual Meeting, generally, the March meeting.
- SECTION 2.** The Nominating Committee shall choose one or more candidates for election to each office, except the office of President, and obtain the consent of each nominee to serve if elected.
- SECTION 3.** The Nominating Committee shall make their report at the meeting just prior to the Annual Meeting, generally the April meeting. Nominations from the floor may be made at this meeting. Ballots shall be distributed and collected by the Nominating Committee. For each office, the

candidate receiving the highest number of votes cast shall be declared elected.

ARTICLE VI. MEETINGS

- SECTION 1.** The Annual Meeting shall be held in May on such date and at such place as the Board of Directors designate. Other meetings shall be called at the discretion of the Board of Directors; or by the President upon the written request of at least ten subscribing members.
- SECTION 2.** In addition to the Annual Meeting, monthly meetings shall be held each year, except during June, July and August.
- SECTION 3.** At all meetings ten (10) subscribing members shall constitute a quorum.
- SECTION 4.** Notice of call for a Branch meeting shall be mailed to all subscribing members of the Branch not less than one week in advance of the meeting date.
- SECTION 5.** All business meetings of the Branch and the Branch Board of Directors shall be governed by Robert's Rules of Order, Revised, except as provided in these Bylaws.

ARTICLE VII. COMMITTEES

- SECTION 1.** The President each year shall appoint the following committees: program, membership, hospitality, and public information.
- SECTION 2.** The President shall appoint such committees as are from time to time deemed necessary.

ARTICLE VIII. AMENDMENTS

- SECTION 1.** By-Laws may be adopted or amended only by the following procedure:
- (a)** The proposed Bylaw or amendment shall be voted upon by a majority of the subscribing members of the Branch.
 - (b)** To become effective it shall receive an affirmative vote of not less than a majority of the subscribing members voting, and the approval of the Board of Directors of the Louisiana Section.

ARTICLE IX. MISCELLANEOUS PROVISIONS

SECTION 1.

No part of the net earnings of the Branch shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Branch shall be carrying on propaganda, or otherwise attempting to influence legislation and the Branch shall not participate in, or intervene in (including the publishing or distributing of statements), and political campaign on behalf of any candidate for public office.

SECTION 2.

Upon dissolution of the Branch the assets remaining after the payment of the debts of the Branch shall be distributed to such corporation, community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to children or animals, which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Board of Directors shall have designated and in the absence of such designation they shall be conveyed to the American Society of Civil Engineers.

BY-LAWS OF BATON ROUGE BRANCH

PREAMBLE: These By-Laws were prepared to serve as a guide for the conducting of routine business of the Branch. All articles are intended to be supplementary to, but in conformance with, the Constitution of the Louisiana Section - American Society of Civil Engineers.

ARTICLE I. MEMBERSHIP

SECTION 1. All members of the American Society of Civil Engineers of all grades, subscribing to the Constitution and By-Laws of the Louisiana Section and evidenced by payment of current Section dues unless exempted by honorary life membership and who are resident in the Branch area, shall be Subscribing Members of the Branch. All members of the American Society of Civil Engineers of all grades, whose addresses are within the boundaries of the Branch as defined by the Society, shall be Assigned Members of the Branch. Voting rights shall only be vested in Subscribing Members.

ARTICLE II. MEETINGS

SECTION 1. The Annual Meeting shall be held during the month of September on such date and at such place as the Board of Directors designate during their term in office, and prior to or in conjunction with the Annual Meeting of the Section.

SECTION 2. A minimum of three (3) other general membership meetings shall be held each calendar year.

SECTION 3. At the discretion of the Board of Directors, one (1) meeting each year may be designated as "Ladies Night" and the program shall, preferably, be non-technical.

SECTION 4. Notice of each general membership meeting shall be sent by mail to each Subscribing Member of the Branch at least five (5) days in advance of the meeting date.

SECTION 5. Robert's Rules of Order shall govern at all meetings.

SECTION 6. For the Annual Meeting and general membership meetings of the Branch, a quorum shall consist of those members in attendance.

ARTICLE III. OFFICERS AND DIRECTORS

SECTION 1. The officers of the Branch shall be a President, a President-Elect, a Vice-President, a Secretary-Treasurer and two (2) Directors. These officers, including the latest living past President resident within the Branch, shall constitute a Board of Directors in which the management of the Branch shall be vested.

SECTION 2. The following eligibility and restrictive requirements for the holding of office must be met.

- (a) All officers must be Subscribing Members of the Branch.
- (b) The President must have served at least one (1) year on the Board of Directors of the Branch immediately preceding his election.

SECTION 3. The terms of office of all officers shall be one (1) year.

- (a) The election of officers shall be held at the last planned general membership meeting prior to the Annual Meeting.
- (b) The term of office for all elected officers shall commence at the close of the Annual Meeting.

SECTION 4. The Board of Directors shall fill any vacancies, for the unexpired term, which may occur in any office by selection from the qualified membership of the Branch.

ARTICLE IV. MANAGEMENT

SECTION 1. The Board of Directors shall manage the affairs of the Branch as provided by the Constitution of the Section and as designated herein.

SECTION 2. The President shall preside at all meetings of the general membership and of the Board of Directors. He shall designate a member of the Board of Directors to perform such duties as he may deem necessary. He shall appoint, with the approval of the Board of Directors, chairmen of committees as required. He shall be an ex-officio member of all committees, and he shall appoint one member of the Board of Directors to serve with him as an ex-officio member on each committee.

SECTION 3. The President-Elect shall discharge the duties of the President in his absence. He shall appoint, at the beginning of his term of office and with the approval of the Board of Directors, vice-chairmen of standing committees as required.

SECTION 4. The Vice-President shall discharge the duties of the President-Elect or the Secretary-Treasurer in their absence.

SECTION 5. The Secretary-Treasurer shall perform the following duties as assigned by the Board of Directors.

- (a) Handle all correspondence as directed by the President and the Board of Directors.
- (b) Deposit all funds and pay all invoices received by the Branch and maintain suitable financial records.
- (c) Record the minutes of all membership and Board meetings and promptly submit a copy of applicable minutes to the Section upon request.
- (d) Assist the Membership Committee Chairman in the maintenance of current membership records, including current mailing lists.
- (e) Cooperate with the Program Committee Chairman in the development of program announcements.
- (f) Notify the membership of meetings.
- (g) Prepare an annual report of Branch finances and activities for submittal to the Section.

ARTICLE V. BOARD MEETINGS

SECTION 1. Meetings of the Board of Directors shall be held at the time, place, and day designated by the President or by a majority of the members of the Board.

ARTICLE VI. NOMINATION AND ELECTION OF OFFICERS

SECTION 1. The Nominating Committee shall obtain a qualified candidate for each office and obtain consent of the candidates to serve if elected. These nominees shall be designated the official nominees.

SECTION 2. The Nominating Committee shall report its findings to the Secretary-Treasurer in sufficient time that they can be listed in the announcement of the last planned general membership meeting prior to the Annual Meeting.

SECTION 3. Preceding the election at the last planned general membership meeting prior to the Annual Meeting, any qualified member may be nominated from the floor for any office by a Subscribing Member, such nominations having the consent of the nominees. Qualification of the members will be verified by the Nominating Committee prior to the election.

SECTION 4. In case two (2) or more candidates are presented for any one office, a secret ballot must be taken on such candidates. If on the first ballot, no candidate receives a majority of votes cast, a second vote shall be then taken on the two (2) nominees receiving the greatest number of votes on the first ballot. The candidate receiving a majority of votes cast shall then be declared elected.

SECTION 5. The presiding officer shall appoint three (3) election commissioners from the members present to count the secret ballots.

SECTION 6. The officers elected shall assume office at the conclusion of the Annual Meeting.

SECTION 7. The office of President shall not be subject to election but succession by the President-Elect. In the event succession by the President-Elect is not

possible at the time of election the office of President shall be subject to election by the general membership.

ARTICLE VII. COMMITTEES

SECTION 1. Each committee will consist minimally of a chairman, vice-chairman, and two (2) ex-officio members from the Board of Directors one (1) of which will be the President.

SECTION 2. The vice-chairman will succeed the chairman of the committee at the close of the Annual Meeting. All committee chairmen and vice-chairmen must be Subscribing Members of the Branch.

SECTION 3. The vice-chairman will chair the committee in the absence of the chairman. All programs developed by the committee will be approved by the Board of Directors prior to execution.

SECTION 4. All committees deemed necessary shall be appointed by the President, subject to the approval of the Board of Directors. The standing committees of the Branch shall be the Education Committee, Membership Committee, Program Committee, Governmental Affairs Committee, and the Nominating Committee.

(a) The Education Committee will develop programs which will produce strong ties between the Branch and its Student Chapters to integrate the practicing civil engineering community with its educational community. It is recommended that each Student Chapter be represented on the committee by one of the following: The Contact Member, the Associate Contact Member or the Faculty Advisor. More specific programs related to education may be executed by an ad hoc committee or sub-committee appointed by the President with the approval of the Board of Directors.

(b) The Membership Committee will maintain membership records and mailing lists in cooperation with the Secretary-Treasurer, develop programs to encourage the retention of current members,

develop membership participation in Branch activities, and recruit new members.

(c) The Program Committee will develop programs for the meetings of the general membership. It shall procure speakers and arrange for their needs during the meetings. Programs shall be arranged for all scheduled general membership meetings even though they may occur after the close of the Annual Meeting.

(d) The Governmental Affairs Committee shall be responsible for monitoring the governmental activities within the area of the Branch and for reporting such activities as deemed proper to the Board of Directors.

It shall serve as the vehicle for any action taken in cooperation with the Louisiana Section in the area of Governmental Affairs.

(e) The Nominating Committee shall consist of the three (3) latest living and resident past Presidents of the Branch.

ARTICLE VIII. AMENDMENTS

SECTION 1.

By-Laws may be adopted or amended only by the following procedure:

(a) The proposed By-Law or Amendment shall be submitted by mail to the general membership along with a notice of a meeting to be called to consider such By-Law or Amendment, at least fourteen (14) days prior to such a meeting.

(b) It shall receive an affirmative vote of not less than a majority of the Subscribing Members voting at the meeting called for such a purpose.

(c) To become effective, it shall receive the approval of the Board of Directors of the Section and the Board of Directors of the Society.

ARTICLE IX. DISBANDMENT

SECTION 1.

In the event of disbandment, the remaining assets of the Branch, if any, after liquidation will revert to the treasury of the Louisiana Section.

SECTION 2. In the event of disbandment, the records of Branch correspondence and activities shall be placed at the disposal of the Board of Directors of the Louisiana Section.

Adopted, May 13, 1969.

Amended, January 23, 1975 and May 18, 1978 by vote of the general membership meeting of each date.

TERRY V. HEBERT
SECRETARY

BYLAWS
ENVIRONMENTAL ENGINEERING GROUP

ARTICLE I. ENVIRONMENTAL ENGINEERING GROUP

The Environmental Engineering Group of the Baton Rouge Branch of the American Society of Civil Engineers, herein referred to as the Group, shall consist of all members of the engineering profession who are either interested, participate, instruct, or consult in the field of environmental engineering.

ARTICLE II. GOALS AND RELATED ACTIVITIES

- SECTION 1.** Advance the science and practice of that part of civil engineering relating to water supply, wastewater, solid and hazardous waste, draining surface water, and control of soil, water and atmospheric pollution and related social and environmental impacts. Keep well informed in the fields of public and industrial health as they relate to environmental engineering.
- SECTION 2.** Promote the growth and development of Branch level activities for Branch members to form a core for Group operations to support its goals and activities.
- SECTION 3.** Work with the national Environmental Engineering Division when it is feasible to promote its programs relating to environmental engineering.
- SECTION 4.** Develop meetings to present subjects and information of vital interest in environmental engineering and promote discourse within this community to aid in developing direction and in offering education in environmental engineering concepts to participating engineers.
- SECTION 5.** Collaborate with other engineering organizations within the Section with interest in environmental engineering.
- SECTION 6.** Promote the growth and development of environmental engineering concepts in the engineering curricula.

ARTICLE III. OPERATIONS

SECTION 1. The chairman shall be appointed by the Board of Directors. The chairman and other Group officers elected by the Group shall be responsible for the following functions:

- (a) ***Program Development.*** Soliciting and researching the needs of the engineering profession and the local professional engineering community relative to environmental engineering and developing and executing programs to respond to the needs so identified.
- (b) ***Information Dissemination.*** Communicate with the Group by providing minutes and notices of meetings and programs through the Section and Branch newsletters and other channels. Correspond with the national Environmental Engineering Division and other groups as required.
- (c) ***Fund Raising.*** Raise and manage an operating fund as it is necessary for Group operations.
- (d) ***Leadership.*** Conduct business meetings and organize the Group as required to support special functions and other obligations of the Group.

SECTION 2. Meetings of the Group shall be periodic, at least once per administrative year of the Branch, and in conjunction with a Group sponsored program or a Section or Branch membership meeting.

SECTION 3. These bylaws and any amendment to them shall require the approval of the Board of Directors in advance of their adoption by two-thirds of the Group membership present and voting at a business meeting of the Group.

BYLAWS
GEOTECHNICAL ENGINEERING GROUP

ARTICLE I. GEOTECHNICAL ENGINEERING GROUP

The Geotechnical Engineering Group of the Baton Rouge Branch of the American Society of Civil Engineers, herein referred to as the Group, shall consist of all members of the engineering profession who are either interested, participate, instruct, or consult in the field of geotechnical engineering.

