

CANADIAN SOCIETY FOR CIVIL
ENGINEERING

SECTION HANDBOOK

MAY 2009

CONTENTS

1. Section Handbook
2. Section Handbook Constitution Appendix B
3. Section Handbook Constitution Appendix B1
4. Section By-Laws Appendix B
5. Sample Financial Statements – Section Handbook Appendix C
6. Guideline or One-Day Technical Conferences (Seminars) Section Handbook Appendix D

1.0 INTRODUCTION

1.1 Introduction

The Canadian Society for Civil Engineering (CSCE) is a learned society intended to develop and maintain high standards of civil engineering practice in Canada and to enhance the public image of the civil engineering profession. This objective is met by encouraging the exchange and collection of professional knowledge among its members, universities and other educational institutions in the promotion of civil engineering through research and study, and cooperating with other technical societies, both in Canada and internationally.

1.2 History

In 1887 the Canadian Society of Civil Engineers was formed by Canadian Charter. The first members were civilian engineers, mostly of the civil engineering discipline. By 1918 the Society had many members including those of other disciplines so the name was changed to the Engineering Institute of Canada (EIC). In 1920 provincial associations began looking after professional licensing (as opposed to a learned society). The EIC still continued for some time with direct memberships and the various disciplines working within the overall framework. In 1970 the first constituent society within the EIC was formed, The Canadian Society for Mechanical Engineering. The Canadian Geotechnical Society followed in January of 1972 with the CSCE following on June 1, 1972. The Canadian Society for Electrical Engineering followed in 1974, whilst the remaining EIC members were placed into a general members group. Most of the existing and new members selected one of the constituent societies.

The constituent societies soon realized that to be successful would require their independence (particularly financially). As such on August 27, 1985, the CSCE became incorporated as a body independent of the EIC. Subsequently, the other technical societies have also become incorporated. However, they all (including the CSCE) have remained as member Societies of the EIC.

1.3 Membership

Membership in the Society consists of the following classes of members:

- Honorary Members
- Fellows
- Members
- Associate Members
- Student Members
- Life Members
- Professional Affiliates
- Technical Affiliates
- Corporate Members

The term “Voting Members” includes Life Members, Fellows, Members, and Associate Members in good standing with the Society all of whom have the right to hold office and vote on Society matters. “Non Voting members” in good standing may hold office in the Society or vote on certain Society matters at the discretion of the Board of Directors.

An Associate Member is a person who has had less than 4 years of professional responsibility. After four years of continuous membership, an Associate Member may be eligible for grade as Member. Refer to the Society By-Law (Appendix A) for more details regarding membership qualifications.

Special consideration (on request) may be given to existing CSCE members who are retired and unable to continue affording the membership fee.

All Society members within the boundaries of a Section are members of that Section.

1.4 Objectives

The Section’s purpose is to promote the objectives and interests of the civil engineering profession which has been described by the Latter Patent By-Law of the Society. This includes as follows:

1. the promotion of cooperation with other associations or orders of the professional engineers in the area;
2. the promotion of cooperation with other learned engineering societies in respect of such activities as are consistent with the objectives of the Society;
3. the organization of regular luncheon and/or dinner meetings with topical speakers for the members;
4. the presentation of technical seminars (one half, one or several days duration);
5. the local organization required for the presentation of National Lecture Tours by the Divisions; and
6. attend to such other matters as may be necessary to carry out the requirements of the Section By-Law.

1.5 CSCE/EIC Relationship

“The Engineering Institute of Canada is a federation of self governing, learned societies which deals with important matters of national interest and of common interest to those societies and the engineering profession. It is not intended to duplicate the functions of the Member and Associate Societies. Individual membership in the Institute is through the Member and Associate Societies.” (from the Preamble of the EIC By-Law).

Article 4.1.1 of the EIC By-Law states: “The membership of the Institute shall include all corporate members of the Member Societies of the Institute” (“corporate” members here refers to voting members). The Member Societies are the CSCE, CSME, CGS, CSEM (The Canadian Society for Engineering Management, formerly the General Members Society), the IEEE (The Canadian Society for Electrical and Computer Engineering, formerly CSEE) and the CSChE (The Canadian Society for Chemical Engineering).

2.0 CSCE ORGANIZATIONS

2.1 Sections

- 2.1.1 Sections consist of members of the Society and an executive committee as outlined in the Section By-Law. A typical Section Constitution and By-Law is included in Appendix B.
- 2.1.2 The Sections are formed after approval of the Board of Directors and are directly responsible to the Board of Directors.
- 2.1.3 Each Section in a university city should appoint a non-university professional to aid the Faculty Advisor with a view to enlarging professional contacts with students and to reinforce the professional role of the CSCE (Board minute B88-017, 1988). This person should be on the Executive Committee.
- 2.1.4 Each Section may identify local persons to represent each of the ten Technical Divisions/Committees of the Society. The person would act as resource persons for the Section when a Division/Committee proposes a National Lecture Tour. They would act as liaison person with the Division Chairs with respect to action on a NLT. Sections should advise each Division Chair of these appointments. These persons need not be on the executive committee.

2.2 Regions

- 2.2.1 The Society is divided into five Regions: Atlantic (NL, PE, NS, NB), Quebec, Ontario, Prairie (MB, SK) and Western (AB, NWT, BC).
- 2.2.2 The Regions are divided into the following Sections:

Atlantic Region	Newfoundland and Labrador, Western New Brunswick, Eastern New Brunswick & Prince Edward Island, Nova Scotia
Quebec Region	Sherbrooke, Montreal, Quebec
Ontario Region	Northwestern Ontario, Toronto, North Bay, Durham/Northumberland, Hamilton-Niagara, London & District, Ottawa
Prairie Region	Manitoba, South Saskatchewan, Saskatoon
Western Region	Calgary, Edmonton, Vancouver, Vancouver Island

2.2.3 In some Regions, Divisions operate as separate entities similar to Sections.

2.2.4 Each Region has a Regional Council which consists of:

- . the Regional Vice President who is on the Society's Board of Directors,
 - . a Vice-Chairperson
 - . a Regional Treasurer,
 - . a Regional Secretary, and;
 - . a representative from each of the Sections in the Region (usually the Section Chair)
- other members can be added to the Regional Council Executive at the discretion of the Regional Council.

2.2.5 The Regional Council shall inform the Nominations Committee of the Board of the Society of their nomination for Regional Representation on the Board.

2.2.6 In 2007, the Board of Directors approved the formation of a Branch in Hong Kong. The Branch officially opened in May 2007.

2.3 National

2.3.1 At the National level, the Society is comprised of a Board of Directors (BoD) who direct the working of the Society through the National Management Committee (NMC).

2.3.2 The Board consists of representatives throughout the Society including:

President	Senior Vice President
Immediate Past President	Honorary Treasurer
ACC Vice President	Executive Director (non voting)
PCC Vice President, Technical Divisions	
PCC Vice President, Technical Programs	
Regional Vice-Presidents	
Vice-President International	
BoD Member at Large representing Corporate Members	
BoD Member at Large representing Heads and Chairs	

2.3.3 The Board convenes meetings at least twice each year. One meeting is generally held in the fall and the second meeting is held at the time of the Annual General Meeting of the Society.

