



OPERATING MANUAL

ASCE UPSTATE BRANCH
(2014-2015)

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1. Objectives & Goals

The objective of the Upstate Branch is the advancement of the profession of civil engineering in a manner consistent with the objectives of the American Society of Civil Engineering as selected by the branch members. The Branch typically seeks to meet its objective by offering low cost/high value PDH opportunities and continuing education to its members, providing networking and community outreach opportunities, and by engaging youth in civil engineering through pre-college outreach.

2. Organization

2.1. National, Section, and Branch Organization

ASCE National is divided into ten regions generally consisting of several states in the same geographic region of the country. These regions are further divided into sections, generally consisting of states or major cities. The sections are divided into branches which consist of a geographic portion of the section. The Upstate Branch is part of the South Carolina Section, which consists of six branches: Catawba, Central Savannah River Valley (CSR), Eastern, Grand Strand, Midlands, and Upstate. The South Carolina Section is in Region 4, which consists of eight sections: South Carolina, North Carolina, Virginia, West Virginia, Kentucky, Tennessee, Indiana, and Arkansas.

2.2. Branch Officer Roles and Responsibilities

Director – The Director serves as the point of contact between the Branch and the Section. The Director is a voting member of the Section Board and is expected to attend Section Board meetings when arranged by the Section Leadership. The meeting schedule varies, but can be as often as monthly and not less than quarterly. The Director should coordinate any request for funding from the Section for the Branch and should respond to any requests from the Section.

President – The role of the President is to provide leadership and direction for the Branch. The President is responsible for scheduling and leading the monthly Officer’s meetings, introducing the speaker at the Lunch and Learns, and facilitating discussion on what initiatives the Branch will support.

Additionally, the President will receive a new member list every month from national, and should send the list to the Membership chair when it is received. In order to receive this list,

the incoming President needs to complete and send the Targeted Data Use Agreement, as attached in Appendix C to ASCE Member Manager, Marcia Boyd at mboyd@asce.org.

Vice President – The main role of the Vice President is to schedule and coordinate the monthly Lunch and Learns including lining up speakers. The VP should request the bio, the presentation title, and a short summary of the presentation from the sponsor, and provide this information to the Secretary for incorporation into the monthly newsletter.

Secretary – The roles of the Secretary are:

- record the minutes for the monthly Officer meetings and distribute to Branch Officers
- collect the RSVP's for the monthly Lunch and Learns and send to Treasurer
- provide the sign-in sheets and PDH's for the monthly Lunch and Learns
- compile and distribute the monthly Branch Newsletter each month
- maintain the e-mail distribution list for the Branch
- maintain the Branch website (update in April and October, and as needed)

Treasurer – The role of the Treasurer is to maintain the Branch accounting. The Treasurer is responsible for:

- maintaining the Branch checking account
- depositing the non-member payments from each Lunch and Learn
- depositing the Section yearly dues check and any other checks received
- ordering the lunches for the monthly Lunch and Learns
- checking (and renewing) the Branch Post Office Box 25246 (which is at 100 Orchard Park Drive Greenville, South Carolina 29616)
- Paying for Branch events using an ASCE Business Check Card, and maintaining receipts for Branch expenses.

(Note: President, Treasurer, and YMG Treasurer typically have bank cards and access to the account.)

Outreach Chair – The primary role of the Outreach Chair is to plan the annual Student Popsicle Bridge Competition. The Outreach Chair should also coordinate any other community outreach/service initiatives desired by the membership.

Membership Chair – The role of the Membership Chair is to promote membership to ASCE and the Branch. The Membership Chair should reach out to new members of the Branch via e-mail or phone call welcoming them to ASCE and informing them of Branch activities. (A new members list is sent to the Branch President each month as new members are added.) The Membership Chair should also assist the YMG Membership Chair with any activities relating to promotion of membership to ASCE.

2.3. Younger Member Group (YMG)

Chair – The YMG is responsible for organizing monthly officer meetings, facilitating discussion among officers regarding events for the year, and delegating responsibilities for event planning to ensure that tasks are being executed.