ARTICLE II. GOALS AND RELATED ACTIVITIES

- SECTION 1.** Advance the science and practice of that part of civil engineering involving the interrelationship between the geologic environment and the works of man.
- SECTION 2.** Promote the growth and development of Branch level activities for Branch members to form a core for Group operations to support its goals and activities.
- SECTION 3.** Work with the national Geotechnical Division when it is feasible to promote its programs relating to geotechnical engineering.
- SECTION 4.** Develop meetings to present subjects and information of vital interest in geotechnical engineering and promote discourse within this community to aid in developing direction and in offering education in geotechnical engineering concepts to participating engineers.
- SECTION 5.** Collaborate with other engineering organizations within the Section with interest in geotechnical engineering.
- SECTION 6.** Promote the growth and development of geotechnical engineering concepts in the engineering curricula.

ARTICLE III. OPERATIONS

- SECTION 1.** The chairman shall be appointed by the Board of Directors. The chairman and other Group officers elected by the Group shall be responsible for the following functions:

- (a) ***Program Development.*** Soliciting and researching the needs of the engineering profession and the local professional engineering community relative to geotechnical engineering and developing and executing programs to respond to the needs so identified.
- (b) ***Information Dissemination.*** Communicate with the Group by providing minutes and notices of meetings and programs through the Section and Branch newsletters and other channels. Correspond with the national Geotechnical Engineering Division and other groups as required.
- (c) ***Fund Raising.*** Raise and manage an operating fund as it is necessary for Group operations.
- (d) ***Leadership.*** Conduct business meetings and organize the Group as required to support special functions and other obligations of the Group.

SECTION 2. Meetings of the Group shall be periodic, at least once per administrative year of the Branch, and in conjunction with a Group sponsored program or a Section or Branch membership meeting.

SECTION 3. These bylaws and any amendment to them shall require the approval of the Board of Directors in advance of their adoption by two-thirds of the Group membership present and voting at a business meeting of the Group.

BYLAWS
MATERIALS ENGINEERING GROUP

ARTICLE I. MATERIALS ENGINEERING GROUP

The Materials Engineering Group of the Baton Rouge Branch of the American Society of Civil Engineers, herein referred to as the Group, shall consist of all members of the engineering profession who are either interested, participate, instruct, or consult in the field of materials engineering.

ARTICLE II. GOALS AND RELATED ACTIVITIES

- SECTION 1.** Establish a means by which the civil engineering profession will be informed of the technology developments in construction materials and provide a forum for the technical advancement of engineers who deal with construction materials.
- SECTION 2.** Promote the growth and development of Branch level activities for Branch members to form a core for Group operations to support its goals and activities.
- SECTION 3.** Work with the national Materials Division when it is feasible to promote its programs relating to materials engineering.
- SECTION 4.** Develop meetings to present subjects and information of vital interest in materials engineering and promote discourse within this community to aid in developing direction and in offering education in materials engineering concepts to participating engineers.
- SECTION 5.** Collaborate with other engineering organizations within the Section with interest in materials engineering.
- SECTION 6.** Promote the growth and development of materials engineering concepts in the engineering curricula.

ARTICLE III. OPERATIONS

SECTION 1. The chairman shall be appointed by the Board of Directors. The chairman and other Group officers elected by the Group shall be responsible for the following functions:

- (a) ***Program Development.*** Soliciting and researching the needs of the engineering profession and the local professional engineering community relative to materials engineering and developing and executing programs to respond to the needs so identified.
- (b) ***Information Dissemination.*** Communicate with the Group by providing minutes and notices of meetings and programs through the Section and Branch newsletters and other channels. Correspond with the national Materials Division and other groups as required.
- (c) ***Fund Raising.*** Raise and manage an operating fund as it is necessary for Group operations.
- (d) ***Leadership.*** Conduct business meetings and organize the Group as required to support special functions and other obligations of the Group.

SECTION 2. Meetings of the Group shall be periodic, at least once per administrative year of the Branch, and in conjunction with a Group sponsored program or a Section or Branch membership meeting.

SECTION 3. These bylaws and any amendment to them shall require the approval of the Board of Directors in advance of their adoption by two-thirds of the Group membership present and voting at a business meeting of the Group.

BYLAWS
ENGINEERING MANAGEMENT GROUP

ARTICLE I. ENGINEERING MANAGEMENT GROUP

The Engineering Management Group of the Baton Rouge Branch of the American Society of Civil Engineers, herein referred to as the Group, shall consist of all members of the engineering profession who are either interested, participate, instruct, or consult in the field of engineering management.

ARTICLE II. GOALS AND RELATED ACTIVITIES

- SECTION 1.** Promote the personal and managerial growth and development of all professional engineers interested in engineering management.
- SECTION 2.** Promote the growth and development of Branch level activities for Branch members to form a core for Group operations to support its goals and activities.
- SECTION 3.** Work with the national Engineering Management Division when it is feasible to promote its programs relating to engineering management.
- SECTION 4.** Develop meetings to present subjects and information of vital interest in engineering management and promote discourse within this community to aid in developing direction and in offering education in management concepts to participating engineers.
- SECTION 5.** Collaborate with other engineering organizations within the Section with interest in engineering management.
- SECTION 6.** Promote the growth and development of engineering management concepts in the engineering curricula.

ARTICLE III. OPERATIONS

- SECTION 1.** The chairman shall be appointed by the Board of Directors. The chairman and other Group officers elected by the Group shall be responsible for the following functions:

- (a) ***Program Development.*** Soliciting and researching the needs of the engineering profession and the local professional engineering community relative to engineering management and developing and executing programs to respond to the needs so identified.
- (b) ***Information Dissemination.*** Communicate with the Group by providing minutes and notices of meetings and programs through the Section and Branch newsletters and other channels. Correspond with the national Engineering Management Division and other groups as required.
- (c) ***Fund Raising.*** Raise and manage an operating fund as it is necessary for Group operations.
- (d) ***Leadership.*** Conduct business meetings and organize the Group as required to support special functions and other obligations of the Group.

SECTION 2. Meetings of the Group shall be periodic, at least once per administrative year of the Branch, and in conjunction with a Group sponsored program or a Section or Branch membership meeting.

SECTION 3. These bylaws and any amendment to them shall require the approval of the Board of Directors in advance of their adoption by two-thirds of the Group membership present and voting at a business meeting of the Group.

**BYLAWS
PIPELINE GROUP**

ARTICLE I. PIPELINE GROUP

The Pipeline Group of the Baton Rouge Branch of the American Society of Civil Engineers, herein referred to as the Group, shall consist of all members of the engineering profession who are either interested, participate, instruct, or consult in the field of pipeline engineering.

ARTICLE II. GOALS AND RELATED ACTIVITIES

SECTION 1. Advance and correlate the scientific knowledge and engineering practice, and promote and coordinate the socioeconomic and environmental development and construction of engineering projects relative to the transmission of liquids, gases or solids by pipeline.

SECTION 2. Promote the growth and development of Branch level activities for Branch members to form a core for Group operations to support its goals and activities.

SECTION 3. Work with the national Pipeline Division when it is feasible to promote its programs relating to pipeline engineering.

SECTION 4. Develop meetings to present subjects and information of vital interest in pipeline engineering and promote discourse within this community to aid in developing direction and in offering education in pipeline engineering concepts to participating engineers.

SECTION 5. Collaborate with other engineering organizations within the Section with interest in pipeline engineering.

SECTION 6. Promote the growth and development of pipeline engineering concepts in the engineering curricula.

ARTICLE III. OPERATIONS

SECTION 1. The chairman shall be appointed by the Board of Directors. The chairman and other Group officers elected by the Group shall be responsible for the following functions:

- (a) ***Program Development.*** Soliciting and researching the needs of the engineering profession and the local professional engineering community relative to pipeline engineering and developing and executing programs to respond to the needs so identified.
- (b) ***Information Dissemination.*** Communicate with the Group by providing minutes and notices of meetings and programs through the Section and Branch newsletters and other channels. Correspond with the national Pipeline Division and other groups as required.
- (c) ***Fund Raising.*** Raise and manage an operating fund as it is necessary for Group operations.
- (d) ***Leadership.*** Conduct business meetings and organize the Group as required to support special functions and other obligations of the Group.

SECTION 2. Meetings of the Group shall be periodic, at least once per administrative year of the Branch, and in conjunction with a Group sponsored program or a Section or Branch membership meeting.

SECTION 3. These bylaws and any amendment to them shall require the approval of the Board of Directors in advance of their adoption by two-thirds of the Group membership present and voting at a business meeting of the Group.

BYLAWS
STRUCTURAL ENGINEERING GROUP

ARTICLE I. STRUCTURAL ENGINEERING GROUP

The Structural Engineering Group of the Baton Rouge Branch of the American Society of Civil Engineers, herein referred to as the Group, shall consist of all members of the engineering profession who are either interested, participate, instruct, or consult in the field of structural engineering.

ARTICLE II. GOALS AND RELATED ACTIVITIES

- SECTION 1.** Advance the science and practice of structural engineering by increasing the knowledge of the physical properties of engineering materials, developing methods of analysis, studying the relative merits of various types of structures and methods of fabrication, and disseminating related knowledge to the engineering profession.
- SECTION 2.** Promote the growth and development of Branch level activities for Branch members to form a core for Group operations to support its goals and activities.
- SECTION 3.** Work with the national Structural Division when it is feasible to promote its programs relating to structural engineering.
- SECTION 4.** Develop meetings to present subjects and information of vital interest in structural engineering and promote discourse within this community to aid in developing direction and in offering education in structural engineering concepts to participating engineers.
- SECTION 5.** Collaborate with other engineering organizations within the Section with interest in structural engineering.
- SECTION 6.** Promote the growth and development of structural engineering concepts in the engineering curricula.

ARTICLE III. OPERATIONS

SECTION 1. The chairman shall be appointed by the Board of Directors. The chairman and other Group officers elected by the Group shall be responsible for the following functions:

- (a) ***Program Development.*** Soliciting and researching the needs of the engineering profession and the local professional engineering community relative to structural engineering and developing and executing programs to respond to the needs so identified.
- (b) ***Information Dissemination.*** Communicate with the Group by providing minutes and notices of meetings and programs through the Section and Branch newsletters and other channels. Correspond with the national Structural Division and other groups as required.
- (c) ***Fund Raising.*** Raise and manage an operating fund as it is necessary for Group operations.
- (d) ***Leadership.*** Conduct business meetings and organize the Group as required to support special functions and other obligations of the Group.

SECTION 2. Meetings of the Group shall be periodic, at least once per administrative year of the Branch, and in conjunction with a Group sponsored program or a Section or Branch membership meeting.

SECTION 3. These bylaws and any amendment to them shall require the approval of the Board of Directors in advance of their adoption by two-thirds of the Group membership present and voting at a business meeting of the Group.

BY-LAWS
NEW ORLEANS BRANCH

PREAMBLE:

These by-laws were prepared to serve as a guide for conducting routine business of the New Orleans Branch. All articles are intended to be supplementary to, but in conformance with, the Constitution of the Louisiana Section - American Society of Civil Engineers.

ARTICLE I. MEMBERSHIP

SECTION 1. All members of the American Society of Civil Engineers of all grades, subscribing to the Constitution and By-Laws of the Louisiana Section as evidence by payment of current Section dues unless exempted by Honorary or Life Membership and who are resident in the Branch Area, shall be Subscribing Members of the Branch. All members of the American Society of Civil Engineers of all grades, whose addresses are within the boundaries of the Branch as defined by the Society and are not Subscribing Members as defined above, shall be Assigned Members of the Branch. The General Membership is comprised of all Subscribing and Assigned Members.

ARTICLE II. OFFICERS AND DIRECTORS

SECTION 1. There shall be a President who shall preside at all meetings of the general membership and of the Board of Directors. The President shall also represent the Branch on the Louisiana Section Board by attending all regularly scheduled Section Board Meetings.

SECTION 2. The President-Elect shall discharge the duties of the President in his absence.

SECTION 3. There shall be a Vice President.

SECTION 4. There shall be a Treasurer who shall collect and deposit all dues, monies, and funds of the Branch in a financial institution approved by the Board of

Directors, and shall disburse Branch funds as authorized by the Board of Directors.

SECTION 5. There shall be a Secretary who shall keep minutes of all meetings of the Board of Directors, shall keep a record of all general membership, Technical and Nontechnical meetings, and shall issue notices for all general membership meetings and shall conduct the correspondence of the Branch as directed by the President and/or the Board of Directors.

SECTION 6. There shall be three Directors, one of whom shall be the immediate living Past President. The other two shall be elected at large. If the immediate Past President is unable or does not wish to be a Director, all three Directors will be elected at large.

SECTION 7. For purpose of succession, the following is the rank of the officers: President, President-Elect, Vice President, Treasurer, Secretary, Directors.

ARTICLE III. RESPONSIBILITY OF BRANCH OFFICERS

SECTION 1. Attendance at General Membership Meetings and Branch Board Meetings is the responsibility of each Branch Officer.