2.3.4 The NMC consists of the following representatives:

President	Senior Vice President
Immediate Past President	Honorary Treasurer
ACC Vice President	Executive Director (non voting)
PCC Vice President, Technical Divisions	
PCC Vice President, Technical Programs	

2.3.5 The NMC convenes meetings on an as required basis, and are usually held between Board Meetings.

2.3.6 The organization of the National, Regional and Sections are shown on the following diagram. Further details and descriptions of the respective positions and responsibilities are described in the CSCE By-Law (see Appendix A).

3.0 NATIONAL OFFICE

3.1 National Office Administration Personnel

- 3.1.1 Executive Director
- 3.1.2 Communications Manager, Editor Canadian Civil Engineer
- 3.1.3 Programs Manager
- 3.1.4 Executive Assistant
- 3.1.5 Staff Accountant (part time)
- 3.1.6 Membership Liaison Officer

3.2 Address of the Society

The Canadian Society for Civil Engineering
4920 de Maisonneuve Blvd. West
Montreal, QC H3Z 1N1
Tel: (514) 933-2634 Fax: (514) 933-3504
E-mail: info@csce.ca
Web: <http://www.csce.ca>

3.3 Services Provided to Sections

- 3.3.1 Section membership lists available electronically.
- 3.3.2 Membership application forms.
- 3.3.3 The CSCE List of Officers available electronically.
- 3.3.4 Publishing the Canadian Civil Engineer (CCE) related to Section activities, at no cost to the Sections.
- 3.3.5 Providing CSCE letterhead and envelopes at cost.
- 3.3.6 Provide, warehouse and market publication lists.
- 3.3.7 Provide CSCE marketing paraphernalia at cost including ties, pins, labels, banners, etc.
- 3.3.8 Internet communication link.

4.0 FINANCES

4.1 Rebates

- 4.1.1 National Office sends 10% of the membership monies it collects to the Regions on a per capita basis. The rebates may also be sent directly to the Section, if desired. The calculation of the rebates is based on the number of full fee members in good standing. Students and non-fee members are excluded from the calculation.

Following Board approval, the rebates are paid to the Regions (or Sections) annually. Ten percent (10%) of that rebate is withheld for Regional travel. Ten percent (10%) is retained for Regional expenses.

- 4.1.2 In the past, Regions usually distributed eighty percent (of the ten percent) to the Sections on a per capita basis. This amount may now vary from Region to Region as necessary to cover Regional expenses.

- 4.1.3 Rebates are not paid to a Region or Section until National Office receives the Region's and Section's annual audited financial statements and activity reports, within 90 days of the close of the fiscal year on September 30.

4.2 Other

4.2.1 Monthly Dinner/Luncheon Meetings

Sections are encouraged to organize and sponsor monthly technical meetings of general interest to their local membership. These are usually one or two hours in duration and may include a meal and bar service. Admission charges may apply to cover the cost of the venue, advertising and a reasonable profit. Refer to Section 7, Seminars and Meetings for further details.

4.2.2 Regional Programs

The Region may organize with the Sections, multi-conferences, seminars and tours, which may be of benefit to the membership in a Region.

4.2.3 Annual Conference

If the Annual Conference is held and has been organized with the Section, conference profits are split seventy percent (70%) to Headquarters, ten percent (10%) to the Region and 20 percent (20%) to the Section.

- 4.2.4 Refer to Section 7, Seminars and Meetings for further details of organization and responsibilities.

4.3 Records

- 4.3.1 The fiscal year of the Society is October 1 to September 30 and these financial statements shall cover the period from October 1 to September 30.

- 4.3.2 Sections shall submit financial statements to the Region that summarize the preceding year's financial activities. The statements

should follow generally accepted accounting principles. Some Sections use the accrual basis in preparing these statements. A copy of a sample format is included in Appendix C.

- 4.3.3 All financial statements shall be audited before being submitted to the Region. The Section may use a CSCE member from the Section and who is not on the Section Executive.

5.0 SECTION EXECUTIVE COMMITTEE DUTIES

5.1 Meetings

- 5.1.1 Regular monthly executive committee meetings should be held to bring forward new business and finalize old business. Encourage the participation of all executive members at these meetings. A suggested format may include the following issues:

- | | |
|-----------------------------|---------------------------|
| 1. Monthly Meetings | 4. Membership Initiatives |
| 2. Seminars, National Tours | 5. Student Affairs |
| 3. Financial Statement | 6. Other |

- 5.1.2 The Executive Committee should schedule at least two (2) meetings during the summer months in preplanning the upcoming year's program, ready for advertising during the Fall.

- 5.1.3 Minutes of the Executive Committee meetings are to be sent to:

- . all members of the Executive Committee,
- . the Regional Council,
- . the other Sections in the Region.

- 5.1.4 Minutes of the Section's Annual Meeting are to be sent to the Regional Council which shall include as follows:

1. Section Chair's Annual Report
2. Audited Financial Report of the year's activities

5.2 Section Executive Committee Members

- 5.2.1 Submit a list of executive committee members with their positions, addresses, telephone, fax numbers and E-mail addresses to the Regional Vice President and the National Office at the beginning of each year.
- 5.2.2 Submit revisions to the above list to the Regional Vice-President and the National Office as they occur.
- 5.2.3 The National Office will issue an electronic CSCE List of Officers to the Section Chair annually.

5.3 Regional Council Meetings

- 5.3.1 Regional Council is expected to call at least two meetings each year with the Sections. The Section Chairs or designated representative should be in attendance. Meetings should be planned to coincide prior to Board Meetings.
- 5.3.2 The purpose of these meetings is to bring forward an exchange of information and ideas between the Sections and coordinate proposed seminars and tours within the Region. These meetings also prepare the Regional Vice-President for an upcoming Board meeting.
- 5.3.3 The cost of travel to the Regional Council Meeting is determined by the Region.
- 5.3.4 Section Chairs are expected to report on their Section's activities and financial statements. A copy of their report shall be given to the Regional Secretary to be included in the Regional Meeting Minutes.

5.4 Annual Conference

- 5.4.1 Section representation is strongly encouraged at the Annual Conference. Although there are usually no formal meetings of the Sections at these conferences, the Annual Meeting offers a good opportunity for Sections to participate in some of the national forums and meetings.

- 5.4.2 The cost of travel to the conference is borne by the Section representation or the Section, as agreed by the Section Executive Council.

5.5 Correspondence

- 5.5.1 Correspondence should be responded to promptly. All correspondence should indicate: i) the purpose of the letter; ii) content or background; and, iii) a deadline for reply or action.
- 5.5.2 A copy of correspondence to the National Office should be copied to the Regional Vice-President.

5.6 SECTION COMMUNICATION

There are a number of methods for Sections to communicate with its local members, the National Office, national executive committee and regional representative or any other CSCE members across the country. Examples of communication media include mail, telephone, fax and E-mail. The National Office compiles a CSCE Officers' List containing addresses, telephone/fax number and E-mail addresses for executive members, section chairs, technical division chairs and others. This list is available through the National Office.

5.6.1 E-Mail

E-mail is a valuable tool for local and national communication within the CSCE and should be used when possible.

