

# NEBRASKA SECTION RULES OF POLICY AND PROCEDURE

## ARTICLE I. GENERAL

**Section 1.** See Nebraska Section Constitution and Bylaws.

## ARTICLE II. MEMBERSHIP

**Section 1.** See Nebraska Section Constitution.

## ARTICLE III. DUES

**Section 1.** The annual dues for members of the Nebraska Section shall be 15.00 dollars payable in advance of January 1<sup>st</sup>. The President or Treasurer shall communicate modifications to this value to the Society.

**Section 2.** See Nebraska Section Constitution and Bylaws for additional information.

## ARTICLE IV. OFFICERS

**Section 1.** Officers shall include:

- President
- President-Elect
- Vice President
- Secretary
- Treasurer
- Younger Member Chair
- Past President
- Two (2) Directors.

**Section 2.** Duties of the Officers, in addition to those described elsewhere in the Constitution and Bylaws, are as follows:

- (a) The President shall appoint subsidiary organization presidents and chairs, committee chairs, and support function representatives. The President shall schedule officer/board meetings and chair such meetings, forward resolutions passed by the Officers to the appropriate recipients, provide the Newsletter Editor a column for each edition of the newsletter, and complete other tasks as necessary.
- (b) The President-Elect shall chair meetings in the absence of the President, plan the Annual Meeting each May, audit the previous year's closed budget, and complete other tasks as assigned.
- (c) The Vice President shall collect reservations for each meeting, coordinate the recognition of Life Members at the Annual Meeting (obtain certificates from Society staff, invite honorees and their guests, present the certificates), and complete other tasks as assigned.
- (d) The Secretary shall compile meeting minutes not later than seven (7) calendar days after each Officer or Board meeting for review and comment, present minutes for approval at the following Officer or Board meeting, coordinate the completion and submission of the Annual Report to Society Headquarters, and complete other tasks as assigned.
- (e) The Treasurer shall manage and keep records of all financial transactions of the Section, authorize reimbursements, complete and track an annual budget for approval and inclusion in the Annual Report, obtain speaker gifts, and complete other tasks as assigned.

- (f) The Younger Member Chair shall represent Younger Member opinions to the Officers and lead the Younger Member Group (YMG). Additional information on the YMG can be found in Article V, Section 2(c).
- (g) The Past President shall serve as Region 7 Assembly Representative and complete other tasks as assigned. A complete list of duties for the Region 7 Assembly Representative can be found in the "Rules of Policy and Procedures Manual" for Region 7.
- (h) The Directors shall represent the Advisory Board to the Governing Body and complete any tasks assigned.
- (i) Officers are expected to attend Officer/Advisory Board meetings and Section meetings.
- (j) If any office is shared between multiple individuals, the office shall hold one (1) vote in total.

## **ARTICLE V. SUBSIDIARY ORGANIZATIONS**

**Section 1.** Subsidiary organizations (Members of the Advisory Board) shall include:

- Structural Technical Group
- Construction Technical Group
- Management Technical Group
- Water Resources Technical Group
- Geotechnical Technical Group
- Environmental Technical Group
- Transportation Technical Group
- Younger Member Group.

Technical groups may prefer to be referred to as committees.

**Section 2.** Duties of Subsidiary Organizations, in addition to those described elsewhere in the Constitution and Bylaws, are as follows:

- (a) One monthly Section meeting each year shall be planned by each of the technical subsidiary organizations. The following are examples of such groups: structural, construction, management, water resources, geotechnical, environmental, and transportation.
- (b) Additional events may be planned by the subsidiary organizations, such as annual conferences or seminars.
- (c) The Younger Member Group shall encourage involvement among members of the Section 35 years of age and under, host events aimed at Younger Members, communicate with the ASCE Committee on Younger Members about topics of interest, attend the Younger Member Leadership Symposium, represent the Section at the Multi-Region Younger Member Council, and complete other tasks as assigned.
- (d) Announcements for all meetings shall be provided to the Newsletter Editor and Webmaster at least one month in advance of the meeting date. The meeting date (at minimum) shall be provided to the same individuals for inclusion in the preceding month's newsletter.
- (e) Representatives from the subsidiary organizations are expected to attend Advisory Board meetings and Section meetings.