SECTION 2. An officer may be removed from office for poor attendance at Branch Board Meetings, failure to perform the duties assigned to that office or other justifiable reasons. If in the opinion of the Branch Board, an Officer should be removed, the Board shall direct the President to advise that Officer that the Board will vote to remove said Officer at the next scheduled Board Meeting. With an affirmative vote by a majority of the Branch Board, excluding the Officer in question, the Officer shall be removed from Office. With Board approval the President may appoint an individual to serve the remainder of the dismissed Officer's term or leave the position vacant. If the position is left vacant, the President shall assign the responsibilities of the vacant position to the remaining Branch Officers.

ARTICLE IV. GENERAL MEMBERSHIP MEETINGS

- SECTION 1.** The Annual Meeting shall be held annually during the month of September on a date and at a place designated by the Board of Directors during their term in office. One General Membership meeting for the election of officers (hereinafter called the Election Meeting) shall be held in May of each year. A minimum of two (2) other general membership meetings shall be held each calendar year.
- SECTION 2.** Notice of each general membership meeting shall be sent by mail to each Subscribing and Assigned Member of the Branch.
- SECTION 3.** "Roberts Rules of Order" shall govern at all general membership meetings.
- SECTION 4.** The President of the Branch shall preside at all general membership meetings which he attends. In the absence of the President, the next ranking officer shall preside at the meeting.

ARTICLE V. BOARD MEETINGS

- SECTION 1.** A meeting of the Board of Directors shall be held regularly at the time, place and day designated by the President. At the discretion of the President, the general membership may be notified of the time, place, and day designated.
- SECTION 2.** Branch Board Meetings shall be held at least every two (2) months. A minimum of six (6) Board Meetings shall be held each year.
- SECTION 3.** The President shall preside at all Branch Board Meetings which he/she attends. In the absence of the President, the next ranking Officer shall preside at the Board Meeting.
- SECTION 4.** "Roberts Rules of Order" shall govern at all Branch Board Meetings.
- SECTION 5.** Under special circumstances, when an issue is deemed by the President to be urgent to Branch activities, and a Board Meeting can not be scheduled, the President may poll the Branch Board Members by telephone, mail or other means deemed appropriate by the President. If a simple majority of the Board Members cast an affirmative vote for the motion proposed by

the President, the motion shall be considered adopted. The President shall introduce the motion at the next scheduled Board Meeting for ratification by the Board and entry into the minutes of the Branch.

ARTICLE VI. NOMINATION AND ELECTION OF OFFICERS

SECTION 1. A Nominating Committee to propose candidates for the offices established by the Branch By-Laws shall consist of the three latest living Past Presidents of the Branch who reside in the Branch. The candidates proposed by the Nominating Committee shall be designated the official nominees.

The Nominating Committee must obtain the consent of each candidate to serve if elected. All candidates for office must be members in good standing to be eligible for office.

SECTION 2. A candidate for the office of President-Elect must have served at least one year on the Branch Board of Directors immediately preceding the election. Once elected President-Elect, an individual will automatically become President of the Branch the following year unless that individual can not or decides not to serve as President. If the President-Elect does not serve as President, the position of President will be filled by election. In this case, only those Members presently serving on the Branch Board of Directors are eligible for the position of President.

SECTION 3. The immediate Past President of the Branch is automatically a Director at Large of the Branch Board of Directors. This position is not elected, unless the Past President can not or decides not to serve. Should the Past-President decide not to serve as a Director, the position will be filled by election.

SECTION 4. The President, President-Elect and Vice President are not eligible for re-election to the same office in which they are presently serving.

SECTION 5. Election of Board Members for the year beginning October 1 shall be held at a General Membership Meeting held in May of that year.

SECTION 6. The Secretary shall notify the Membership in writing of the Official Nominees as selected by the Nominating Committee and the date, time and location of the Election Meeting two (2) weeks prior to the Election Meeting.

SECTION 7. After the receipt of the Official Nominees, a Subscribing Member may nominate any qualified Member to oppose one of the Official Nominees for any elected office by either writing or telephoning the Chairman of the Nominating Committee, or by making the nomination from the floor at the Election Meeting. The Subscribing Member shall obtain the consent of the individual being nominated prior to making the nomination.

SECTION 8. If opposing nominations are received, the Chairman shall contact each opposing nominee to verify that the individual is willing to serve in the position for which he/she is being nominated. The Nominating Committee shall then meet to determine whether the opposing nominees fulfill the requirements for being a nominee.

SECTION 9. At the Election Meeting, If no valid opposing nominations are received for a given elected position, the Chairman of the Nomination Committee shall read the name of the Official Nominee for that elected position and declare the nominee elected by virtue of no opposition. If, however, a valid opposing nomination has been made for a given elected position, the Chairman shall read the name of the Official Nominee, stating that he/she is the Official Nominee, followed by the name of each opposing nominee. When an opposing nominee exists, the election of that position shall be by secret ballot.

SECTION 10. The Nominating Committee shall act as election commissioners and shall conduct the election at the Election Meeting.

ARTICLE VII. TECHNICAL COMMITTEES

SECTION 1. Technical Committees are defined as those committees that are dedicated to the purpose of providing technical conferences or programs to the Membership of the Branch in a particular discipline of Civil Engineering

(i.e. Structures, Geotechnical, Environmental, Transportation, etc.) in order to improve the technical competence of the Engineering community. The Technical Committee shall provide leadership to the Engineering community in its particular discipline of Civil Engineering.

SECTION 2. A Technical Committee shall be governed by a Steering Committee comprised of no less than three (3) people.

SECTION 3. The Steering Committee of each Technical Committee shall develop and adopt bylaws to direct the business of the Committee. The bylaws shall be submitted to the Branch Board of Directors for approval. Upon approval of the bylaws by the Branch Board of Directors, the bylaws are considered officially adopted.

SECTION 4. The Technical Committee Steering Committee shall select a candidate for Chairman of the Committee and shall recommend the individual to the President of the Branch for approval by the Branch Board of Directors. If the President agrees with the selection, the President shall ask the Branch Board to approve the individual as Chairman of that Technical Committee for the President's term in office. If the individual recommended to be Chairman of the Technical Committee is either unacceptable to the President or Branch Board, the Steering Committee shall select a new candidate for recommendation to the President.

SECTION 5. The Chairman of each Technical Committee shall attend Branch Board Meetings to report the activities of the committee. If the Chairman can not attend a Board Meeting, the Chairman shall either send another Steering Committee Member to represent the Technical Committee or provide a written report to President of the Branch prior to the Board Meeting.

SECTION 6. The Chairman of each Technical Committee shall inform the President of all Steering Committee Meetings. The President or his appointee may attend any Steering Committee Meetings as the President deems necessary.

SECTION 7. The Chairman of each Technical Committee shall inform the Branch Secretary and any other officer designated by the President of all Technical Committee Conferences and Activities.

SECTION 8. Technical Committees may collect dues, charge admission for technical programs or use other means to raise money to support the activities of the Technical Committee. All monies collected by a Technical Committee shall be used as directed by the Steering Committee of that Technical Committee for the activities of that Committee, unless the Branch Board of Directors intercedes.

SECTION 9. All monies collected by a Technical Committee are designated for use by that Technical Committee. However, the monies are considered assets of the Branch, and therefore, the Branch Board may decide to use these assets for other Branch activities should the need arise.

SECTION 10. With approval from the Branch Board of Directors, a Technical Committee may establish a bank account separate from the official Branch account. If a Technical Committee decides to establish a separate bank account, the Technical Committee shall provide the Branch Treasurer with a written financial statement showing the sources of all income and all expenditures. This financial statement shall be provided at least once every three (3) months, with one statement, showing the full accounting of the Committee for the previous Branch Year (October 1st to September 30th), being provided by October 14th of each year.

SECTION 11. The Branch Board of Directors may direct a Technical Committee, which has established a separate bank account, to close the separate bank account. Upon such notification, the Technical Committee shall close the account and return the monies to the Branch Treasurer for deposit in the official Branch account.

ARTICLE VIII. NONTECHNICAL COMMITTEES

SECTION 1. The President shall determine which Nontechnical Committees are necessary during his/her term as President and shall appoint a Chairman,

who shall be confirmed by the Branch Board, to direct each activities of the Nontechnical Committee.

SECTION 2. The Chairman of each Nontechnical Committee shall be responsible for recruiting the other members of his committee. However, the Chairman may request the assistance of the Branch Board in identifying potential candidates for membership on the Committee.

SECTION 3. The Chairman of each Nontechnical Committee shall attend Branch Board Meetings to report the activities of the committee. If the Chairman can not attend a Board Meeting, the Chairman shall either send another Member of the Nontechnical Committee to represent the Committee or provide a written report to the President of the Branch prior to the Board Meeting.

SECTION 4. The Chairman of each Nontechnical Committee shall inform the President of all Committee Meetings. The President or his appointee may attend any Committee Meetings as the President deems necessary.

SECTION 5. The Chairman of each Nontechnical Committee shall inform the Secretary and any other officer designated by the President of all Committee Activities.

SECTION 6. If the President determines that the Chairman of a Nontechnical Committee is not performing his/her duties satisfactorily, the President may replace the Chairman. The new Chairman shall be approved by a majority vote of the Branch Board.

SECTION 7. Nontechnical Committees shall be encouraged to develop outside funding for their activities. However, a Nontechnical Committee may receive financial support from the Branch for an activity provided that the Committee satisfies the following provisions:

- (a) The Nontechnical Committee provides a written proposal to the Branch Board outlining the activity to be undertaken and the associated cost;
- (b) The Treasurer certifies that the Branch has the assets available to provide financial assistance to the Nontechnical Committee; and

- (c) The proposal receives an affirmative vote of the majority of the Branch Board Officers present at a Branch Board Meeting.

ARTICLE IX. PAST PRESIDENT'S COUNCIL

- SECTION 1.** All Past Presidents of the Branch who still reside in the Branch and are Subscribing Members shall be members of the Past President's Council.
- SECTION 2.** The Past President who most recently served as President and who still resides in the Branch shall be the Chairman of the Council.
- SECTION 3.** The Past President's Council shall study those activities, policies and accomplishments of the Branch as deemed appropriate or as directed by the President, and offer to the Board of Directors, through its Chairman, the benefits of its deliberations, knowledge, experience and judgement.

ARTICLE X. AMENDMENTS

- SECTION 1.** By-Laws may be adopted or amended only by the following procedures:
 - (a) The proposed By-Laws or Amendments shall be submitted by mail to the general membership along with an announcement of a meeting to consider the proposed By-Laws or Amendments, at least 14 days prior to the meeting.
 - (b) The proposed Bylaws or Amendments shall receive an affirmative vote by a majority of the Subscribing Members voting at the meeting called for said purpose.
 - (c) To become effective, it shall receive the approval of the Board of Directors of the Louisiana Section and the National Society.

ARTICLE XI. MISCELLANEOUS PROVISIONS

- SECTION 1.** If the Branch is dissolved in order to become a Section, the assets remaining after the payment of all outstanding debts of the Branch shall become the property of the new Section.
- SECTION 2.** Upon dissolution of the Branch for any other reason, the assets remaining after the payment of the debts of the Branch, shall be distributed to an

entity that qualifies under the provisions of Section 501 (c)(3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Board of Directors shall have designated. In the absence of such designation all assets shall be conveyed to the American Society of Civil Engineers.

BY-LAWS
GEOTECHNICAL ACTIVITIES GROUP

ARTICLE I. GEOTECHNICAL ACTIVITIES GROUP

The New Orleans Branch recognizes that the interaction between geotechnical engineers and other disciplines is of paramount importance to the success of a project. The purpose of Geotechnical Activities Group is to foster the exchange of the professional and technical knowledge and enhance geotechnical engineering practice and the professional interaction between geotechnical engineers and professionals practicing in the other Civil Engineering and Architectural disciplines.

ARTICLE II. FUNCTION

SECTION 1. *Meetings.* The Group s primary function will be the organization and presentation of technical sessions in the New Orleans area. The Group will attempt to address geotechnical subjects of interest to the entire Civil Engineering and Architectural Community.

SECTION 2. *Practice.* The Committee may review current events, regulations, policies and proposals set forth by governmental, educational and regulatory bodies, and policies being developed by the National American Society of Civil Engineers, the Louisiana Section and the New Orleans Branch as these affect Geotechnical Engineering practice, in particular, the practice of Civil Engineering, in general. The purpose of such review would be to identify the consensus opinion of practitioners and formally communicate such opinions with appropriate recommendations to the ASCE New Orleans Branch Board of Directors.

ARTICLE III. MEMBERSHIP

SECTION 1. Membership in the Geotechnical Activities Group is open to all members of the American Society of Civil Engineers in the New Orleans area and any individual who has a professional interest in geotechnical engineering.

ARTICLE IV. ORGANIZATION

SECTION 1. *Steering Committee.* The Geotechnical Activities Group will be administered by a steering committee. The steering committee will organize meetings and provide liaison between the general membership of the Committee and the New Orleans Branch Board of Directors. The number of members on steering committee will be variable and comprised of the following:

- (a) Representatives of the private sector of the New Orleans Area, who specialize in geotechnical engineering.
- (b) Representatives of Tulane and University of New Orleans, who instruct in geotechnical engineering.
- (c) Representatives of the government agencies of the New Orleans Area, who specialize in geotechnical engineering.