5.6.2 Canadian Civil Engineer

The Canadian Civil Engineer (CCE) is CSCE's flagship magazine distributed to all CSCE members. The CCE is published on a regular basis for the benefit of its members. The CCE contains both technical articles and general information about our Society. Names of the contact person for the local Sections are also published. The Section Chair should ensure the name of the contact person is updated after any changes in local Section executives. Within the CCE, space is provided for upcoming events and Section news. Sections are encouraged to submit articles of interest and upcoming events to the

Editor of the CCE. The CCE Editor is always looking for interesting articles. This is your opportunity to market your Section for a national audience. The Editor of the CCE is currently the CSCE's Communications Manager. The rule of thumb deadline date for submission of material is the first day of the month prior to the month of publication.

5.6.3 Newsletter

Within each Section, you may also consider producing your own newsletter as another means to keep in touch with local members. The advantage of a local newsletter is that it is written for the local scene and the newsletter can be produced at minimum cost. The newsletter provides an opportunity to advertise your events such as NLT, local workshops, dinner meetings, lunch bag gatherings and local section annual meeting. The frequency and schedule for publication is up to local executives. For example, the Saskatoon Section has been publishing a local newsletter twice a year since the 1980's. Another example is the Newfoundland Section.

5.6.4 E-Bulletin

The National Office produces a monthly E-Bulletin, distributed to all members who have provided a valid e-mail address, as well as to non-members who may have a future interest in joining the Society. The E-Bulletin provides news of interest to members and highlights upcoming events. Contributions to the E-Bulletin from the Sections are welcome.

5.7 Other

- 5.7.1 Obtain current membership application forms from the National Office. Ensure that these forms and other CSCE literature are readily available at each Section meeting and seminar.

6.0 LIFELONG LEARNING ACTIVITIES

6.1 Workshops and Seminars

Sections are encouraged to:

- a) identify and submit potential topics to be presented;
- b) source out to National Office lifelong learning programming that meets the CSCE mandate and carries PDHs to be accorded by EIC;
- c) collaborate with N.O. in the development and organization of lifelong learning activities in accordance with EIC criteria.

6.2 National Lecture Tours (NLTs)

CSCE plans to hold two to three NLTs per year. As was approved by the Board of Directors in May 2006, NLTs are self-funded through sponsorship contributions. Topics and speakers are determined and confirmed by the Technical Divisions and/or InterDivisional Committees on a rotational cycle. Sponsors are identified by Technical Divisions and/or InterDivisional Committees. National Office seeks sponsorship contributions, books the speakers' travel and accommodation, develops a brochure and promotes the NLT. The NLT Coordinator and the Sections handle the organization and delivery of the NLTs.

7.0 GENERAL

The transfer of technical knowledge to its members is the function of the Section (and the Society). One of the best ways is through monthly dinner meetings and technical seminars.

7.1 Dinner Meetings

7.1.1 Sections are strongly encouraged to hold regular (monthly) technical meetings. These meetings may be 1 to 2 hours in duration on a topic or project of interest to the Section's membership. These meetings may take the form of noon luncheon or evening dinner meetings with a speaker.

7.1.2 These meetings may be planned during the late Spring or early Summer months in readiness for the start of a Fall/Winter program. The meeting should be held at the same venue and time each month.

- 7.1.3 Advertise the full program to the membership and to local engineering companies. Promote the benefit and cost savings of Season Passes to the membership to attend these meetings regularly. The passes could be transferable but non-refundable.
- 7.1.4 The cost for these functions should be sufficient to cover all costs plus a reasonable surplus (about 10%). Non CSCE members should be charged more (say 1.5 to 2.0 x member price).
- 7.1.5 Sections may decide to select topics of interest to the local membership. This may include some suggested technical areas such as follows:
- . Construction projects (and tours)
 - . Municipal planning programs
 - . University research developments
 - . International projects (from local companies)
 - . Student papers
 - . Historical perspectives

7.2 Seminars

- 7.2.1 Sections are encouraged to develop and organize technical seminars in their area. These functions may be one or two days in duration. Appendix D includes a number of suggested guidelines.
- 7.2.2 All civil engineers and anyone else interested in the area are encouraged to attend. The seminars should be advertised throughout the Region and to adjacent provinces.
- 7.2.3 Seminar topics should be based on a clearly defined theme or topic. Seminar may include lecture or workshop presentations, and may include one or many speakers at the function. The function should include formal proceedings of the seminar to be included with the cost of registration.
- 7.2.4 The registration fee should be sufficient to cover all costs plus a reasonable surplus (about 10%). There should be a surcharge to non

CSCE members attending the session (say 1.5 to 2.0 x member price).

7.2.5 The share of the profits and losses between the Regions and Sections should be agreed prior to the seminar. (See 6.7 for Seminars in conjunction with National Lecture Tours).

7.2.6 Non members who join the CSCE while attending a CSCE sponsored seminar may apply for their first year of membership using the incremental cost difference of the seminar toward the first year of dues (BOD B88-022).

This allocation is made by the National Office, that is the conference or seminar funds are not used for it (basically they get their first year at reduced rate). Sections should clearly advertise this benefit at all seminars to encourage non members to join the Society. Follow up with non-members who attend the seminar with a letter and application form inviting them to join the Society.

6 AWARDS

8.1 General

8.1.1 The Society presents honours, awards and fellowships annually at the Annual Conference Banquet. Arrangements are made for Section or Region presentation to winners not in attendance. Nominations for these are solicited from the Sections, so that the Sections should be on the watch for likely candidates. Deadline is generally December 31 for the awards and January 31 for the Fellowships. The terms of reference for the various awards and fellowships are generally as follows. Full details are available from the Honours and Awards Committee or the National Office. The call for nominations is published in the November CCE and repeated in the December issue.

8.2 Fellows

8.2.1 Appendix E contains the criteria and a nomination form for Fellowship. A list of eligible persons is sent to each Regional Representative of the Fellows Committee (see the List of Officers for the one in your Region) in September of each year. He or she should

forward that list to the Regional VP who should divide it up and send it to each Section in the Region.

8.3 Gzowski Medal

- 8.3.1 Established by the late Colonel Casmir Gzowski, past President of the (original) Canadian Society of Civil Engineers, the medal is awarded annually for the best paper presented on a civil engineering subject in the areas of surveying, structural engineering and heavy construction.
- 8.3.2 Nominations are made by the Editorial Board of the CJCE, addressed to the Gzowski Medal Selection Committee Chair.

8.4 Keefer Medal

- 8.4.1 Established in 1942 in honour of T.C. Keefer, the first President of the (original) Canadian Society of Civil Engineers, the medal is awarded annually for the best paper presented on a civil engineering subject in the areas other than those covered by the Gzowski Medal.
- 8.4.2 Nominations are made by the Editorial Board of the CJCE, addressed to the Keefer Medal Selection Committee Chair.

8.5 Albert E. Berry Medal

- 8.5.1 Established in 1987 in honour of Dr. Albert E. Berry, an outstanding Canadian environmental engineer, the award is granted to a civil engineer who has contributed significantly to the field of environmental engineering in Canada.
- 8.5.2 Nominations should be submitted to the Berry Medal Selection Committee Chair.

8.6 Can-Am Amity Award

- 8.6.1 Established by the ASCE in 1972 by the initiative and endowment of James A. Vance, the objective is to give recognition to those engineers who have made outstanding and unusual contributions to the advancement of professional relationships between the civil engineers of the United States and Canada.

- 8.6.2 Nominations should be submitted to the Chair of the CSCE Honours and Fellowship Committee.