Secretary – The Secretary is responsible for all external YMG communication. He or she should attend officer meetings, take note of upcoming events, and draft a flyer. Once a flyer is drafted it should be shared with the branch secretary and other YMG officers. Following any edits it can be distributed to the YMG contact list and attached to the branch newsletter. It is important that the YMG newsletter is finalized before the branch newsletter is distributed.

Treasurer – The treasurer is to maintain the YMG finances and ensure there is proper budget for current and future events. He or she is to carry an ASCE business check card for paying expenses at YMG events. Receipts shall be saved and recorded for filing purposes. The treasurer also needs to help in the planning and execution of YMG events—typically purchasing (food, plates, cups, event tickets, etc.) and other miscellaneous tasks to help make sure the event is successful and other officers are not over-committed. This position can be shared with the branch treasurer position.

Membership / Student Outreach – The membership / student outreach chair is responsible for increasing overall YMG membership and local student chapter involvement. He or she should attend officer meetings and local student chapter meetings. The chair must also maintain contact with student chapter officers to encourage student participation in YMG and branch events and also to provide professional resources and assistance to the ASCE student members.

2.4. Branch and Section Contacts

See Branch Officer Contacts at <http://www.asceupstate.com/>

See Section Officer Contacts at <http://www.ascesc.org/>

3. Membership

The branch membership history for the last four years is shown below.

Year	Student Members	Full Members	Total Members
2013	56	310	366
2012	53	300	353
2011	76	303	379
2010	66	300	366

4. Branch Activities

4.1. Technical

The Upstate Branch hosts a technical lunch and learn series throughout the year, targeting a one hour PDH qualifying lunch seminar per month. The topics of the technical series vary, but it is the intent of the Branch officers to provide a well-rounded series that includes all civil engineering sub-disciplines. The lunch meetings are currently held at the Greenville Technical College University Center on Pleasantburg Drive.

Additionally, a number of ASCE sponsored conferences are held each year, and the Branch encourages the officers and membership to attend. The following conferences are held on an annual basis.

- Workshops for Section and Branch Leaders (WSBL) (January)
- Eastern Regional Younger Member Council (ERYMC) (January)
- ASCE Founding Fathers (SC and GA Sections) Conference (March)
- SC Engineering Conference and Trade Show (June)

4.2. Youth Outreach

Annual Student Popsicle Bridge Competition

The Upstate Branch hosts an annual Popsicle Stick Bridge Competition for local middle school children which draws approximately 1000 students every year. Students design and construct bridges from popsicle sticks for load testing. The participants are members of the Greenville County Challenge Program (students selected based on high scores on

academic testing). The students build the bridges at the culmination of classroom study on bridges. Bridges are load tested up to support up to a 100 lb concentrated load.

4.3. Social

Annual Holiday Social

The annual holiday social will be organized by the President. Typically, the holiday social is held around the second Tuesday in December during happy hour, and typically a monthly lunch and learn does not take place that month. The budget is around \$500 for appetizers and drinks, and corporate sponsorship is encouraged for the event.

Annual Summer Social

The annual Summer social will be organized by the President. The event is typically held in May or June to kickoff the summer. Past events include a cookout at an officer's house and a Greenville Drive baseball outing.

5. Younger Member Group Activities

The Younger Member Group organizes events split into three categories: technical, social, and project tours. There are some additional outreach events the group organizes or assists with but these fall outside of the regularly organized events.

5.1.1. Technical – Professional Development Series

Technical events are referred to as the Professional Development Series. We make an effort to provide lunch and a PDH for these events. In the past these events have included Human Resources / Resume workshops, ASCE webinars, and Leadership in Civil Engineering lectures. It is important to find a good location to host the event and evaluate the cost of the meal provided. We have found that pizza is very affordable and satisfies attendees.

5.1.2. Social

Social events are typically after-work events located at a restaurant or a bar (although we have organized lunch socials as well). Sometimes these are paired with canned food drives for the holidays. We seek to provide heavy appetizers for attendees and typically buy one beverage for those present although we don't explicitly advertise it. It should be noted that any event that involves alcohol consumption should abide by recommended ASCE and legal protocols. Past locations have been the Corner Pocket, Bellacino's,

Greenville Drive games, and Frodo's. Starting in 2013 we had a joint branch / YMG social at the ASCE president's home. This event was a great time and we discussed making this an annual event going forward.