SECTION 2. *Officers.* The steering committee will elect on an annual basis the following:

- (a) *Chairman.* The Chairman will call and direct steering committee meetings, attend New Orleans Branch Board of Directors meetings reporting Group activities and needs to the Board.
- (b) *Budget Chairman.* The budget chairman will prepare the annual budget for the Group. He will also account for Committee expenditures, receipts and assets and provide an annual financial report to the New Orleans Branch Board of Directors.
- (c) *News Letter Editor.* The editor will edit and publish a newsletter informing the Branch membership of the Group's activities. Officers will be selected from voting members of the steering committee.

SECTION 3. *Voting Members.* Voting members of the steering committee will be one designated member from each New Orleans area geotechnical firm participating in the Group's activities, one member from the University of New Orleans, one member from Tulane University and one member from each governmental agency participating in the Group's activities.

ARTICLE V. FINANCING.

SECTION 1.

The Budget Chairman will prepare an annual budget and submit it to the New Orleans Branch Board of Directors at the Board's first meeting in each fiscal year. The steering committee will develop methods of revenue, if necessary, to supplement Branch subsidies.

BY-LAWS
STRUCTURES COMMITTEE

ARTICLE I. STATEMENT OF PURPOSE

SECTION 1. The purpose of the Structures Committee is to promote interaction and exchange of the ideas between those individuals who are involved with the practice of structures. The purpose of this Committee is to foster the exchange of the professional and technical knowledge and enhance structural engineering practice and the professional interaction between structural engineers, architects, and other related technical disciplines.

ARTICLE II. FUNCTION

SECTION 1. *Meetings.* The Committee's primary function will be the organization and presentation of technical sessions and programs. The Committee will arrange meetings, seminars and workshops dealing with the analysis, design and construction of structures. Sub-committees shall be formed to deal with specific material such as steel, concrete or timber.

SECTION 2. *Practice.* The Committee may review Structural Engineering practice related current events, regulations, policies and proposals set forth by governmental, educational and regulatory bodies, and policies being developed by the American Society of Civil Engineers. The purpose of such review would be to identify the consensus opinion of practitioners and formally communicate such opinions with appropriate recommendations to the ASCE New Orleans Branch Board of Directors.

ARTICLE III. MEMBERSHIP

SECTION 1. Membership in the Structures Committee is open to all members of the American Society of Civil Engineers and any individual who has a professional interest in the field of structural engineering.

ARTICLE IV. ORGANIZATION

SECTION 1. *Steering Committee.* The Structures Committee will be administered by a Steering Committee. The Steering Committee will organize meetings and provide liaison between the general membership of the Committee and the New Orleans Branch Board of Directors. Steering Committee members shall be appointed by the Chairman of the Steering Committee. The number of members on the Steering Committee will be variable and comprised of representatives of the private sector, representatives of Tulane and University of New Orleans, and representatives of the government agencies of the New Orleans Area

SECTION 2. *Officers.* The steering committee will elect on the annual basis the following officers who will be elected from voting members of the Steering Committee:

(a) *Chairman.* The Chairman will call and direct steering committee meetings, attend New Orleans Branch Board of Directors meetings reporting activities and needs to the Board. The Structural Committee Chairman shall be appointed by the Board of Directors of the New Orleans Branch of the American Society of Civil Engineers.

(b) *Vice Chairman/Budget Chairman.* The budget chairman will prepare the annual budget for the Committee. He will also account for Committee expenditures, receipts and assets. Also he will provide an annual financial report to the New Orleans Branch Board of Directors.

(c) *News Letter Editor.* The editor will edit and publish a newsletter informing the Branch membership of the Committee's Activities.

SECTION 3. *Voting Members.* Voting members of the steering committee will be the Members only and no Corresponding Member will be eligible to vote. One designated member from each New Orleans area structural firms or contractors participating in the Committee's activities, one member from the University of New Orleans, one member from the Tulane University

and one member from each governmental agencies participating in the Committee's activities.

SECTION 4. *Corresponding Members.* A Corresponding Member shall be an individual whose professional qualifications shall exhibit an exceptional level of structural expertise, but whose geographic location of career responsibilities precludes him from regular participation in Steering Committee activities. Corresponding Member shall be appointed by the Steering Committee.

SECTION 5. *General Membership.* All members who are not on Steering Committee and are not Corresponding Members, shall be General Members of the Structural Committee.

SECTION 6. *Term.* Steering Committee Members and Corresponding Members shall serve for a period of two years.

ARTICLE IV. FINANCING

SECTION 1. The Budget Chairman will prepare an annual budget and submit it to the New Orleans Branch Board of Directors at the Board's first meeting in each fiscal year. The steering committee will develop methods of revenue, if necessary, to supplement Branch subsidies.

BYLAWS OF SHREVEPORT BRANCH

In absence of a formal record of the chartering By-Laws for the Shreveport Branch of the Louisiana Section of the American Society of Engineers; these By-Laws are hereby made to reaffirm the basis of the Shreveport Branch. These By-Laws shall supersede any previous By-Laws, if any, and take effect this date, October 25, 1989, if ratified by the members present.

ARTICLE I. NAME AND OBJECTIVE

SECTION 1. The name of this organization shall be the Shreveport Branch, Louisiana Section, American Society of Civil Engineers.

SECTION 2. The objective of the Shreveport Branch shall be the advancement of the science and profession of civil engineering through education, in a manner consistent with the objective of the American Society of Civil Engineers.

ARTICLE II. AREA AND MEMBERSHIP

SECTION 1. The area of the Shreveport Branch shall be the twenty-four (24) Parishes of Bienville, Bossier, Caddo, Caldwell, Catahoula, Claiborne, DeSoto, East Carroll, Franklin, Grant, Jackson, LaSalle, Lincoln, Madison, Morehouse, Natchitoches, Ouachita, Red River, Richland, Sabine, Union, Webster, West Carroll and Winn in the State of Louisiana.

SECTION 2. All members of the American Society of Civil Engineers of all grades, who subscribe to the Bylaws of the Shreveport Branch and who have paid the current dues to the Section and who are resident in the branch area, shall be Subscribing Members of the Branch. All other members of the American Society of Civil Engineers of all grades, whose addresses are within the boundaries of the Branch as defined by the Society, shall be Assigned Members of the Branch.

ARTICLE III. DUES AND FINANCES

SECTION 1. The Branch activities shall be financed by an annual allocation of monies from the Section based on a budget proposed by the Branch. These monies may be supplemented as necessary by Branch activities.

SECTION 2. There shall be no entrance fee.

SECTION 3. There shall be no annual Branch dues.

ARTICLE IV. OFFICERS

SECTION 1. The officers of this Branch shall be a President, a President-Elect, a Vice-President, a Secretary-Treasurer, who with the latest resident Past-President shall constitute a Board of Directors in which the government of the Branch shall be vested.

SECTION 2. All officers, except for the President, shall be elected at the Annual Meeting for terms of one year, which terms shall begin on June 1 of each year.

SECTION 3. The term of office for the President shall be one year. The President-Elect shall succeed to the office of President on June 1.

SECTION 4. Only subscribing members of the Branch shall be eligible for election to office.

SECTION 5. The duties of officers shall be those usual for such officers.

SECTION 6. A vacancy in the office of President shall be filled by the President-Elect. A vacancy in the office of President-Elect shall be filled by the Vice-President. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

SECTION 7. At meetings of the Board of Directors, three (3) members shall constitute a quorum.

ARTICLE V. NOMINATION AND ELECTION OF OFFICERS.

SECTION 1. A Nominating Committee composed of all past Branch Presidents that are currently subscribing members will nominate candidates for office. The latest past President will Chair the committee.

SECTION 2. The Nominating Committee shall choose one or more candidates for election to each office, except the office of President, and obtain the consent of each nominee to serve if elected.

- SECTION 3.** The Nominating Committee shall make their report at the March meeting. Nominations from the floor may be made at this meeting.
- SECTION 4.** The Secretary-Treasurer will list the nominees in the announcement of the April general membership meeting.
- SECTION 5.** In case two (2) or more candidates are presented for any one office, a secret ballot must be taken on such candidates. These ballots will be sent with the announcement of the April general membership meeting. All ballots must be returned in an unsigned blank envelope. The blank envelope will be enclosed in a regular addressed envelope with the voters name and return address. Ballots must be received postmarked no later than one (1) week prior to the April general membership meeting. The Secretary-Treasurer will forward all the unopened blank envelopes with ballot to the Chairman of the Nominating Committee.
- SECTION 6.** The Chairman of the Nominating Committee will appoint three (3) election commissioners from the members present to count the secret ballots. The Chairman of the Nominating Committee will announce the new officers at the April general membership meeting.
- SECTION 7.** If on the first ballot, no candidate receives a majority of votes cast, a second vote shall be taken at the April general membership meeting. This vote will be of the two (2) nominees, for one office, receiving the greatest number of votes on the first ballot. The candidates receiving a majority of votes cast shall then be declared elected.
- SECTION 8.** Installation of officers will be at the annual May meeting.

ARTICLE VI. MEETINGS

- SECTION 1.** The Annual Meeting shall be held in May on such date and at such place as the Board of Directors designate. Other meetings shall be called at the discretion of the Board of Directors; or by the President upon the written request of at least ten subscribing members.

SECTION 2. In addition to the Annual Meeting, monthly meetings shall be held each year, except during June, July and August. The regular meeting will be a noon luncheon on the third Thursday of the month.

SECTION 3. At all meetings ten (10) subscribing members shall constitute a quorum.

SECTION 4. Notice of call for a Branch meeting shall be mailed to all subscribing members of the Branch not less than one week in advance of the meeting date.

SECTION 5. All business meetings of the Branch and the Branch Board of Directors shall be governed by Robert's Rules of Order, Revised, except as provided in these Bylaws.

ARTICLE VII. COMMITTEES

SECTION 1. The President shall appoint such special committees as are from time to time deemed necessary.

SECTION 2. The Nominating Committee shall be a regular standing committee.

SECTION 3. The President will be an ex-officio member of all committees.

ARTICLE VIII. AMENDMENTS

SECTION 1. Bylaws may be adopted or amended only by the following procedure:

- (a) The proposed Bylaw or amendment shall be voted upon by a majority of the subscribing members of the Branch.
- (b) To become effective it shall receive an affirmative vote of not less than a majority of the subscribing members voting, and the approval of the Board of Directors of the Louisiana Section.

ARTICLE IX. MISCELLANEOUS PROVISIONS

SECTION 1. No part of the net earnings of the Branch shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Branch shall be carrying on propaganda, or otherwise attempting to influence legislation and the Branch shall not participate in, or intervene in

(including the publishing or distributing of statements), and political campaign on behalf of any candidate for public office.

SECTION 2.

Upon dissolution of the Branch the assets remaining after the payment of the debts of the Branch shall be distributed to such corporation, community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to children or animals, which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Board of Directors shall have designated and in the absence of such designation they shall be conveyed to the American Society of Civil Engineers.

ARTICLE X. ADOPTION

These By-Laws were adopted by the General Membership of the Shreveport Branch of the American Society of Civil Engineers on October 25, 1989.

APPENDIX C
STUDENT CHAPTERS CONSTITUTIONS AND BY-LAWS

**CONSTITUTION AND BY-LAWS OF
THE LOUISIANA CONFERENCE OF STUDENT CHAPTERS
AMERICAN SOCIETY OF CIVIL ENGINEERS**

ARTICLE I - Name

The name of this organization shall be the Louisiana Conference of Student Chapters of the American Society of Civil Engineers.

ARTICLE II - Purpose

The purpose of this conference shall be to foster desirable relations among the Student Chapters and further the knowledge of the standards and ethics of the engineering profession.

ARTICLE III - Membership

SECTION 1. Qualifications. Any Student Chapter in the State of Louisiana and any other chapter so designated by the Member Chapters of the conference is eligible for membership.

SECTION 2. Admittance of New Members. The eligible chapter may become a member of the conference by submitting ten (10) dollars to the Secretary-Treasurer two (2) weeks prior to the Annual Conference in addition to the annual registration fee (Article 5 - Section 2c). All New Members of the conference will be entered in the Rotational System as the last Chapter eligible for hosting the conference (Article 10).

SECTION 3. Associate Membership. Any interested Louisiana school having a civil engineering related curriculum will be admitted as an Associate Member.

ARTICLE IV. MEETINGS

An annual Conference Meeting shall be held in the spring. The exact date shall be determined by the Secretary-Treasurer. The Secretary-Treasurer shall propose a date for the Conference meeting that is generally acceptable.

ARTICLE V. CONFERENCE REPRESENTATIVES AND PROCEDURE

SECTION 1. Representation. Each Member Chapter shall be entitled to send three (3) Official Voting Delegates to the Annual Conference. The three Conference Officers shall not serve as official delegates of the Member Chapters. All members of the Member Chapters may attend the Conference, but only official delegates shall be permitted to vote or be nominated for an office of the Louisiana Conference. Each Official delegate is allowed one vote on each voting issue. They shall have only as many official votes as they have official delegates present.

SECTION 2. Procedure. During the Annual Conference, the following business shall be achieved:

- a. Student paper competition
- b. The election of officers.
- c. Establish Registration Fee for the following Conference.
- d. Other matters not specifically listed.

SECTION 3. Preorganized Activities. The host chapter is authorized to request an advance fee from delegates planning to attend any preorganized activity.