8.7 Camille A. Dagenais Award

- 8.7.1 Established in 1981 in honour of Mr. Camille A. Dagenais, Chair of the Board of the SNC Group Inc. and one of the most renowned hydrotechnical engineers in the country, the objective of the award is to give recognition to those engineers who have made outstanding contributions to the development and practice of hydrotechnical engineering in Canada.

- 8.7.2 Nominations should be submitted to the Dagenais Selection Committee Chair.

8.8 Donald Jamieson Fellowship

- 8.8.1 Established in 1987 in honour of Donald Jamieson, a prominent and talented structural engineer from Vancouver, B.C., this fellowship is awarded to full-time graduate students in structural engineering at a Canadian university with a preference for those who already have engineering related experience.

- 8.8.2 Applications should be submitted along with a curriculum vitae to the Donald Jamieson Selection Committee Chair at CSCE National Office. The deadline is normally January 31, with the winner announced at the Annual Conference Banquet. The scholarship is paid on October 1.

8.9 P.L. Pratley Award

- 8.9.1 Established in 1987 in honour of P.L. Pratley, a distinguished bridge engineer, this award is granted annually for the best paper in the field of bridge engineering.

- 8.9.2 Nominations are made by the Editorial Board of the CJCE, addressed to the Pratley Award Selection Committee Chair.

8.10 A.B. Sanderson Award

8.10.1 Established in 1977 in honour of a very distinguished engineer from British Columbia, the award pays recognition to outstanding contributions to structural engineering in Canada, in areas of development, design or education.

8.10.2 Nominations should be submitted to the Sanderson Award Selection Committee Chair.

8.11 Dr. James Vance Award

8.11.1 Established in 1977, in honour of James A. Vance, a former President of EIC, the award is granted to a civil engineer whose dedicated service, other than President, has furthered the advancement of the Society.

8.11.2 Nominations should be submitted to the Chair of the CSCE Honours and Fellowships Committee.

8.12 E. Whitman Wright Award

8.12.1 Established in 1985 in honour of Dr. E. Whitman Wright, founding Chair of the CSCE Computer Applications Division, the award is granted annually to a civil engineer who has contributed significantly to the development of computer applications in civil engineering.

8.12.2 Nominations should be submitted to the Wright Award Selection Committee Chair.

8.13 Horst Leipholz Medal

8.13.1 Established in 1989 in honour of Dr. H.H.E. Leipholz, a distinguished academician, engineer and researcher whose work made a major impact in the field of engineering mechanics, the Horst Leipholz Medal recognizes outstanding contributions to engineering mechanics research and practice in Canada.

8.13.2 Nominations are made by the Engineering Mechanics/Materials Division.

8.14 Walter Shanly Award

8.14.1 Established in 2000 in honour of Walter Shanly, a very successful railway engineer in Canada in the mid-1800s who began his career working on canal construction but moved to railways in 1848, the Walter Shanly Award recognizes outstanding contributions to the development and practice of construction engineering in Canada.

8.14.2 Nominations are made by the Construction Division.

8.15 Sandford Fleming Award

8.15.1 Established in 1999 in honour of Sir Sandford Fleming (1827-1925), Canada's foremost railway surveyor and railway engineer of the 19th century, the Sandford Fleming Award recognizes outstanding contributions to the development and practice of transportation engineering in Canada.

8.15.2 Nominations are made by the Engineering Mechanics/Materials Division.

8.16 Stephen G. Revay Award

8.16.1 Established in 2005 in honour of the late Stephen G. Revay, President of the CSCE in 1989-1990. The award is presented for the best paper in the areas of construction engineering, construction management, or project management.

8.16.2 Nominations are made by the Construction Division.

8.17 Donald R. Stanley Award

8.17.1 Established in 2006 in honour of the late Dr. Don Stanley, the award is presented for the best paper in the area of environmental engineering.

8.17.2 Nominations are made by the Environmental Engineering Division.

8.18 Dillon Consulting Scholarship

8.17.1 Established in 2006 and funded by Dillon Consulting Ltd., the scholarship is awarded on the basis of academic excellence and on a typed statement by the applicant that outlines the research topic, describes the research approach and comments on the relevance of the research to Civil Engineering practice.

8.19 Student Prizes

8.19.1 There are numerous student and graduate student prizes available from each Division. See Section 10 – Student Affairs.

8.20 EIC Awards

Regions and Sections are asked to assist the CSCE Honours and Fellowships Committee in making nominations for EIC awards. Full details of the awards are available from the Chair of the Honours and Fellowships Committee.

8.20.1 Julian C. Smith (EIC)

Established in 1939 in honour of Julian C. Smith who was President of the EIC in 1928, it is awarded for achievement in the development of Canada. Up to two medals may be awarded each year and should only one be awarded in any given year, the number may be increased the following year.

8.20.2 CPR Engineering Medal (EIC)

Presented annually for leadership and service for many years at the Regional or Section level in a member society.

8.20.3 Sir John Kennedy Medal (EIC)

Requirements are the same as for CSCE Fellowships except that candidates must also be a member in good standing and have maintained membership for a consecutive period of not less than five years prior to being nominated in a Canadian Professional Engineers Association or the Order of Engineers of Quebec.

9.0 MEMBERSHIP DEVELOPMENT

9.1 Benefits

9.1.1 The very existence of the Society depends upon sustaining and increasing membership. The many benefits are as outlined in the brochure in Appendix F not the least of which are seminars and short courses organized by the Sections.

9.2 Other Actions

9.2.1 By providing a valued service to civil engineers on the local level, it is more likely new members would join the CSCE when they see an established program of speakers, seminars, short courses, etc. at the local level.

9.2.2 Invite all civil engineers in the area to local functions. Offer promotional dinners to non members; encourage membership.

9.2.3 Outline the benefits including reduced fees to the functions. Ensure there are always a good supply of brochures, CCE issues, and CSCE paraphernalia on hand at all functions. A copy of a sample membership brochure is in the Appendix F.

9.2.4 Encourage employers to pay for subsidized membership of employees in CSCE.

9.2.5 Piggyback membership application forms with flyers for speakers, seminars, short courses, etc.

7 STUDENT AFFAIRS

10.1 General

10.1.1 Students (graduate and undergraduate) are the source of the Society's future membership. Therefore, they should be given the Section's full encouragement and support during their studies and afterwards when asked to continue their membership.

10.1.2 There should be a student representative on the Section Executive.

10.1.3 The Sections and the Faculty Advisors should coordinate all local student activities. This is usually done at the end of August or early September.

10.1.3.1 The Section Chair should address the graduate and undergraduate classes in early September with encouragement to join the Society. This could be a brown bag lunch at noon.

10.1.3.2 Some Sections organize monthly noon meetings for undergraduates where a practicing engineer addresses them on some project they have been involved with.

10.1.3.3 Arrange evening meetings where a practicing engineer is teamed up with a student. The engineer could pay for the student's registration. Encourage close liaison with the students. They may need some prompting when confronting a practicing engineer.

10.1.3.4 The dinner topic should be suitable for students, in some cases it may take the form "Student Papers Night" where some of the students present the final year papers they are working on.

10.1.3.5 Most Sections provide financial grants to the student societies for activities such as attendance at national student conferences, regional student conferences, various competitions and the CSCE Annual Conference, etc.