5.1.3. Project Tours

Project tours are some of our most popular events. We aim to tour a local project that is at a point of construction that would lend itself to good site civil, geotechnical, or structural discussion. We provide PDHs and lunches (usually pizza) at these events as well. Safety procedures need to be determined beforehand and strictly followed. If personal protection equipment (steel-toed boots, hard hats, eye protection, etc) is needed we try to provide those items or alert attendees that these items are required. In the past we have toured the American Equipment Company office building, Woodruff apartment complex, Spartanburg bridge project, and we observed a geotechnical soil boring / drilling test.

5.1.4. Outreach

Senior Student Outreach Social

Depending on the year and available resources we organize and assist in outreach events. In 2013 we organized a senior social to coincide with the regional collegiate ASCE competition (Carolinas Conference). This event invited rising juniors and seniors to an evening social. Food, beverages and a door-prize (iPad-Mini) were provided. The event is meant to encourage graduating seniors to continue their involvement in ASCE past graduation. We would like to make this an annual tradition.

We also assist the branch in providing volunteers for the Student Popsicle Bridge Competition. Please refer to section 4.2.1.

Clemson Student Chapter Outreach

The YMG has created and maintained an outreach program with the Clemson University ASCE student chapter. This program includes an introductory presentation to the students highlighting the benefits of ASCE, attendance at bi-monthly student meetings, coordination with the student chapter president,

encouragement for participation in YMG events, and provides assistance to the students by organizing professional speakers and events for the students.

6. Treasury

6.1. Treasurer Responsibilities

The Treasurer will balance the checkbook regularly and keep the Branch “Yearly Accounting Summary Sheet” up to date. The Treasurer will report the current balance and expected account payables and receivables at the officers’ meetings, or more often as needed. The Treasurer will also be responsible for checking the Post Office box (PO Box 25246 at the Keith Oglesby post office at 100 Orchard Park Road). The fiscal year runs from October 1 through September 30. At the end of the fiscal year, the Treasurer will prepare the Annual Report, which includes:

- *Branch & Other Group Finances spreadsheet*
- *Branch Yearly Accounting Summary Sheet*
- *Upstate Student Popsicle Bridge Competition Cost Breakdown*
- *Monthly Bank Account Statements (with account number blacked out)*

6.2. Monthly Lunch and Learns

The Treasurer is responsible for organizing catering and payment for the monthly lunch and learns. Currently, the Branch has been using Panera Bread Co. for catering needs. After every three paid lunches, the fourth lunch is free (not including gratuity). See Section 7.3 for more details about the unpaid lunch policy and catering arrangement with Panera Bread. About two weeks before the scheduled lunch and learn, contact Panera to notify them of the date and expected number of lunches (usually 60). Within a few days of the lunch and learn, contact the presenter/sponsor to make payment arrangements. Usually, the presenter will provide a corporate credit number. We can also send an invoice to receive a check before or after the event, but it is preferred for Sponsor to prepay with a credit card rather than the Branch float the costs. Panera includes \$30 gratuity with payment. For our “freebie” months, either request that Panera charge our branch credit card for gratuity or write them a check to cover it.

The Treasurer also assists with attendees sign-in, handing out PDH certificates, receives payment for non-members, and provides change if needed. Bank deposit for non-member payments and vendor payments should be completed as soon as possible.

6.3. Accounts Receivable

The typical items for accounts receivable are branch dues, bank account interest, non-member and vendor payments for lunch and learns, conference attendance reimbursement from National and/or Section, Student Popsicle Bridge Competition sponsorship from Section, and corporate sponsorships.

6.4. Accounts Payable

The typical expense items include lunch and learn payments (layout payment for vendors if necessary and gratuity for “freebie” lunches), officer meetings, attendance to Section meetings, attendance to conferences, the annual Student Popsicle Bridge Competition, Younger Member Group Activities (budgeted for \$1,500 per year), post office box renewal, and the Holiday Social. Other expenses may include banners, postage, website fees, and Branch sponsorship for engineering events, such as Clemson ASCE Concrete Canoe Competition.