SECTION 4. Student Papers. The judging of student technical papers shall take place at the Conference. The host chapter will decide the prizes for first, second, and third place winners, and will publish this prior to the Conference. The judges shall be chosen by the host chapter according to the rules of ASCE Student Paper Competition. The papers shall conform to said rules.

SECTION 5. Duties of the Host Chapter. The Student Chapter which is Host (Chapter of the Secretary-Treasurer) for the Annual Conference shall be in full charge of Conference details, following the outline as set forth by the Executive Committee. The Host Chapter shall issue programs, carry on the necessary correspondence, arrange for speakers, inspection trips, entertainment, meeting places, meals and lodging.

ARTICLE VI. OFFICERS, THEIR DUTIES AND ELECTION

- SECTION 1.** Officers. The Officers of this Conference shall be President, Vice President, and Secretary-Treasurer. These officers shall constitute the Executive Committee of the Conference, which shall be empowered to administer the affairs of the organization between Annual Conferences.
- SECTION 2.** Election. The candidates for office shall be nominated by the Nomination Committee (Article VII - Section 3) and nominations may be made from the floor. The officers shall be elected by the Conference at the business sessions of the Conference. They shall take office at the end of the Conference at which they were elected. They shall hold office until the end of the next Conference. The retiring Secretary-Treasurer shall complete the report of the proceeding of the Conference.
- SECTION 3.** President. The president shall preside at all business sessions of the Annual Conference.
- SECTION 4.** Vice President. The Vice President shall discharge the duties of the President in his absence and preside at such sessions of the Annual Conference as delegated by the President. The Vice President shall make the necessary revisions in the By-Laws as approved by the Conference.
- SECTION 5.** Secretary-Treasurer. The Secretary-Treasurer shall be elected from the school that will host the next Annual Conference. The Secretary-Treasurer shall record the minutes of the Conference. Within one month of the Conference, copies of the minutes shall be sent to all member chapters. The Secretary-Treasurer will be given the authority to appoint a person of his choice to assist him and carry the title of Treasurer, with approval of the President.
- SECTION 6.** Vacancies. Should an officer fail to return to college during his term of office, the Student Chapter of which he was a member, shall elect a member to fill the vacancy.

ARTICLE VII. COMMITTEES

- SECTION 1.** Executive Committee. The Officers of the Conference shall constitute the executive Committee. This committee shall administer the affairs of the organization between Annual Conferences.
- SECTION 2.** Ways and Means. The President shall appoint an official delegate from each Member Chapter represented at the Conference to serve on the Ways and Means Committee. This Committee shall discuss recommendations for the new conference policies or changes in present policy and shall present the recommendations to the Conference for approval.
- SECTION 3.** Nomination Committee. The President shall appoint an official delegate from each Member Chapter represented at the Conference to serve on the Nomination Committee. This Committee shall nominate candidates for the officers of the Conference.
- SECTION 4.** Special Committees. Special committees may be appointed by consultation of the Executive Committee as the need arises.

ARTICLE VIII. AMENDMENTS

- SECTION 1.** Amendments to the Constitution and By-Laws shall be proposed by any Member Chapter attending the Conference meeting.
- SECTION 2.** Proposed Amendments must be ratified by two-thirds vote of the Member Chapters through correspondence.

ARTICLE IX. AUTHORITY ON PROCEDURE

"Roberts Rules of Order, Revised" shall be the authority on all points not covered by the Constitution and By-Laws.

ARTICLE X. LOCATION OF THE ANNUAL CONFERENCE MEETING

- SECTION 1.** The Annual Conference shall be held on a rotational basis as follows:
1. Louisiana Tech
 2. Southern University
 3. Tulane University

4. ULL
5. LSU

SECTION 2.

In order to be eligible to host the Conference meeting, the Host Chapter must meet the following requirements:

1. Be willing to accept the Conference meeting.
2. Be scheduled to host the Conference meeting according to the above rotational system.
3. Be represented by a delegation at the Conference meeting preceding their scheduled Conference meeting.

SECTION 3.

In the event that the above requirements are not met, the remaining Chapters will be eligible to accept the Conference as dictated by the Rotational System.

**CONSTITUTION OF THE LOUISIANA STATE
UNIVERSITY STUDENT CHAPTER**

ARTICLE I. NAME

The name of this organization shall be "The Louisiana State University Student Chapter of the American Society of Civil Engineers".

ARTICLE II. OBJECTIVE

The objective of this organization shall be:

1. To bring the Civil Engineering students in contact with each other and with the faculty.
2. To familiarize the students, through discussion, with major engineering projects.
3. To encourage the development of a professional consciousness and ethics.

ARTICLE III. MEMBERSHIP

SECTION 1. Eligibility to membership.

Any student enrolled in the Department of Civil and Environmental Engineering may become an active member.

SECTION 2. Active members.

Any member in good standing duly enrolled in the University shall constitute an active member.

SECTION 3. Power to vote.

The power to vote on all questions to be settled by this chapter shall be extended to active members only.

SECTION 4. To resume active membership.

Any past active member, in good standing and enrolled in the University, who shall wish to resume active membership, will be allowed to do so upon payment of his dues for the current semester.

SECTION 5. Equal Opportunity.

No student who meets the other criteria for membership as listed in this constitution may be denied membership on the basis of race, color,

religion, sex, national origin, age handicap, marital status, or veteran's status.

ARTICLE IV. OFFICERS

SECTION 1. Personnel.

The officers of this organization shall be: President, Vice-President, Secretary, Treasurer, and Publications Chairman.

SECTION 2. Duties and powers.

The duties and powers of all officers shall be such as usually pertain to their respective offices, together with such duties as may from time to time be prescribed for in the By-laws.

SECTION 3. Eligibility to office.

The candidates for President, Vice-President, and Publications Chairman must be seniors or juniors in good standing. Candidates for the other offices must be in good standing and may be selected from the senior, junior, or sophomore class.

ARTICLE V. SELECTION AND INSTALLATION OF OFFICERS

SECTION 1. Time of Election.

An annual election of officers shall be held at the final meeting of the year.

- (a) Notice of election shall be included in the announcement of this meeting.
- (b) Officers shall be elected individually in order of their rank from the nominations of the active members.

SECTION 2. Duties and powers.

The officers shall be elected from the nominees selected by the active members through a ballot to be held within two weeks prior to the next to the last meeting of the year, the time to be designated by the President.

- (a) The four persons receiving the highest number of nominations for each of the positions shall contend for that position.

(b) Any member shall be able to contend for an unlimited number of positions until elected.

(c) A nominee may decline a nomination at his discretion.

SECTION 3. Special Elections.

No special election shall be held in case of vacancy. The officer of next lowest rank will hold his and the vacated office.

SECTION 4. Installation of Officers.

Installation of officers shall be held during the final meeting of the year.

ARTICLE VII. MEETINGS

SECTION 1. Occurrence of meetings.

Regular meetings of this organization shall be held at intervals of time as designated in the By-Laws, and special meetings shall be held whenever the President deems it necessary.

SECTION 2. Time and place of meetings.

The meetings shall be held at the time and place chosen by the President.

SECTION 3. Quorum.

Twenty-five percent (25%) of active members shall constitute a quorum for settlement of questions which shall come before the chapter.

ARTICLE VIII. DUES AND SPECIAL ASSESSMENTS

SECTION 1. Regular dues.

Dues shall be paid by all active members as provided in the By-Laws.

SECTION 2. Special assessments.

Special assessments shall be levied only by a majority vote of the active members present and voting.

ARTICLE IX. AMENDMENTS

This constitution may be amended by a two-third (2/3) vote of all active members present and voting.

ARTICLE X. BY-LAWS

The procedures of this organization shall be according to the By-Laws in all things not provided for in this constitution.

ARTICLE XI. PARLIAMENTARY PROCEDURE

Robert's Rules of Order shall govern the parliamentary procedure in the conduct of all meetings of this organization.

BY-LAWS

ARTICLE I. OFFICERS

Officers shall be students with at least one full academic semester left before graduation and shall serve for one semester.

SECTION 1. The duties of the officers of this organization shall be those outlines in Robert's Rules of Order.

SECTION 2. The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent on such an office. The President shall serve for one year.

SECTION 3. The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office.

SECTION 4. The Secretary shall keep a record of all transactions of the Chapter and shall, with the assistance of a committee appointed for the purpose, attend to all notification of meetings. He shall also keep a roll of all members of the Chapter.

SECTION 5. The Treasurer shall collect all dues and disburse all funds of the organization and shall be required to submit in writing at each regular meeting a financial statement.

SECTION 6. The Publication Chairman shall be responsible for the preparation and submission of the annual report of the Chapter to the ASCE and publishing of the student newsletter.

ARTICLE II. ORDER OF BUSINESS

At each meeting of the organization the order of business shall be as follows:

1. Reading of the minutes of the previous meeting.
2. Reports of officers.
3. Reports of special committees.
4. Miscellaneous business.
5. Educational and social phase of meeting.
6. Adjournment.

ARTICLE III. SPECIAL ASSESSMENTS

Special assessments may be levied on active members of this organization when funds are lacking to finance certain activities which the chapter shall choose to promote.

ARTICLE IV. SPECIAL COMMITTEES

Special committees may be appointed by the President, at any time to take care of any duty or contingency which may arise.

ARTICLE V. MEETINGS

Regular meetings shall be held at least once each month.

ARTICLE VI. DUES

The dues shall be five dollars (\$5.00) per semester.

ARTICLE VII. AMENDMENT OF BY-LAWS

Amendments to these By-Laws may be made by a vote of the majority of the active members of this organization at any regular meeting.

CONSTITUTION OF THE LOUISIANA TECH STUDENT CHAPTER

ARTICLE I. NAME

The name of the Chapter shall be the Louisiana Tech Student Chapter of the American Society of Civil Engineers.

ARTICLE II. OBJECTIVE

The objective of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for civil engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

BY-LAWS

ARTICLE I. CHAPTER MEETINGS

SECTION 1. The Annual Meeting of the Chapter shall be held during the month of December.

SECTION 2. The regular meetings of the Chapter shall be held at least once a month on Wednesday nights throughout the academic year.

ARTICLE II. CHAPTER DUES

SECTION 1. The annual dues of the Chapter shall be \$15.00 per year, \$6.00 per quarter and are due and payable at the beginning of the academic year (or calendar year).

ARTICLE III. CHAPTER COMMITTEES

SECTION 1. The following shall be standing committees of the Chapters:

- A.** Program Committee
- B.** Membership Committee
- C.** Annual Report Committee
- D.** Hospitality Committee
- E.** Student Conference Committee

F. Publicity Committee

ARTICLE IV. MEMBERSHIP

Active members of this Chapter shall be undergraduate and graduate students enrolled in the university who are interested in civil engineering and who are in good standing as evidenced by the payment of Chapter dues. Meetings are open to all students of the university and to alumni or others who me care to attend.

ARTICLE V. OFFICERS

SECTION 1. The officers of this Chapter shall be a President, Vice-President, Secretaries, and Treasurer.

SECTION 2. The President and Vice-President shall be members of the Senior and Junior Class.

SECTION 3. The officers shall be elected from the nominees chosen by a nominating committee, composed of three active members who shall be appointed by the President. Nominations may also be made by an active member during the meeting at which the elections are held. Officers shall hold office until their successors are duly elected and qualified. Officers shall be elected by secret ballot - the ballots to be distributed to and collected from the Active Members. For each office and candidate receiving the highest number of votes shall be declared elected. Elections shall take place at the Chapter's Annual Meeting.

ARTICLE VI. AMENDMENTS

Amendments to these Bylaws may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the Active Members of the Chapter. This petition shall be read at the next regular meeting. The proposed Bylaw Amendment shall be voted on by not less than a majority of the chapter active Members and shall receive an affirmative vote of not less than a majority of the Active Members voting to be adopted.

ARTICLE VII. DUTIES OF OFFICERS

- SECTION 1.** The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent on such an office. The President shall appoint the Chairperson and members of all Chapter committees.
- SECTION 2.** The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office. He or she shall be ex-officio member of all Chapter Committees.
- SECTION 3.** The Secretary shall keep a record of all transactions of the Chapter and shall, with the assistance of a committee appointed for the purpose, attend to all notifications of meetings. He/She shall also keep a roll of all the members of the Chapter. He/She, with the assistance of a committee appointed for the purpose, shall be responsible for the preparation and submission of the annual (calendar year) report of the Chapter to the ASCE.
- SECTION 4.** The Treasurer shall take charge of all funds belonging to the Chapter, shall be responsible for their proper disbursement, and shall render an accurate account at each meeting. The fiscal year of the Chapter shall end on June 30.

ARTICLE VIII. AMENDMENTS

An amendment to this constitution may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of the thirty percent (30%) of the Active Members of the Chapter. This petition shall be read at the next regular meeting. A three-fourths favorable vote of the active membership of the Chapter shall be required for adoption.

**CONSTITUTION OF THE MCNEESE STATE UNIVERSITY
STUDENT CHAPTER**

ARTICLE I. NAME

The name of this Chapter shall be the McNeese State University Student Chapter of the American Society of Civil Engineers.

ARTICLE II. OBJECTIVE

The objectives of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for civil engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

ARTICLE III. MEMBERSHIP

Active members of this Chapter shall be undergraduate and graduate students enrolled in the university who are interested in civil engineering and who are in good standing as evidenced by the payment of Chapter dues. Meetings are open to all students of the university and to alumni or others who may care to attend.