10.2 Awards

10.2.1 President's Award for the Best Student Section

Each Student Chapter is invited at the end of the winter term to submit a full report of its activities. A committee of four engineers evaluates each entry and selects a winner, a first runner up and a second runner up. The results are announced at the Awards Banquet of the following Annual Conference.

10.3 Competitions

10.3.1 Graduate Research-in-Progress Contest.

- 10.3.1.1 The contest takes the form of the presentation at an assigned session at the CSCE Annual Conference.
- 10.3.1.2 The papers are to be on a research project in the active or preliminary state.
- 10.3.1.3 A Call for Papers is issued in late August or early September with pertinent data and an abstract required by the end of January.
- 10.3.1.4 The student(s) must be members of CSCE and write and present the paper under the guidance and supervision of the research director(s).
- 10.3.1.5 Entries are limited to a maximum of two per university.
- 10.3.1.6 Judging is on the basis of:
 - . quality, originality and effort in the research work;
 - . quality of presentation;
 - . response to questions.

10.3.2 Undergraduate Student Papers Contest

- 10.3.2.1 The contest takes the form of the presentation of papers at an assigned session of the CSCE Annual Conference.
- 10.3.2.2 The papers are to be on a final year undergraduate project. The student(s) may be completing their final year of the undergraduate study in the year preceding the CSCE Annual Conference at which the papers are to be presented.
- 10.3.2.3 A Call for Papers is issued in late August or early September with pertinent data and an abstract required by mid March.
- 10.3.2.4 The student(s) must be members of CSCE and write and present the paper under the guidance and supervision of the CSCE Faculty Advisor.
- 10.3.2.5 Entries are limited to a maximum of two per university.

10.3.2.6 Judging is on the basis of:

- . quality, originality and effort;
- . quality of presentation;
- . response to question.

8 HISTORY

11.1 Organization

11.1.1 The backbone of the CSCE civil engineering history program is the enthusiastic participation of individuals. To mobilize this at the local level each Section is encouraged to form a Section History Committee. This would consist of a Chair and as many other engineers in the Section's area as have the time and interest to work with the committee.

11.2 Activities of a Section History Committee

11.2.1 Prepare an inventory of historical civil engineering works within its boundaries and to provide the National History Committee (NHC) with a copy.

11.2.2 Collect, catalogue, and safe keep information, memorabilia, documents, artifacts and publications of significant historical interest.

11.2.3 Identify civil engineering works that are potentially worthy of national recognition in the form of a plaque or monument. Terms of reference and nomination forms for national plaques are available from the NHC.

11.2.4 Sites and works not appropriate for national recognition may be selected and designated by the Sections as local historic sites. NHC will maintain a roster of local landmarks. Appropriate ceremonies for dedication of local plaques will be arranged by the Section History Committee. Terms of reference and nomination forms for local plaques are available from the NHC.

11.2.5 Present historical programs at Section meetings and other "outside" meetings such as clubs, churches, schools, etc.

- 11.2.6 Develop contacts with other organizations or agencies having history interest within the Section's boundaries.
- 11.2.7 Collect biographical information and make oral history recordings of prominent engineers and "elder statesmen" of the civil engineering profession.
- 11.2.8 Encourage the preparation of papers or articles on civil engineering history for publication by the CSCE or elsewhere.

APPENDIX

- Appendix A : CSCE By-Law
- Appendix B : Sample Section Constitution and By-Law
- Appendix C : Sample Financial Statements
- Appendix D : Guidelines for the organization of a technical seminar
- Appendix E : Criteria and nomination form for Fellowship
- Appendix F : Membership Benefits Brochure

THE CANADIAN SOCIETY FOR CIVIL ENGINEERING

XYZ SECTION – CONSTITUTION

DATE

1.0 NAME

- 1.1 The name of this association shall be the XYZ Section of the Canadian Society for Civil Engineering, hereinafter referred to as the Section. The Canadian Society for Civil Engineering shall hereafter be referred to as the Society.

2.0 OBJECTIVES

- 2.1 The objectives of the Section shall be to promote the objectives and interests of the civil engineering profession as defined by the Constitution and By-Laws of the Society.

3.0 MEMBERSHIP

- 3.1 The membership of the Section shall consist of all members of the Society who reside within [... describe boundary ...]
- 3.2.1 The qualification of member voters at elections shall be the same as those prescribed by the Constitution of the Society.

4.0 SECTION OFFICERS

- 4.1 The Officers of the Section shall consist of the Chair, the Vice Chair, and the Secretary-Treasurer.
- 4.2.1 The Officers shall be Corporate Members or Associate Members of the Society as defined by the Constitution of the Society.

5.0 EXECUTIVE COMMITTEE

- 5.1 The Section shall be managed by an Executive Committee of members which shall include:

TERM

Chairman	1 year
Vice Chairman	1 year

Secretary-Treasurer	2 years) producing
Five other elected members (of which	2 years) staggered
at least 2 are newly elected each year).	2 years) terms

(The Section may choose to have a two year term for the members of the Executive Committee)

- 5.1.1 Candidates for Chair shall have served for at least one year as an executive member at Section or Society level.
- 5.2.1 The immediate Past-Chair of the Section shall be an ex-officio member of the Executive Committee.
- 5.3 Other ex-officio members may be as follows:
 - 5.3.1 Section members who are members of the Board of Directors of the Society.
 - 5.3.2 Regional Vice-President of the Region containing the Section.
 - 5.3.3 Chairman of any local Civil Engineering Student Section.
 - 5.3.4 Chairman of any Technical Committee operating with the Section.
- 5.4 If a vacancy occurs in the Executive Committee, a member may be appointed by the Executive Committee for the balance of the term.
- 5.5 Four members of the Executive Committee shall constitute a quorum.
- 5.6 The members of the Executive Committee shall hold office for the term indicated in Clause 5.1, beginning at the close of the Section Annual Meeting at which they are elected.
- 5.7 Members of the Executive Committee named in Clause 5.1 shall be elected by members of the Section at large.
- 5.8 The Chairman of the Section shall become a member of the Regional Council of the Region containing the Section.
- 5.9 The following Standing Committees should be set up:
 - 5.9.1 Program and Meetings
 - 5.9.2 Publicity
 - 5.9.3 Membership

5.9.4 History

5.9.5 Other Standing committees may be appointed by the Executive committee.

5.10 Ad hoc committees may be appointed by the Executive Committee and shall report to the Executive Committee.

6.0 MEETINGS

6.1 Meetings of the Section shall be held in accordance with the Section By-Laws.

7.0 AMENDMENTS TO THE CONSTITUTION

7.1 Proposed amendments to the Section Constitution shall be presented in writing to the Executive Committee. The proposals shall be signed by ten Corporate Members of the Section and shall be considered at the first subsequent meeting of the Executive Committee after which the proposers shall be notified. The proposers may then withdraw their proposals, accept any changes suggested by the Executive Committee or insist on the original form.

7.2 The Section Secretary-Treasurer shall forward a draft of the Constitution and proposal to the Board of Directors of the Society for review.

7.3 The agreed upon amendments to the Constitution shall be submitted to the members of the Section in the form of a letter ballot to close thirty days from the date of mailing.

7.4 After approval has been received, the President of the Society shall be informed of the ratified amendments to the Constitution.

7.5 An affirmative vote of two thirds of all returned valid ballots shall be necessary for approval of amendments to the Constitution.