## **ARTICLE VI. COMMITTEES**

**Section 1.** Committees shall include:

- History and Heritage
- Legislative Affairs
- Membership
- Fundraising
- Truss Bustin' Competition
- Future City Competition.

- Section 2.** Duties of Committee Chairs (Members of the Advisory Board), in addition to those described elsewhere in the Constitution and Bylaws, are as follows:
- (a) The History and Heritage Chair/Committee shall complete any nomination forms necessary to designate a Civil Engineering Landmark, coordinate local events in coordination with Society Anniversaries, and complete other tasks as necessary.
  - (b) The Legislative Affairs Chair/Committee shall complete the annual State-Public Affairs Grant (SPAG) application, represent the Section at meetings of the Professional Engineers Coalition (PEC), communicate with the PEC lobbyist to obtain information on bills of interest in the Unicameral, provide appropriate legislative information to the Section Officers/Board and Newsletter Editor/Webmaster for publication as necessary, and complete other tasks as necessary.
  - (c) The Membership Chair/Committee shall access the Section database when necessary for official Section purposes, provide prospective members information on ASCE, welcome recent graduates and new members of the Section, assist in grade advancement applications, encourage active participation, and complete other tasks as necessary.
  - (d) The Fundraising Chair/Committee shall obtain sponsors for the Section newsletter, obtain sponsors for Section meetings when necessary, provide the sponsor list/advertisements to the Newsletter Editor and Webmaster, and complete other tasks as necessary.
  - (e) The Truss Busting and Future City Chairs/Committees shall plan all aspects of their respective outreach events, provide advertisements for their respective events to the Newsletter Editor and Webmaster, and complete other tasks as necessary.
  - (f) Committee chairs are expected to attend Advisory Board meetings and Section meetings.

#### **ARTICLE VII. SUPPORT FUNCTION REPRESENTATIVES**

**Section 1.** Support Function Representatives (Members of the Advisory Board) shall include:

- Newsletter Editor
- Webmaster
- Engineering Roundtable Representative
- Practitioner Advisors.

**Section 2.** Duties of Support Function Representatives, in addition to those described elsewhere in the Constitution and Bylaws, are as follows:

- (a) The Newsletter Editor shall prepare and circulate a newsletter in advance of each Section meeting, photograph Section meetings and compose a follow-up article for the next newsletter, coordinate the inclusion of an ASCE ad in the E-Week supplement, assist the Fundraising Chair in obtaining sponsor advertisements for the newsletter, and complete other tasks as assigned. The newsletter shall be provided to the Section membership not later than the first day of the month of the meeting.
- (b) The Webmaster shall maintain the Section web site, solicit input/information to include from members of the Board or Committees, post the newsletter and other events, e-mail the newsletter to appropriate individuals with Society Headquarters and Region 7, maintain the email addresses associated with the web site, and complete other tasks as necessary.
- (c) The Engineering Roundtable Representative shall represent the Section in planning events for E-Week, attend Roundtable meetings as scheduled, report to the Section news from the Roundtable, and complete other tasks as necessary.
- (d) The Practitioner Advisors to Student Chapters shall maintain contact with their respective Student Chapter Presidents and Faculty Advisors, serve as a liaison between the Chapter and the Section, attend Student Chapter meetings/events,

encourage Student Members to upgrade their membership after graduation, and complete other tasks as necessary.

- (e) Support function representatives are expected to attend Advisory Board meetings and Section meetings.

#### **ARTICLE V. ADOPTION AND AMENDMENTS**

**Section 1.** The Rules of Policy and Procedures of the Nebraska Section of ASCE will be approved by the following procedure:

- (a) The proposed Rules of Policy and Procedure shall be provided to the Section Officers or Board in advance of a scheduled Board meeting.
- (b) The Rules of Policy and Procedure will be adopted by a two-thirds (2/3) affirmative vote of the Section Officers.

**Section 2.** The Rules of Policy and Procedures of the Nebraska Section of ASCE may be amended by the following procedure:

- (a) The proposed amendment shall be provided to the members of the Section Officers or Board in advance of a scheduled Board meeting.
- (b) The proposed amendment will be adopted by a two-thirds (2/3) affirmative vote of the Section Officers.

**Adopted April 10, 2008**