ARTICLE IV. OFFICERS

Section 1. The Officers of this Chapter shall be a President, Vice-President, a Secretary, and a Treasurer.

Section 2. The President and Vice-President shall be members of the Senior or Junior Class. The Secretary and Treasurer shall be of the Junior or Sophomore Class.

Section 3. The officers shall be elected from the nominees chosen by a nominating committee, composed of three active members who shall be appointed by the President. Nominations may also be made by an active member during the meeting at which the elections are held. Officers shall hold office until their successors are duly elected and qualified. Officers shall be elected by secret written ballot - the ballots to be distributed to and

collected from the Active Members. For each office the candidate receiving the highest number of votes shall be declared elected. Elections shall take place at the Chapter's Annual Meeting.

BYLAWS

ARTICLE I. CHAPTER MEETINGS

SECTION 1. The annual Meeting of the Chapter shall be held during the month of December.

SECTION 2. The regular meetings of the Chapter shall be held on the McNeese Campus on the first Wednesday of each month throughout the academic year.

ARTICLE II. CHAPTER DUES

SECTION 1. The annual dues of the Chapter shall be \$10.00 and are due and payable at the beginning of the academic year (or calendar year).

ARTICLE III. CHAPTER COMMITTEES

SECTION 1. The following shall be standing committees of the Chapters:

- A. Program Committee
- B. Membership Committee
- C. Annual Report Committee
- D. Hospitality Committee
- E. Student Conference Committee
- F. Publicity Committee

ARTICLE IV. AMENDMENTS

Amendments to these Bylaws may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the Active Members of the Chapter. This petition shall be read at the next regular meeting. The proposed Bylaw Amendment shall be voted on by not less than a majority of the Chapter active members

and shall receive an affirmative vote of not less than a majority of the active members voting to be adopted.

ARTICLE V. DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent on such an office. The President shall appoint the Chairperson and members of all Chapter committees.

SECTION 2. The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his/her office. He or she shall be an ex-officio member of all Chapter Committees.

SECTION 3. The Secretary shall keep a record of all transactions of the Chapter and shall, with the assistance of a committee appointed for the purpose, attend to all notifications of meetings. He/she shall also keep a roll of all the members of the Chapter. He/she, with the assistance of a committee appointed for the purpose, shall be responsible for the preparation and submission of the annual (calendar year) report of the Chapter to the ASCE.

SECTION 4. The Treasurer shall take charge of all funds belonging to the Chapter, shall be responsible for their proper disbursement, and shall render an accurate account at each meeting. The fiscal year of the Chapter shall end on June 30.

ARTICLE VI. AMENDMENTS

An Amendment to this constitution may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the active members of the Chapter. This petition shall be read at the next regular meeting. A three-fourths favorable vote of the active membership of the Chapter shall be required for adoption.

Date of Ratification: October 6, 1982.

CONSTITUTION OF THE SOUTHERN UNIVERSITY
STUDENT CHAPTER

ARTICLE I. NAME

The name of this Chapter shall be the SU Student Chapter of the American Society of Civil Engineers.

ARTICLE II. OBJECTIVE

The objectives of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for civil engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

ARTICLE III. MEMBERSHIP

Active members of this Chapter shall be undergraduate and graduate students enrolled in the university who are interested in civil engineering and who are in good standing as evidenced by the payment of Chapter dues. Meetings are open to all students of the university and to alumni or others who may care to attend.

ARTICLE IV. OFFICERS

Section 1. The Officers of this Chapter shall be a President, Vice-President, a Secretary, and a Treasurer.

Section 2. The President and Vice-President shall be members of the Senior or Junior Class.

Section 3. The officers shall be elected from the nominees chosen by a nominating committee, composed of three active members who shall be appointed by the President. Nominations may also be made by an active member during the meeting at which the elections are held. Officers shall hold office until their successors are duly elected and qualified. Officers shall be elected by secret written ballot - the ballots to be distributed to and collected from the Active Members. For each office the candidate

receiving the highest number of votes shall be declared elected. Elections shall take place at the Chapter's Annual Meeting.

BYLAWS

ARTICLE I. CHAPTER MEETINGS

SECTION 1. The annual Meeting of the Chapter shall be held during the month of December.

SECTION 2. The regular meetings of the Chapter shall be held at Moore Hall at the specified time and place throughout the academic year.

ARTICLE II. CHAPTER DUES

SECTION 1. The annual dues of the Chapter shall be \$5.00 and are due and payable at the beginning of the academic year (or calendar year).

ARTICLE III. CHAPTER COMMITTEES

SECTION 1. The following shall be standing committees of the Chapters:

- A. Program Committee
- B. Membership Committee
- C. Annual Report Committee
- D. Hospitality Committee
- E. Student Conference Committee
- F. Publicity Committee

ARTICLE IV. AMENDMENTS

Amendments to these Bylaws may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the Active Members of the Chapter. This petition shall be read at the next regular meeting. The proposed Bylaw Amendment shall be voted on by not less than a majority of the Chapter active members and shall receive an affirmative vote of not less than a majority of the active members voting to be adopted.

ARTICLE V. DUTIES OF OFFICERS

- SECTION 1.** The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent on such an office. The President shall appoint the Chairperson and members of all Chapter committees.
- SECTION 2.** The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his/her office. He or she shall be an ex-officio member of all Chapter Committees.
- SECTION 3.** The Secretary shall keep a record of all transactions of the Chapter and shall, with the assistance of a committee appointed for the purpose, attend to all notifications of meetings. He/she shall also keep a roll of all the members of the Chapter. He/she, with the assistance of a committee appointed for the purpose, shall be responsible for the preparation and submission of the annual (calendar year) report of the Chapter to the ASCE.
- SECTION 4.** The Treasurer shall take charge of all funds belonging to the Chapter, shall be responsible for their proper disbursement, and shall render an accurate account at each meeting. The fiscal year of the Chapter shall end on June 30.

ARTICLE VI. AMENDMENTS

An Amendment to this constitution may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the active members of the Chapter. This petition shall be read at the next regular meeting. A three-fourths favorable vote of the active membership of the Chapter shall be required for adoption.

Date of Ratification: August 31, 1987.

CONSTITUTION OF THE TULANE UNIVERSITY
STUDENT CHAPTER

ARTICLE I. NAME

The name of this Chapter shall be the Tulane University Student Chapter of the American Society of Civil Engineers.

ARTICLE II. OBJECTIVE

The objectives of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for civil engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

ARTICLE III. MEMBERSHIP

Active members of this Chapter shall be undergraduate and graduate students enrolled in the university who are interested in civil engineering and who are in good standing as evidenced by the payment of Chapter dues. Meetings are open to all students of the university and to alumni or others who may care to attend.

ARTICLE IV. OFFICERS

SECTION 1. The Officers of this Chapter shall be a President, Vice-President, Secretaries, and Treasurer.

SECTION 2. The President and Vice-President shall be members of the Senior or Junior Class.

SECTION 3. The officers shall be elected from the nominees chosen by a nominating committee, composed of three active members who shall be appointed by the President. Nominators may also be made by an active member during the meeting at which the elections are held. Officers shall hold office until their successors are duly elected and qualified. Officers shall be elected by secret ballot - the ballots to be distributed to and collected from the Active Members. For each office the candidates receiving the highest

number of votes shall be declared elected. Elections shall take place at the Chapter's Annual Meeting.

SECTION 4. An Officer of this Chapter will be impeached by a petition of three Officers and the Faculty Advisor, or by a petition of 75% of the Active Chapter and the Faculty Advisor.

BY-LAWS

ARTICLE I. CHAPTER MEETINGS

SECTION 1. The Annual Meeting of the Chapter shall be held during the month of December.

SECTION 2. Meetings of the Chapter shall be held as scheduled throughout the academic year.

ARTICLE II. CHAPTER DUES

SECTION 1. The annual dues of the Chapter shall be \$15.00 and are due and payable at the beginning of the academic year.

ARTICLE III. CHAPTER COMMITTEES

SECTION 1. The following shall be standing committees of the Chapters:

- A.** Program Committee
- B.** Membership Committee
- C.** Annual Report Committee
- D.** Student Conference Committee

ARTICLE IV. AMENDMENTS

Amendments to these Bylaws may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the Active Members of the Chapter. This petition shall be read at the next regular meeting. The proposed Bylaw Amendment shall be voted on by not less than a majority of the chapter Active Members and shall receive an affirmative vote of not less than a majority of the Active Members voting to be adopted.

ARTICLE V. DUTIES OF OFFICERS

- SECTION 1.** The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent on such an office. The President shall appoint the Chairperson and members of all Chapter committees.
- SECTION 2.** The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office. He or she shall be an ex-officio member of all Chapter Committees.
- SECTION 3.** The Secretary shall keep a record of all transactions of the Chapter and shall, with the assistance of a committee appointed for the purpose, attend to all notifications of meetings. He/she shall also keep a roll of all the members of the Chapter. He/she, with the assistance of a committee appointed for the purpose, shall be responsible for the preparation and submission of the annual (calendar year) report of the Chapter to the ASCE.
- SECTION 4.** The Treasurer shall take charge of all funds belonging to the Chapter, shall be responsible for their proper disbursement, and shall render an accurate account at each meeting. The fiscal year of the Chapter shall end on June 30.

ARTICLE VI. AMENDMENTS

An Amendment to this constitution may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the Active Members of the Chapter. This petition shall be read at the next regular meeting. A three-fourths favorable vote of the active membership of the Chapter shall be required to adoption.

Date of Ratification September 30, 1985

CONSTITUTION OF THE UNIVERSITY OF NEW ORLEANS STUDENT CHAPTER

ARTICLE I. NAME AND PURPOSE

SECTION 1. This organization shall be known as the University of New Orleans A.S.C.E. - Student Chapter. On the immediate campus of the University of New Orleans, this organization will simply be known as the U.N.O. - A.S.C.E.

SECTION 2. The purpose shall be the advancement and dissemination of knowledge of the theory and practice of civil engineering, as well as the furtherance of the professional and social development of the membership.

ARTICLE II. MEMBERSHIP

SECTION 1. Regular membership shall be limited to undergraduate and graduate students of U.N.O. participating in regular course of study in engineering. Membership shall be open to full-time, part-time, and co-op students.

SECTION 2. At least ten members shall be full-time students with an overall grade point average of "2.00" or better, and enrolled in the School of Engineering. Members fulfilling these requirements will simply be known as regular members.

SECTION 3. Honorary membership shall be limited to faculty members, previous club members, and all members of the A.S.C.E. (no matter what grade membership the A.S.C.E. member holds).

SECTION 4. Honorary members and privileges that shall be extended to them shall be determined by a simple majority vote of the members taken at an official meeting.

ARTICLE III. OFFICERS

SECTION 1. The officers of the Club shall be a President, a Vice-President, a Treasurer, and a Secretary.

- SECTION 2.** To be eligible to run for or to hold an office, a candidate must be enrolled, regular member of the Club, must be a civil engineering student, must maintain a "2.00" average or better while running for office.
- SECTION 3.** A candidate should be capable of serving a full term of office. Only co-op students shall be exempted from SECTION 2 of ARTICLE 3. This section allows co-op students to be eligible to hold an office in the Club.
- SECTION 4.** The term of office shall be one year.
- SECTION 5.** The President shall not serve two consecutive terms.
- SECTION 6.** At least one officer should be a member who is capable of serving two terms as an officer.
- SECTION 7.** Election of Officers shall be determined by a simple majority vote taken at the last official meeting of the Spring Semester.
- SECTION 8.** If an officer vacates his office or is removed from office the Executive Committee shall appoint an eligible member to the vacated office. The appointee shall retain this office until the next general election.

ARTICLE IV. DUTIES OF OFFICERS

- SECTION 1.** The President is responsible for the organization and successful operation of the Club. He should consult regularly with the Faculty Advisor.
- SECTION 2.** The President shall preside at all meetings of the Club and appoint all Committee Heads, and shall assume all other executive duties not otherwise delegated.
- SECTION 3.** The Vice-President shall perform all functions of the President in the latter's absence or at his request.
- SECTION 4.** The Secretary shall keep a record of all activities and other communications, he shall also keep a record of the names of members in attendance at the meetings.
- SECTION 5.** A record of the Secretary's notes of all official meetings of the Clubs shall be kept neatly in a file, filed in order of meeting dates.
- SECTION 6.** The Treasurer shall receive all money and pay all debts of the Club authorized by the Executive Committee and shall keep an exact account of

all receipts, accounts and expenditures. The Treasurer shall also notify the Secretary of all updates in Membership.

SECTION 7. A complete annual report shall be submitted by the President, Secretary, and Treasurer at the last official meeting of the year in accordance with the guidelines set forth in the A.S.C.E. Student Chapter regulations.

ARTICLE V. FACULTY ADVISOR

SECTION 1. Each year a member of the faculty, who is a member of A.S.C.E., shall be elected by a simple majority vote taken at the last official meeting of the Spring Semester.

SECTION 2. The Dean of Engineering or the Head of the Civil Engineering Program should be consulted by the President to determine which faculty members are available to serve as Faculty Advisor.

SECTION 3. The Faculty Advisor may not serve for more than three years in succession unless he is the only A.S.C.E. member on the faculty.