7.6 After approval has been received, the President of the Society shall be informed of the ratified amendments to the Constitution.

7.7 The Constitution as amended shall take effect upon the approval of the Section except that changes affecting the terms of office of a Section Officer shall not take place until the next election.

7.8 The interpretation of the Section Constitution by the Executive Committee shall be final.

8.0 GENERAL

- 8.1 Where not otherwise provided for, the Section shall conform to such rules of order and methods as may be adopted by the Society in conformity with the laws of Canada.

THE CANADIAN SOCIETY FOR CIVIL ENGINEERING

XYZ SECTION

BY-LAWS

1.0 DUTIES OF OFFICERS

1.1 CHAIR

1.1.1 Shall perform the usual duties of such office and shall hold office for a term of one year.

1.1.2 Shall have the joint right to sign cheques with the Secretary-Treasurer or Vice Chair.

1.1.3 Shall (or appointee) be the official representative of the Section at regional and national meetings and conferences.

1.1.4 Shall be an ex-officio member of all Section Standing Committees.

1.2 VICE CHAIR

1.2.1 Shall perform the duties of the Chair in the Chair's absence.

1.3 SECRETARY-TREASURER

1.3.1 Shall call meetings of the Executive Committee at the direction of the Chair or members as provided for by these By-Laws as well as prepare the agenda for and record the minutes of all meetings of the Executive Committee.

1.3.2 Shall collaborate with the Program and Meetings Committee in the arrangements for all Section meetings.

1.3.3 Shall, as soon as possible after the Section Annual Meeting, mail to all members of the Executive Committee a list of the personnel of each Standing and Special Committee and mail a list of the personnel of the Executive Committee to National Headquarters and the Regional Vice President.

1.3.4 Shall receive all Section monies, deposit same to the credit of the Section in a chartered bank, and shall issue along with the Chair or Vice Chair all withdrawal cheques.

- 1.3.5 Shall keep a proper record of all monies received and paid out for submission to the Auditors.
- 1.3.6 Shall present an audited financial statement at the Section Annual Meeting for the fiscal year most recently ended.
- 1.3.7 Shall prepare a budget for the ensuing year for approval by the Executive Committee.
- 1.3.8 Shall submit a Financial Statement at each meeting of the Executive Committee.

2.0 NOMINATIONS AND ELECTIONS

- 2.1 The Nominating Committee shall consist of the Chair and the immediate Past Chair of the Section.
- 2.2 The Past Chair, and members serving the second year of a two-year term are not required to stand for election.
- 2.3 The Nominating Committee shall submit to the Executive Committee, nominations for the Executive Committee members as follows:
 - 2.3.1 Chair
 - 2.3.2 Vice Chair
 - 2.3.3 Secretary-Treasurer (every second year)
 - 2.3.4 Five elected members, two to be elected each year for two-year terms.
- 2.4 Not less than three weeks prior to the Section Annual Meeting a notice of the meeting, along with the above slate of nominees from the Nominating Committee shall be sent to the Section members with a copy of the section of the By-Laws outlining procedures for additional nominations.
- 2.5 Additional nominations for any position, provided the nominee meets the requirements of the Section Constitution, may be submitted to the Secretary-Treasurer. Such nominations must be signed by not less than five Corporate Members of the Section and accompanied by the written assurance of such nominee that the nominee will actively fulfill the duties of an Executive Committee Member, if elected. Such additional nominations must be received by the Secretary-Treasurer at least 24 hours prior to the Section Annual Meeting.
- 2.6 If there is more than one nomination for any position, elections shall be held at the Section Annual Meeting and shall be conducted in the following manner:

- 2.6.1 The Secretary-Treasurer shall distribute ballots of paper on which each duly qualified voter (Corporate and Associate Members and Fellows of the Society) shall mark the name of his choice from those nominated for the office being contested.
- 2.6.2 The Chair of the Annual Meeting shall appoint two scrutineers from the floor of the meeting to collect and count the ballots and report the results of the voting to the Chair.
- 2.6.3 The nominee receiving the highest number of votes for any office shall be declared elected to such office by the Chair of the Meeting.
- 2.6.4 In case of a tie between two or more nominees for the same office, the Chair of the Meeting shall cast the deciding vote.
- 2.7 In the event that only one candidate has been nominated for any position, the Chair of the Section Annual Meeting shall declare those so nominated elected.

3.0 COMMITTEES

3.1 STANDING COMMITTEES

- 3.1.1 The Section Chair is to be an ex-officio member of all Standing Committees and is to be notified of all committee meetings.
- 3.1.2 The Chair of Standing Committees shall be members of the Executive Committee. Other members need not be Executive Committee members.
- 3.1.3 The Executive Committee may terminate a membership on a committee because of continued absence of the member and may fill any vacancies on any committee and/or add to the number of any committee.
- 3.1.4 Prior to the Section Annual Meeting, the Chair of each committee shall submit a written report of the work done by the committee during the past year.

3.2 PROGRAM AND MEETINGS COMMITTEE

- 3.2.1 Responsible for organizing, scheduling and supervising all meetings except Executive Committee and Business meetings, in such a manner to achieve the objectives of the Society.
- 3.2.2 Submit, when possible, prior to the Section Annual Meeting, a summary of speakers and subjects for at least three meetings to be held in the following season.

- 3.2.3 Collaborate with the Executive Committee and the Publicity Committee giving the latter information as to speaker and subject not less than four weeks before each meeting.

3.3 PUBLICITY COMMITTEE

- 3.3.1 Responsible for making arrangement for printing and mailing all Section meeting notices.
- 3.3.2 Arrange media publicity whenever appropriate.
- 3.3.3 Arrange to extend special invitations to special groups or individuals outside the Section who may be interested in the subject.
- 3.3.4 At the discretion of the Executive Committee, shall enter into agreement with other Societies as to sharing of costs and revenues relating to joint meetings.

3.4 MEMBERSHIP COMMITTEE

- 3.4.1 Has the objective of obtaining new members. Contact and send literature regarding the Society to prospective members.
- 3.4.2 Responsible for keeping up-to-date the Section mailing list. Provide to the Publicity Committee names and addresses of prospective memers for regular mailings as well as for those who would be interested in a particular meeting.
- 3.4.3 Promote the acquaintance of members at meetings and arrange to welcome visitors at meetings.
- 3.4.4 Maintain a record of meeting attendance.

3.5 NOMINATING COMMITTEE

- 3.5.1 Shall be constituted and act in accordance with Section 2 (Nominations and Elections) of these By-Laws.
- 3.5.2 May suggest to the Executive Committee names of any Section members suitable for membership on the Society's National Committees.

3.6 CONSTITUTION AND BY-LAWS COMMITTEE

- 3.6.1 Consists of the Chair and immediate Past Chair.
- 3.6.2 Study reports affecting the Society and the Section activities and make recommendations to the Executive Committee regarding changes which may affect the Constitution and By-Laws of the Section.

4.0 TECHNICAL COMMITTEES

- 4.1 At the written request of ten members and with the approval of the Executive Committee Technical Committees of the Section may be established to coincide with Technical Divisions of the Society.
- 4.2 The purpose of a Technical Committee shall be to promote, in its field of interest, the Section's technical activities.

4.3 The Technical Committee may be dissolved by an affirmative vote for dissolution by two-thirds of the members present at a meeting called for that purpose by the Executive Committee upon written request of ten members. Not less than ten days' notice of this meeting shall be given members of the Section.