7. Miscellaneous

7.1. Travel & Reimbursement Policy

It is recognized that Branch members and officers may be required to travel or incur other expenses from time to time to conduct Branch business and further the mission of the organization. The purpose of the travel policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred. It is the policy of the Upstate Branch to reimburse only reasonable and necessary expenses actually incurred by the Branch member or officer. The Upstate Branch will reimburse reasonable expenses incurred on behalf of the branch. The following compensation guidelines have been established specifically for vehicle travel:

Personal Vehicle Travel:

Branch members and Officers will be compensated for use of their personal vehicles when used for Branch business. When individuals use their personal vehicles for such travel, including travel to and from the airport, mileage will be reimbursed at \$0.35/mile. This reimbursement allowance is based on an average of the charitable (\$0.14/mile) and business (\$0.565/mile) mileage rates as of 2013. These rates shall be based on the current IRS' standard mileage rates

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate (\$0.35/mile); however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare plus rental car if hotel/conference shuttle is not available.

7.2. File Transfer & ASCE eRoom Access

The Upstate Branch utilizes an online file storage space called “ASCE eRoom” for file retention and sharing. The eRoom content and access should be maintained by the Branch Secretary and should be reviewed and cleaned up at the end of each fiscal year before new officers are installed.

<https://eroom.asce.org/eRoom>

For eRoom access, the Branch President should contact the following ASCE National Representative who is responsible for eRoom access and assistance.

Name: Daryl Morais, Manager, Geographic Services

Email: dmorais@asce.org

Phone: (703)295-6042

7.3. Unpaid Lunch Policy

The Upstate Branch has negotiated an arrangement with the local Panera by which the branch earns a free monthly lunch for every 3 paid lunches. This program allows the branch to pay for lunches or retain the savings for other branch missions, activities, and objectives. This policy is directed to effectively allocating funds to paid lunches.

The paid/un-paid program is founded on the basis that paid lunch presentations provide the opportunity to have unpaid lunch presentations.

The paid lunches provide the paying organization with an opportunity to present their organization in a technical setting that accomplishes two goals:

1. Provides technical content that qualifies for a PDH credit for the attendees (as outlined by state law)

2. Provides the organization with the opportunity to demonstrate abilities and services offered that acts as a marketing activity by its very nature (i.e. basis of request for payment)

The unpaid lunches provide the opportunity to present a topic for organizations or individuals that act in a not-for-profit manner and not as an advocacy group.

Black and White Scenarios:

- Paid
 - Organizations that present specifically about services or products they offer (ex: Hilti)
 - Non-Profit Organizations that advocate a certain solution (ex: AGA)
- Un Paid
 - Student Organizations (Clemson Concrete Canoe Team)
 - Government Agencies (SCDOT Project Updates)
 - Academic (Professional Presentation by Academics)

Gray Area Scenario:

There will from time to time be topics that would be highly beneficial to members that might be made by someone from a for-profit organization. This can represent a potential conflict of interest to members of the chapter. However, if the nature of the topic is very beneficial to the branch, an attempt should be made to accommodate the presenter.

Policy:

It is incumbent upon all officers of the committee to ensure the integrity of the process is upheld. As such, any for-profit organizations that shall present and not pay, a vote of the officers shall be held. At least 75% shall consent for a lunch to be “un-paid.”

Characteristics of such a presentation:

- Minimal company references (i.e. service offering, logos, etc)
- Technical in nature
- Represent a significant technical advance that is worthy of conference presentation



The company understands that if the presentation falls short of technical commitment (and into more marketing related material), then they will be requested to pay for the catering and event space after the fact

Appendices

Appendix A - SC Section Constitution and Bylaws



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Appendix B - Annual Student Popsicle Bridge Competition Guidelines



Bridge Competition
Process.xlsx



Exhibit A- ASCE
EVENT QUESTIONNAI



Exhibit B- Bridge
Competition Teams.xl



Exhibit C- 2013
Bridge Rules.pdf



Exhibit D-
Conference Hall Layo



Exhibit E- Bridge
Competition Flyer.pp



Exhibit F- Typical
Agenda Bridge Comp



Exhibit G- School
Testing Locations & T

Appendix C – Target Data Use Agreement



Rules-Region-Section
-Branch MemberReco