ARTICLE VI. DUTIES OF THE FACULTY ADVISOR

SECTION 1. As a member of A.S.C.E., the Faculty Advisor has a three fold responsibility. First, he should encourage all engineering students to become Club members. Second, he should make certain that the activities and programs of the Club stimulate interest in the profession. Third, he should create a professional awareness in each member and offer assistance to each member as he enters industry.

ARTICLE VII. COMMITTEES

SECTION 1. The four Standing Committees shall be the Membership Committee, Public Relations Committee, Meetings Committee, and the Executive Committee.

SECTION 2. The Heads of the four Standing Committees shall be appointed by the President.

- SECTION 3.** The Heads of the four Standing Committees shall be either former officers or members who are experienced in U.N.O. - A.S.C.E. affairs.
- SECTION 4.** The Standing Committee Heads are subject to the conditions of ARTICLE 4, SECTION 7.
- SECTION 5.** It is the duty of the President to organize Ad Hoc committees where needed to carry out the programs and interest of the Club.
- SECTION 6.** See ARTICLE 9 for Executive Committee Descriptions and Data.

ARTICLE VIII. DUTIES OF COMMITTEES

- SECTION 1.** A complete annual committee report shall be submitted by each Standing Committee Head at the last official meeting of the year. All committee projects, expenditures, accomplishments and other committee activities shall be covered by said report.
- SECTION 2.** All Standing and Ad Hoc Committee annual reports shall be either written or an oral report. The President shall notify the committee heads whether their committee report shall be written or oral.
- SECTION 3.** It is the duty of the membership committee to solicit students to become members of the Club. The committee shall also keep the Club membership forms up to date and verify the eligibility of prospective members.
- SECTION 4.** It is the duty of the Public Relations Committee to work hand in hand with the Membership Committee to solicit membership for the Club. It is also their duty to adequately publicize all Club activities, projects, meetings, tours and events such that each member of the Club has been informed of all the above mentioned club programs.
- SECTION 5.** It is the duty of the Meetings Committee to organize all Club meetings. It is the Committee's duty to inform the Public Relations Committee of the date and time of meetings for proper publication, and to invite or notify any non-members or special lecturers who are scheduled or needed at official club meetings.

ARTICLE IX. EXECUTIVE COMMITTEE AND ITS DUTIES

- SECTION 1.** The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and the Heads of the Standing Committees.
- SECTION 2.** The Executive Committee shall manage the affairs and be the governing body of the Club. The Executive Committee shall transact all business it deems advisable including authorization of expenditures.
- SECTION 3.** It is the duty of the Executive Committee to call meetings. The Committee shall notify the Head of the Meetings Committee so the details and organization of meetings can be worked out. The Committee shall notify the Head of the Public Relations Committee so the proper meeting information can be adequately publicized.

ARTICLE X. DUES

- SECTION 1.** The fall and spring semester dues will be eight dollars (\$8.00) per semester. Dues will not be collected for the summer session.
- SECTION 2.** The dues per semester for members are payable at the beginning of the semester or whenever a student joins.
- SECTION 3.** Each continuing member shall have his dues paid one month from the beginning of the semester.
- SECTION 4.** Nonpayment of dues automatically results in suspension of membership in the club.
- SECTION 5.** The Executive Committee of the club shall have the power to levy special assessments upon endorsement by a two-thirds vote of the members of an official meeting.
- SECTION 6.** In order to change the amount of dues paid per semester by club members, a two-thirds vote of members of an official meeting is required.

ARTICLE XI. MEETINGS

- SECTION 1.** The Club shall hold regular and special meetings at such places and times as designated by the Executive and Meetings Committee.

SECTION 2. All meetings must be properly publicized by the Meetings and Public Relations Committees at least two days prior to the meeting.

SECTION 3. An official meeting shall be a meeting which consists of at least 10 members and at least one of the Club's elected officers.

SECTION 4. If it is impossible for the President to chair a Club meeting, the following order of succession for presiding officer will be followed: Vice-President, Treasurer, Secretary.

SECTION 5. If the Secretary is the presiding officer at a meeting or is absent from a meeting the presiding officer of the meeting will appoint a temporary secretary to record the minutes of said meeting.

ARTICLE XII. AMENDMENTS

SECTION 1. The Constitution may be amended by a two-thirds vote of the members taken at an official meeting; provided the amendment shall have been proposed at least one duly publicized meeting previous to the time of voting.

ARTICLE XIII. UNIVERSITY AND COMMUNITY RELATIONS

SECTION 1. The Club shall respect all duly recognized laws, rules, and regulations of U.N.O., the State of Louisiana, and any local municipal authorities in all activities sponsored by the Club.

ARTICLE XIV. AWARDS

SECTION 1. Within the last three weeks of school before the final examination period in the spring semester, an election will be held for the purpose of honoring the outstanding student of the U.N.O. - A.S.C.E. and the outstanding faculty member in Civil Engineering for that school year.

SECTION 2. Nominations for outstanding student and outstanding faculty member will be made in the two-week period prior to the election.

SECTION 3.

The awards for outstanding student in the U.N.O. - A.S.C.E. and for the outstanding faculty member in Civil Engineering will be distributed at the Club's annual end-of-the-year banquet.

**CONSTITUTION OF THE UNIVERSITY OF
LOUISIANA AT LAFAYETTE STUDENT CHAPTER**

ARTICLE I. NAME

The name of this chapter shall be the ULL Student Chapter of the American Society of Civil Engineers.

ARTICLE II. OBJECTIVE

The objectives of this Chapter shall be to encourage the development of a professional consciousness, to afford an opportunity for civil engineering students to become acquainted and to practice working together effectively, to promote a spirit of congeniality among them, and to provide friendly contact with the engineering profession.

ARTICLE III. MEMBERSHIP

Active members of this Chapter shall be undergraduate and graduate students enrolled in the university who are interested in civil engineering and who are in good standing as evidenced by the payment of Chapter dues. Meetings are open to all students of the university and to alumni or others who may care to attend.

ARTICLE IV. OFFICERS

SECTION 1. The Officers of this Chapter shall be the President, Vice-President, Secretaries, and Treasurer.

SECTION 2. The President and Vice-President shall be members of the Senior or Junior Class.

SECTION 3. The officers shall be elected from the nominees chosen by a nominating committee, composed of three active members who shall be appointed by the President. Nominations may also be made by an active member during the meeting at which the elections are held. Officers shall hold office until their successors are duly elected and qualified. Officers shall be elected by secret written ballot - the ballots to be distributed to and collected from the Active Members. For each office the candidate

receiving the highest number of votes shall be declared elected. Elections shall take place at the Chapter's Annual Meeting.

BYLAWS

ARTICLE I. CHAPTER MEETINGS

SECTION 1. The Annual Meeting of the Chapter shall be held during the month of December.

SECTION 2. The regular meetings of the Chapter shall be held at Madison Hall on the specified time and place throughout the academic year.

ARTICLE II. CHAPTER DUES

SECTION 1. The annual dues of the Chapter shall be \$5.00 and are due and payable at the beginning of the academic year (or calendar year).

ARTICLE III. CHAPTER COMMITTEES

SECTION 1. The following shall be the standing committees of the Chapter:

- A.** Program Committee;
- B.** Membership Committee;
- C.** Annual Report Committee;
- D.** Hospitality Committee;
- E.** Student Conference Committee;
- F.** Publicity Committee

ARTICLE IV. AMENDMENTS

Amendments to these Bylaws may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the Active Members of the Chapter. This petition shall be read at the next regular meeting. The proposed Bylaw Amendment shall be voted on by not less than a majority of the chapter Active Members and shall receive an affirmative vote of not less than a majority of the Active Members voting to be adopted.

ARTICLE V. DUTIES OF OFFICERS

- SECTION 1.** The President shall preside at all meetings of the Chapter and shall perform such other duties as are incumbent on such an office. The President shall appoint the Chairperson and members of all Chapter committees.
- SECTION 2.** The Vice-President shall assist the President and shall assume the duties of the President when the latter is in any way unable to discharge the duties of his office. He or she shall be an ex-officio member of all Chapter Committees.
- SECTION 3.** The Secretary shall keep a record of all transactions of the Chapter and shall, with the assistance of a committee appointed for the purpose, attend to all notifications of meetings. He/she shall also keep a roll of all members of the Chapter. He/she, with the assistance of a committee appointed for the purpose, shall be responsible for the preparation and submission of the annual (calendar year) report of the Chapter to the ASCE.
- SECTION 4.** The Treasurer shall take charge of all funds belonging to the Chapter, shall be responsible for their proper disbursement, and shall render an accurate account at each meeting. The fiscal year of the Chapter shall end on June 30.

ARTICLE VI. AMENDMENTS

An Amendment to this Constitution may be proposed by presenting to the Chapter Secretary a petition stating the desired amendment and containing the signature of thirty percent (30%) of the Active Members of the Chapter. This petition shall be read at the next regular meeting. A three-fourths favorable vote of the active membership of the Chapter shall be required for adoption.

Date of Ratification: August 31, 1987

APPENDIX D
BY-LAWS OF COUNCIL OF CIVIL ENGINEERING DEPARTMENT CHAIRS

BY-LAWS

COUNCIL OF CIVIL ENGINEERING DEPARTMENT CHAIRS

ARTICLE I. THE ORGANIZATION

- SECTION 1.** The name of this organization shall be "The Council of Civil Engineering Department Chairs" (2CEDC) designated hereinafter as "the Council".
- SECTION 2.** The Council is a subsidiary group of the Louisiana Section of the American Society of Civil Engineers and will operate under the Louisiana Section Constitution.
- SECTION 3.** The objectives of the Council shall be:
- (a) To promote cooperative activities dealing with undergraduate and graduate education among the various civil engineering programs in the Louisiana Section.
 - (b) To cultivate friendly relations through the medium of council meetings in the various civil engineering departments.
 - (c) To assist the President and the officers of the Louisiana Section in the work and affairs dealing with civil engineering education at the state and national levels.
 - (d) To promote and integrate professional activities in the educational process and Student Chapter activities.
 - (e) To endorse, and recommend to the section membership through the Louisiana Section, local and national issues that will directly affect the quality of civil engineering education in Louisiana.
 - (f) To cooperate with other professional and technical organizations.

ARTICLE II. MEMBERSHIP

- SECTION 1.** Membership in the Council shall consist of the Department Heads (Chairs) of the ABET accredited Civil Engineering Departments (Programs) at public and private institutions of higher education within the jurisdiction of the Louisiana Section. The President and President-elect of the Louisiana Section shall be ex-officio members of the Council.

SECTION 2. Each member shall be entitled to one vote on the Council, either by member, alternate, or by proxy.

SECTION 3. The term of membership on the Council shall correspond to the term of the position (term of office) held by each member.

ARTICLE III. OFFICERS

SECTION 1. The officers of the Council shall consist of a Chairman, a Vice Chairman and a Secretary-Treasurer. The Chairman and Vice Chairman are to be elected by the members of the Council for terms of one year or until a successor is duly elected and qualified. The Chairman and Vice Chairman shall not serve more than two successive terms in the same office.

SECTION 2. The election of officers shall be held at the annual meeting of the Council corresponding with the Fall meeting (installation of the officers) of the Louisiana Section. The new officers shall be installed and assume office at the end of the annual meeting.

ARTICLE IV. COMMITTEES

SECTION 1. The Council shall have complete authority to establish either standing or special committees as long as they do not conflict with the Constitution or Bylaws of the Louisiana Section of ASCE.

ARTICLE V. MEETINGS

SECTION 1. The Council shall schedule two regular meetings with additional meetings as deemed necessary. Normally, the regular meetings shall coincide with the Spring and Fall meetings of the Louisiana Section.

SECTION 2. The Chairman of the Council will inform all members of the Council of the time, place and location of each Council meeting at least 30 days prior to such meeting.

SECTION 3. The Secretary-Treasurer of the Council will submit a copy of the minutes of each Council meeting to each regular and ex-officio member of the Council. Any matter which requires a reply from the Louisiana Section

will be covered in a separate letter from the Secretary-Treasurer of the Council to the Louisiana Section, even though such a matter has been included in a copy of the minutes of the Council.

SECTION 4. The Secretary-Treasurer of the Council will verify the name, address, and term of each delegate at least 30 days prior to each meeting.

SECTION 5. All action taken by the Council which affects the Louisiana Section with reference to national activities, office, or committee appointments, will be submitted to the Louisiana Section for approval within 7 days of the Council meeting. The Section Board, acting on behalf of the Section, will submit a report of its action (approve, disapprove, abstain, etc.) to the Secretary-Treasurer of the Council within such meeting. If a report of the Louisiana Section is not received by the Secretary-Treasurer of the Council within the allotted time, the inaction will be considered as the endorsement of the Council action.

ARTICLE VI. DUES

SECTION 1. The Council shall have the authority to assess dues against the Council membership or request support from the Louisiana Section.

SECTION 2. The Secretary-Treasurer shall submit a budget at the annual meeting for approval by the Council which shall include the assessment for the following year.

SECTION 3. At each annual meeting, the Council shall set the annual dues. Routine expenses, such as printing and postage, shall be paid by the Secretary-Treasurer without additional approval. Non-routine expenditures shall be approved in advance by the Council officers or, at the Chairman's discretion, by the Council members. The complete records of the Treasurer shall be audited by the Council officers at the annual meeting of the Council.