5.0 MEETINGS

5.1 REGULAR MEETINGS

- 5.1.1 Shall be held as determined by the Executive Committee.
- 5.1.2 An invitation to Section meetings shall be extended to members of the Student Section.

5.2 SPECIAL MEETINGS

- 5.2.1 May be called by the Executive Committee or on written request, to the Secretary-Treasurer, of eight members stating the objective of the meeting.
- 5.2.2 A quorum at Special Meetings shall be ten Section members.
- 5.2.3 Date of the Special Meeting shall be set by the Executive Committee and a notice stating the objective, date and place of meeting shall be mailed to all Section members at least ten days before the meeting.
- 5.2.4 No other business may be conducted at such meetings.

5.3 ANNUAL MEETING

- 5.3.1 The Annual Meeting shall be held during the month of XXXXX unless otherwise determined by the Executive Committee, and in any event not more than fifteen months after the preceding Annual Meeting.

5.3.2 Notice of the Annual Meeting shall be mailed to Section members not less than ten days in advance of the meeting.

5.3.3 A quorum at Annual Meetings shall be ten Section members.

5.3.4 The Order of Business of the Annual Meeting shall be:

- (a) Reading of the notice calling the meeting.
- (b) Reading of the minutes of the previous Annual Meeting.
- (c) Reports of the Chair, Secretary-Treasurer, and Committees.
- (d) Chair's address.
- (e) Report of Nominating Committee.
- (f) Elections, if required.
- (g) Other business.

6.0 SECTION FUNDS AND PROPERTY

6.1 The Executive Committee shall control all funds and other property of the Section.

6.2 Approval by the Executive Committee, of the budget prepared by the Secretary-Treasurer will allow the various committees to spend up to the amount set in the budget without further authorization. Expenses not in the budget shall not be incurred without prior approval by the Executive Committee. Unused funds budgeted to individual committees shall revert to Section general funds at the end of each fiscal year.

6.3 Payments of accounts shall be made by the Secretary-Treasurer. The amount must be within the budget and approved for payment by the Committee Chair.

6.4 All funds received by the Section shall be deposited in a chartered bank or trust company designated by the Executive Committee.

6.5 The Secretary-Treasurer shall maintain a complete account of the Section finances. These shall include petty cash accounts, trust accounts for special funds and a physical inventory of Section inventory.

6.6 The Section shall submit an Annual Report to the Society Vice President of the Region in which the Section resides. The Annual Report shall include an audited financial report of the fiscal year end. The Report shall cover the activities, meetings and other operations of the Section during the fiscal year, be approved by the Executive Committee and be presented at the Section Annual Meeting.

6.7 The Section Fiscal Year shall be from October 1 to September 30.

6.8 Prior to the Section Annual Meeting the Executive Committee shall appoint one or more Section members auditors. The auditors shall not be members of the Executive Committee. The auditors shall check the accounts of the Section to satisfy themselves that the financial statement is correct, and shall present their report to the Section Annual Meeting.

7.0 MEMBERSHIP DUES

7.1 All membership dues shall be collected by Society Headquarters. Part of the dues will be rebated to the Section in accordance with the By-Laws of the Society.

8.0 AMENDMENTS TO BY-LAWS

8.1 The procedure for amendments to the By-Laws shall be as specified for amendments to the Constitution in Article 7 of the Constitution.

8.2 The By-Laws, as amended, shall take effect upon the approval by the Section except that changes affecting the terms of office of a Section officer shall not take place until the next election.

9.0 INTERPRETATION

9.1 The interpretation of the Section By-Laws by the Executive Committee shall be final.

10.0 GENERAL PROCEDURES

10.1 Where not otherwise provided for, the Section shall conform to such methods and rules of order as may adopted by the Society.

THE CANADIAN SOCIETY FOR CIVIL ENGINEERING

XYZ SECTION – CONSTITUTION

DATE

7.0 NAME

- 1.1 The name of this association shall be the XYZ Section of the Canadian Society for Civil Engineering, hereinafter referred to as the Section. The Canadian Society for Civil Engineering shall hereafter be referred to as the Society.

8.0 OBJECTIVES

- 2.1 The objectives of the Section shall be to promote the objectives and interests of the civil engineering profession as defined by the Constitution and By-Laws of the Society.

9.0 MEMBERSHIP

- 3.1 The membership of the Section shall consist of all members of the Society who reside within [... describe boundary ...]
- 3.2.2 The qualification of member voters at elections shall be the same as those prescribed by the Constitution of the Society.

10.0 SECTION OFFICERS

- 4.1 The Officers of the Section shall consist of the Chair, the Vice Chair, and the Secretary-Treasurer.
- 4.2.2 The Officers shall be Corporate Members or Associate Members of the Society as defined by the Constitution of the Society.

11.0 EXECUTIVE COMMITTEE

- 5.1 The Section shall be managed by an Executive Committee of members which shall include:

TERM

Chairman

1 year

Vice Chairman

1 year

Secretary-Treasurer	2 years) producing
Five other elected members (of which	2 years) staggered
at least 2 are newly elected each year).	2 years) terms

(The Section may choose to have a two year term for the members of the Executive Committee)

- 5.1.1 Candidates for Chair shall have served for at least one year as an executive member at Section or Society level.
- 5.2.2 The immediate Past-Chair of the Section shall be an ex-officio member of the Executive Committee.
- 5.3 Other ex-officio members may be as follows:
 - 5.3.5 Section members who are members of the Board of Directors of the Society.
 - 5.3.6 Regional Vice-President of the Region containing the Section.
 - 5.3.7 Chairman of any local Civil Engineering Student Section.
 - 5.3.8 Chairman of any Technical Committee operating with the Section.
- 5.4 If a vacancy occurs in the Executive Committee, a member may be appointed by the Executive Committee for the balance of the term.
- 5.5 Four members of the Executive Committee shall constitute a quorum.
- 5.6 The members of the Executive Committee shall hold office for the term indicated in Clause 5.1, beginning at the close of the Section Annual Meeting at which they are elected.
 - 5.11 Members of the Executive Committee named in Clause 5.1 shall be elected by members of the Section at large.
 - 5.12 The Chairman of the Section shall become a member of the Regional Council of the Region containing the Section.
- 5.13 The following Standing Committees should be set up:
 - 5.13.1 Program and Meetings
 - 5.13.2 Publicity
 - 5.13.3 Membership

5.13.4 History

5.13.5 Other Standing committees may be appointed by the Executive committee.

5.14 Ad hoc committees may be appointed by the Executive Committee and shall report to the Executive Committee.

12.0 MEETINGS

6.1 Meetings of the Section shall be held in accordance with the Section By-Laws.

9.0 AMENDMENTS TO THE CONSTITUTION

7.1 Proposed amendments to the Section Constitution shall be presented in writing to the Executive Committee. The proposals shall be signed by ten Corporate Members of the Section and shall be considered at the first subsequent meeting of the Executive Committee after which the proposers shall be notified. The proposers may then withdraw their proposals, accept any changes suggested by the Executive Committee or insist on the original form.

7.3 The Section Secretary-Treasurer shall forward a draft of the Constitution and proposal to the Board of Directors of the Society for review.

7.3 The agreed upon amendments to the Constitution shall be submitted to the members of the Section in the form of a letter ballot to close thirty days from the date of mailing.

7.4 After approval has been received, the President of the Society shall be informed of the ratified amendments to the Constitution.

7.9 An affirmative vote of two thirds of all returned valid ballots shall be necessary for approval of amendments to the Constitution.

7.10 After approval has been received, the President of the Society shall be informed of the ratified amendments to the Constitution.

7.11 The Constitution as amended shall take effect upon the approval of the Section except that changes affecting the terms of office of a Section Officer shall not take place until the next election.

7.12 The interpretation of the Section Constitution by the Executive Committee shall be final.

10.0 GENERAL

- 8.1 Where not otherwise provided for, the Section shall conform to such rules of order and methods as may be adopted by the Society in conformity with the laws of Canada.

Guideline for One-Day Technical Conferences (Seminars)
The Canadian Society for Civil Engineering

GENERAL

TOPIC

- One which will appeal to the local practicing civil engineers.
- One for which there are suitable speakers available at minimal expense.
- Relatively technical or state-of-the-art which will be of significant benefit to delegates.
- One which is timely and can be properly prepared within the time frame available.

TIME

- Friday is recommended, with Thursday evening pre-registration.
- 8:00am to 4:30pm. Begin with 30 min. registration period, 15 min. coffee breaks morning and afternoon and 1 hr. for lunch.

LOCATION

- While a university may be available at little or no cost, most delegates seem to prefer a hotel. This is also more convenient for out of town speakers and delegates.

ORGANIZING COMMITTEE AND ITS DUTIES

CHAIRMAN

- Organizes the committee, calls meetings, prepares the budget with the assistance of the Financial Director and input from all Directors, and obtains all approvals from the sponsoring body (Section, Region, etc.).
- Arranges to pick up speakers on their arrival at the airport and transports them to the hotel.
- Takes the speakers out for dinner the evening prior to the seminar in the company of one or two others of the committee.
- Presents gifts or honorariums to the speakers the evening prior to the seminar.
- Usually introduces the speakers and moderates the seminar.
- Writes personal letters of thanks to the speakers at the conclusion of the seminar.
- Presents the final report to the sponsoring body (Section, Region, etc.)

FACILITIES DIRECTOR

- Procures a hotel and arranges for an adequate seminar room complete with the required audio visual equipment, overhead projector, screens, slide projector, etc. complete with a person to operate and look after them.
- Selects a lunch menu and enters into a contract with the hotel to provide these services for a designated cost.
- Confirms the attendance number with the hotel, 24 hours prior to the event.
- Arranges for the set-up and operation of a registration desk.
- Sets out pre-typed name tags and receipts for pre-registered delegates prepared by the Finance Director and assists in accepting 'walk-in' registrants (receipts, name tags, etc.).
- Sets out pre-printed proceeding for delegates.
- Prepares a budget for hotel costs, equipment rentals, catering, sign printing, etc.

PROGRAM DIRECTOR

- Prepares the program (usually with the assistance of a small sub-committee).
- Invites the speakers and is the liaison with them; confirms all arrangements with them in writing and usually arranges to receive their papers to be printed as conference proceedings preferably for distribution as the delegates register (mailing out afterwards is costly).
- Prepares a budget for speakers' expenses, expenses including honorariums, postage, cost of proceedings, etc.

PROMOTIONS DIRECTOR

- Once the program is set and fees established, prepares a flyer which includes a registration form. 8 1/2" x 11" designed to fold into 1/3 is adequate (see the attached; note that the back of the registration form is blank so that it may be torn off and no information is lost).
- Include a statement on the flyer that the incremental cost for non-members may be allocated toward their first year membership fees upon joining CSCE.
- Distributes the flyer within the Region and to neighbouring Provinces. Often these can be "piggy-backed" with the Provincial Association of Professional Engineers, the local Construction Associations, the Provincial Association of Architects, the local chapter of Construction Specifications Canada, etc., Every civil engineer in the province should receive one. Bulk drops can be made to universities, and large employers of civil engineers including government departments. As a last resort, pay to mail them.
- Prepares a budget for printing, mailing, etc.

FINANCE DIRECTOR

- Usually the Section or Region Treasurer.
- Assists the Chairman in the preparation of a budget.
- Collects and receipts registration fees including 'walk-ins' at the registration desk.

- Prepares name tags for pre-registrants.
- Pays all costs upon approval of the appropriate Director.
- Prepares a final financial report in the same format as and compared with the budget.

BUDGET

EXPENSES

- Hotel seminar room rental, lunch, coffee including gratuities
- Rental of audio-visual equipment
- Travel, subsistence, gifts, honorariums for the speakers
- Printing and mailing the flyer
- Telephone, letters, postage to speakers
- Printing the proceedings
- Pre-conference dinner
- Registration desk (receipts, signs, etc.)
- Letters of thanks including postage
- Contingency of 10% of the above

INCOME

- Donations by Consulting Engineering Firms or donations in kind (printing, etc.)
- Registrations
- Non-CSCE members to be charged 1.3X the cost for a member.
- Students and Associate members should be given a discount
- NOTE that advances of seed money are not income and are to be returned before the final financial statement of profit/loss is made up.

SCHEDULE

Time to Seminar	Activity
12 weeks	<ul style="list-style-type: none"> • select organizing committee • determine topic and obtain speakers • reserve hotel • prepare budget and obtain approval
8 weeks	<ul style="list-style-type: none"> • begin publicizing (at no cost) in publications such as the Provincial Professional Association bulletins, the Canadian Civil Engineer, the ASCE newsletter, notices at Universities, etc.
6 weeks	<ul style="list-style-type: none"> • Remind the speakers of the request for their papers and advise them of the time and place for their presentations • Ask the speakers to prepare a copy of their presentations for publication in the proceedings in 4 weeks.
5 weeks	<ul style="list-style-type: none"> • Have the final flyer printed

4 weeks	<ul style="list-style-type: none"> • Mail out the final flyer • Send the papers out for printing
1 week	<ul style="list-style-type: none"> • Finalize arrangements with the hotel, choose a lunch menu, order coffee for coffee breaks, etc. • Have signs prepared for the registration desk • If pre-registrations are poor, conduct a personal call (telephone campaign) for delegates
2 days	<ul style="list-style-type: none"> • Pick up proceedings • Complete name tags • Confirm times of arrival of speakers
1 day	<ul style="list-style-type: none"> • Pick up speakers • Take speakers out for dinner, present gifts or honorariums • Set up registration desk, register pre-registered delegates • Set out CSCE brochures and application forms at the registration desk
- 2 weeks	<ul style="list-style-type: none"> • Send letter of thanks to speakers
- 4 weeks	<ul style="list-style-type: none"> • Make final report to sponsoring body (Section, Region)

***The Canadian Society for Civil Engineering
Balance Sheet
Year Ended September 30th, 20__***

Assets

Cash	
Investments	
Accounts Receivable	<u> </u>
Total Assets	

Liabilities and Fund Balance

Accounts Payable	
Surplus (Deficit) - current	<u> </u>
Total Liabilities & Fund Balance	

***The Canadian Society for Civil Engineering
Statement of Changes in Fund Balance
Year Ended September 30th, 20__***

Fund surplus (deficit) for the year	
Surplus, beginning of year	<u> </u>
Surplus (deficit), end of the year	