ARTICLE VII. QUORUM

SECTION 1. A quorum for the transaction of any business shall consist of two-thirds of the Council members, including ex-officio members. A simple majority of the votes cast shall determine action taken.

ARTICLE VIII. AMENDMENTS

SECTION 1. Any member of the Council may propose amendments to the Bylaws. A proposed amendment may be considered at any regular meeting of the Council or at a special meeting called for the purpose, and if a two-third majority of those voting so vote, the amendment shall be considered as approved by the Council. As an alternative, the membership of the Council, having been notified by mail of the proposed amendment, may discuss it by mail for thirty days, at the end of which time a vote may be taken by mail. Upon a direct request of any member of the Council, after the amendment has been approved by the Council, the amendment will be submitted to the Louisiana Section Board for ratification as outlined in Section 6 of Article V of these Bylaws.

ARTICLE IX. MISCELLANEOUS

SECTION 1. Rules of Order - Robert's Rules of Order for Deliberative Assemblies shall be the parliamentary standard of the Council on all points not otherwise provided for in this Bylaws.

SECTION 2. These Bylaws shall become effective when adopted by the Council and endorsed by the Louisiana Section Board.

ARTICLE X. ADOPTION

These Bylaws were adopted by the Council on July 28, 1993 and the Louisiana Section of the American Society of Civil Engineers on _____.

APPENDIX E
CONSTITUTION AND BY-LAWS OF DISTRICT 14

CONSTITUTION
DISTRICT 14 COUNCIL
AMERICAN SOCIETY OF CIVIL ENGINEERS

ARTICLE I. NAME AND OBJECTIVES

SECTION 1. NAME - The name of this organization shall be "The District 14 Council of the American Society of Civil Engineers", designated hereinafter as "The Council".

SECTION 2. OBJECTIVES - The objectives of The Council shall be:

- (a) The coordination of the activities of the ~~Local~~ Sections of the American Society of Civil Engineers in District 14.
- (b) The cultivation of friendly relations through the medium of Council meetings in the various ~~Local~~ Sections.
- (c) To assist the Director and the officers of the various ~~Local~~ Sections of District 14 in the work and affairs of the American Society of Civil Engineers.
- (d) To promote and integrate professional and technical activities in the ~~Local~~ Sections of District 14 and the Society.
- (e) To endorse, and recommend to the District membership through the Sections, the candidates for nomination and election of national officers. The Council may make agreements with other Districts within its Zone for a rotational system for nominations of Vice President for the Zone in accordance with the By-Laws.

ARTICLE II. MEMBERSHIP

SECTION 1. Membership in the Council shall consist of three representatives of any grade of the Society membership from each Section in the District, the Director of the District, and the Secretary-Treasurer (ex-officio). Each Section will choose its representatives in any manner that it desires.

SECTION 2. Each Section shall be entitled to three votes on The Council, either by member, alternate, or by proxy.

SECTION 3. The term of office of each member of The Council shall be normally be three years beginning with the Section fiscal year, when certified by the Section Secretary to The Council Secretary and ending at the close of the third fiscal year following the annual meeting of The Council, except that a Council Member may continue to serve until his or her replacement has been certified by the Section. As a general policy, one member shall be selected each year from each Section for a three-year term.

SECTION 4. All presidents of Sections, all living past and present national officers and all living past chairmen of The Council who reside within District 14 shall be ex-officio members of The Council unless they are duly appointed members of The Council representing their Section. The Secretary-Treasurer shall also be an ex-officio member of The Council. Ex-officio members shall serve in an advisory only and unless duly appointed shall not be entitled to vote in the affairs of The Council.

ARTICLE III. OFFICERS

SECTION 1. The officers of the Council shall consist of a Chair, a Vice Chair and a Secretary-Treasurer. The Chair and Vice-Chair are elected by the members of the Council for terms of one year or until a successor is duly elected and qualified. The Chair and Vice Chair shall not be from the same Section and neither shall serve more than two successive terms in the same office. The Secretary-Treasurer is appointed by the incoming Director of District 14, and serves the same term of office as the Director.

SECTION 2. The election of officers shall be held at the annual meeting of The Council. The new officers shall be installed and assume office at the end of the annual meeting.

ARTICLE IV. COMMITTEES

SECTION 1. The Council shall have complete authority to establish either standing or special committees as long as they do not conflict with the Constitution or By-Laws of the Society.

ARTICLE V. MEETINGS

SECTION 1. The Council shall schedule one or more meeting each year.

SECTION 2. The place and date of the Council meetings shall be set by The Council.

SECTION 3. Meetings of the Council shall be rotated among the various Sections in District 14 and if practical shall be held at the time of a meeting of a Section.

ARTICLE VI. DUES

SECTION 1. The Council shall have the authority to assess dues against the Sections in District 14 in an amount not to exceed \$100.00 per year.

SECTION 2. The Secretary-Treasurer shall submit a budget at each meeting for approval by The Council which budget shall include the assessment from each Section for the following year.

ARTICLE VII. QUORUM

SECTION 1. A quorum for the transaction of any business shall consist of two-thirds of The Council members, including proxies that be held, representing at least three of the Sections. A simple majority of the votes cast shall determine action taken.

ARTICLE VIII. AMENDMENTS

SECTION 1. Any member of the Council may propose amendments to the constitution. A proposed amendment may be considered at any regular meeting of The Council or at a special meeting called for that purpose. If a majority of those voting cast affirmative ballots, the amendment shall be submitted to the Sections.

When three-fourths of the Sections have voted affirmatively, the amendment shall be considered adopted. Any Section not voting within thirty-five days after its next scheduled meeting shall be considered to have cast an affirmative vote.

ARTICLE IX. MISCELLANEOUS

- SECTION 1.** Rules of Order - Robert's Rules of Order for Deliberative Assemblies shall be the parliamentary standard of The Council on all points not otherwise provided for in this Constitution and the By-Laws of The Council.
- SECTION 2.** By-Laws - There shall be appended to this Constitution suitable By-Laws which shall become effective after having been approved by three-fourths of the votes of the Sections.
- SECTION 3.** Effective Date - This Constitution shall become effective when adopted by three-fourths of the Sections of District 14.

ADOPTION

Original adoption on December 13, 1971.

Revised April, 1982 to be effective October, 1982.

Revised March, 1993; effective date April, 1994.

BY-LAWS
DISTRICT 14 COUNCIL OF THE
AMERICAN SOCIETY OF CIVIL ENGINEERS

- ARTICLE 1.** All action taken by The Council which affects a Section or Sections with reference to National activities, offices, or committee appointments, will be submitted to all the Sections for approval within seven days of The Council meeting. Each Section Board, acting on behalf of the Section, will submit a report of its action (approve, disapprove, abstain, etc.) to the Secretary-Treasurer of The Council within 45 days of such meetings. If a report of any Section is not received by the Secretary-Treasurer of The Council within the allotted time, that Section will be considered to have endorsed The Council action.
- ARTICLE 2.** Any item submitted by The Council to the Sections will be considered approved upon the affirmative vote of three-fourths of the Sections.
- ARTICLE 3.** The Chair of The Council, in conjunction with the District Director, will inform all members of The Council of the time, place, and location of each Council meeting at least 30 days prior to such meeting.
- ARTICLE 4.** The Secretary-Treasurer of The Council will submit a copy of the minutes of each Council meeting to each regular and ex-officio member of The Council and to the President and President-Elect of each Section. Any matter which requires a reply from a Section or Sections will be covered in a special letter from the Secretary-Treasurer of The Council to the Section or Sections, even though such a matter has been included in a copy of the minutes of The Council.
- ARTICLE 5.** The Secretary-Treasurer of The Council will verify from each Section the name, address, and term of each delegate from that Section to The District Council at least 30 days prior to each meeting.
- ARTICLE 6.** The Chair of The Council may request a Section to replace a representative on The Council if such representative or alternate has been absent for two consecutive meetings of The Council, providing that the

time interval between the consecutive meetings has been at least three months.

ARTICLE 7. Funds for the operation of The Council shall be provided by the member Sections as prescribed by Article VI of the Constitution. At each annual meeting The Council shall set the annual dues for each Section for the succeeding year. Routine expenses, such as printing and postage, shall be paid by the Secretary-Treasurer without additional approval. Non-routine expenditures shall be approved in advance by The Council officers or, at the Chairman's discretion, by The Council members. The complete records of the Treasurer shall be audited by The Council officers at the annual meeting of The Council.

ARTICLE 8. Individual Sections will have the privilege of nominating a candidate for the Office of District Director in the following order:

Louisiana, Mississippi, Alabama, Georgia

Deviation from this order requires approval of the affected Section. The last two Sections having had Directorship will be excluded from submitting nominees in the event of a deviation from the stated rotational order. A Section relinquishing its nomination for consecutive terms loses its opportunity to nominate during the rotation.

The Council will select one individual from the candidates submitted in accordance with the above. The selected person will be the Official Nominee for Director of District 14.

ARTICLE 9. The Sections comprising District 14 (in accordance with Article I, Section 2e of the Constitution) concur with Districts 6, 7, 9, and 10 in the following order for the privilege of nominating a Vice President for Zone II and to rotate in that order.

1982 - District 6

1984 - District 7

1986 - District 9

1988 - District 14

1990 - District 10

Pattern continues thereafter

District 14 further agrees that if a District does not have an outstanding candidate when a selection is due, that District may pass to the next "in turn" District reserving its selection privilege for the subsequent nomination. A District relinquishing a nomination for consecutive times will be placed last on the rotational list.

ARTICLE 10.

Any member of The Council may propose amendments to the By-Laws. A proposed amendment may be considered at any regular meeting of The Council or at a special meeting called for that purpose, and if a two-third majority of those voting so vote, the amendment shall be considered as approved by The Council. As an alternative, the membership of The Council, having been notified by mail of the proposed amendment, may discuss it by mail for thirty days, at the end of which time a vote may be taken by mail. Upon a direct request of any member to The Council, after the amendment has been approved by The Council, the amendment will be submitted to all Sections for ratification as outlined in Article 1 and 2 of the By-Laws. An amendment will not be considered approved upon an affirmative vote by three-fourths of the Sections.

ADOPTION

Original Adoption on December 13, 1971.

Revised April, 1982 to be effective October, 1982.

Revised March, 1993; effective April, 1994.

APPENDIX F

PAST PRESIDENTS OF THE LOUISIANA SECTION

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PAST PRESIDENTS OF THE LOUISIANA SECTION

1914	District Council Chair	1953	Frank W. MacDonald
1915	District Council Chair	1954	Louis M. Buja
1916	District Council Chair	1955	Louis M. Buja
1917	W.B. Gregory	1956	Roy T. Sessums
1918	W.B. Gregory	1957	Lee H. Johnson, Sr.
1919	Arsene Perrilliat	1958	Calvin T. Watts
1920	Arsene Perrilliat	1959	Bernard A. Grehan
1921	A.T. Dusenbury	1960	Frank C. Fromherz
1922	Ole K. Olsen	1961	Francis B. Sessums
1923	Donald Derickson	1962	Roy G. Cappel
1924	E.H. Coleman	1963	Roy G. Cappel
1925	Samuel M. Yong	1964	Wayne P. Wallace
1926	E.S. Bres	1965	Joseph T. Montgomery, III
1927	W.T. Hogg	1966	Walter E. Blessey
1928	F.A. Muth	1967	Beverly J. Covington
1929	B.H. Grehan	1968	John W. Roach
1930	C.M. Kerr	1969	Gerald R. Dyson
1931	E.S. Lanphier	1970	Robert N. Bruce
1932	Clarence N. Bott	1971	C. Carter Brown
1933	George P. Rice	1972	Samuel M. Murphy
1934	John Riess	1973	Norwood F. Hymel
1935	John H. O'Neill	1974	John F. Grosch, III
1936	F.P. Hamilton	1975	Alvin D. Kaufman
1937	H.A. Sawyer	1976	John F. Marshall
1938	William H. Rhodes	1977	Blaise M. Carriere
1939	A.J. Negrotto	1978	Owen LeBlanc
1940	Norman E. Lant	1979	Philip J. Lindsey
1941	John A. McNivan	1980	Larry A. McKee
1942	Frederick N. Billingsley	1981	Charles W. Hair, Jr.
1943	Alvin M. Fromherz	1982	Thomas L. Jackson
1944	David A. Godat	1983	Bobby E. Price
1945	V.J. Bedall	1984	Lloyd A. Held, Jr.
1946	C. Glenn Cappel	1985	Leonce P. Waguespack, Jr.
1947	Leo M. Odom	1986	James C. Porter
1948	J.M. LeDoux	1987	Michael V. Aderman
1949	Walter H. Scales	1988	Frank M. Stuart
1950	Berhnard Dornblatt	1989	James C. Webb
1951	E.M. Freeman	1990	John W. Moore
1952	E.M. Freeman	1991	Paul Miers
		1992	William Gwyn

1993 Kam K. Movassaghi
1994 Paul B. Fossier, Jr.
1995 Om Dixit
1996 O. Lee Underwood, Jr.
1997 Mark Dubroc
1998 Todd Vincent
1999 Mark Jusselin
2000 S. Brin Kern
2001 Miles Bingham
2002 Mark Snow
2003 Charles Eustis
2004 Barbara Featherston
2005 Norma Jean Mattei
2006 Kim Garlington
2007 Tim Ruppert
2008 E. Ray DesOrmeaux