

DALLAS BRANCH

Guidelines of Operation



Dallas Branch

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BOARD OF DIRECTORS

Function

Administer and manage the affairs and property of the Dallas Branch (Branch), subject to the Bylaws.

Board Make-up

The Board of Directors (Board) consists of the Officers as listed in the most current Branch Bylaws: President, President-Elect, Vice-President, Immediate Past-President, Secretary, Treasurer, Branch Director, Technical Director, and Texas Section Director. A majority of the Board of Directors constitutes a quorum in order to conduct business at a Board Meeting.

Responsibilities

1. The Board will meet on a monthly basis prior to each Branch meeting. Additional meetings may be called at the discretion of the President, and the meeting location and time may be altered at the discretion of the Board. The Board shall also meet at the start of the year for planning purposes (kick-off meeting).
2. Comment and advise the President on the direction on key issues facing the Branch.
3. Amend these Guidelines of Operation as necessary at any properly constituted meeting of the Board, by a simple majority vote.
4. Submit nominations to President for various committees.

PRESIDENT

Function

Generally administer the affairs of the Branch.

Responsibilities

1. Serve as an elected officer on the Board in accordance with the Bylaws.
2. Set attainable goals and/or tasks for each officer and committee at the beginning of the term.
3. Preside at Branch meetings and Board meetings. Provide themes for Branch meetings, if desired (i.e. Younger Members Month).
4. Plan each Branch and Board meeting, prepare agendas, and invite guests, officers, committee chairs, etc., to sit at the head table during the monthly Branch meetings.
5. Designate the President-Elect to conduct the duties of the office during brief periods of absence or disability.
6. Appoint Committee Chairs in accordance with the Guidelines of Operation. Provide them with goals and direct them to establish objectives and deadlines to meet the goals.
7. Appoint all Section Committee Contact members. Unless all appointments are made the Section Director must function in these positions. Work with the Section Director on Section activities that are related to the Branch.
8. Appoint special ad-hoc committees as the need arises.
9. Serve as an ex-officio member of all committees.
10. Attend as many Committee meetings and planned events and activities as possible.
11. Attend the Annual Texas Section Conference in the Fall.
12. Encourage Branch members to participate in Section technical groups and activities of the Section and the Society.

13. Plan the installation of officers to take place during the month of October (at end of term). Consider inviting the National President, Vice-President, the Region 6 Director, the Texas Section President, or a Branch Past President to conduct the installation, and invite them as soon as possible, since their schedules get booked very quickly. Otherwise, the outgoing President conducts the installation.
14. Along with the Scholarship chair, present the scholarships to students at a Branch meeting in the Spring.
15. Review content of e-newsletter, announcements, and anything that is representative of Branch news/activities.
16. Appoint an Auditor, or direct the Branch-retained CPA to review the books from the previous year.
17. Represent the Branch in official local, State, and National meetings and events, including the local TSPE Awards Gala during National Engineers Week in February.
18. If feasible, attend the Annual National ASCE Civil Engineering Conference in October.
19. Review the Semi-Annual and Annual Reports submitted by Committee Chairs. Submit the Reports of Branch Activities, via the Texas Section Director, to the Texas Section for inclusion in the Section's Semi-Annual and Annual Report. Provide additional comments to the Texas Section Director after review of draft reports.
20. Get recognition plaques or certificates for outgoing Board members and Committee Chairs. Present the plaques or certificates to them in September or October. Presentations can be at a Branch or Board meeting.
21. Arrange for recognition of Life Members and presentation of certificates at appropriate Branch events. Coordinate with Membership Chair for these recognitions.

PRESIDENT-ELECT

Function

Assist the President and become familiar with the tasks and responsibilities of the office of the President, the Branch Bylaws, and the Guidelines of Operation. Encourage active participation in the Branch by working with the Education Committee, Membership Committee, Honors Committee, and Public Relations & Outreach Committee.

Responsibilities

1. Serve as an elected officer on the Board in accordance with the Bylaws. Attend monthly Board meetings.
2. Conduct duties designated for the President in the absence or vacancy of the President.
3. Advise and monitor the activities of the Education Committee, Membership Committee, Honors Committee, and Public Relations & Outreach Committee. Attend their meetings, events and activities, and serve as an advisor while allowing the Chairs to lead the effort of their committee.
4. Serve as a member on the Nominating Committee, in accordance to the Branch Bylaws.
5. Review and update, if needed, the Branch's Guidelines of Operation by August. Distribute updated copies to the Board of Directors and post copies on the eRoom.
6. Attend the annual Region 6 Leadership Conference in January or the Presidents & Governors Forum in September (at the end of the year).
7. Send out announcements to the entire membership (through individual letters, the newsletter, e-mails, etc.), to encourage participation in committees.
8. Form new committees in August and schedule planning meeting(s) to take place in September.
9. Maintain up-to-date Conflict of Interest Statements for all Officers and Chairs.
10. At the end of the year (September), coordinate with the Treasurer to order plaque and gift certificate for the outgoing President. Present gifts to the outgoing President after receiving the gavel during the October meeting.
11. Roll-up and finalize a budget for the committees listed above to present to the Treasurer.

12. Send contact information for new Branch Board and Committee chairs to National and Texas Section office.

VICE-PRESIDENT

Function

Assist the President and become familiar with the Branch Bylaws and the Guidelines of Operation. Encourage active participation in the Branch by working with the Program Committee, Hospitality Committee, Scholarship Committee, and Fundraising Committee.

Responsibilities

1. Serve as an elected officer of the Board in accordance with the Bylaws. Attend monthly Board meetings.
2. Conduct duties designated for the President-Elect in the absence or vacancy of the President-Elect.
3. Advise and monitor the activities of the Program Committee, Hospitality Committee, Scholarship Committee, and Fundraising Committee. Attend their meetings, events and activities, and serve as an advisor while allowing the Chairs to lead the efforts of their committee.
4. Assist the Treasurer in counting the collected money and members in attendance during the monthly Branch meetings.
5. Coordinate with Program Chair and Secretary for each monthly Branch meeting. Review the proposed programs, speakers, and banquet orders prior to finalizing and booking events.
6. Find and book a meeting place between Dallas and Fort Worth for the Joint Meeting with Fort Worth Branch in the summer in even years. E-mail Fort Worth Branch the program information at least a month in advance for their newsletter. Fort Worth does the same in odd years. Coordinate with their Secretary on the expenses and income for the event, and the reservations count for the Branch.
7. Roll-up and finalize a budget for the committees listed above to be presented to the Treasurer.

IMMEDIATE PAST-PRESIDENT

Function

Assist the President and work with the Board of Directors to provide continuity from the previous year. Encourage active participation in the Branch by working with the History and Heritage Committee and Past Presidents' Committee.

Responsibilities

1. Serve as an elected officer of the Board in accordance with the Bylaws. Attend monthly Board meetings.
2. Serve as Chair of the Nominating Committee.
3. Work with the President to train newly elected Officers in September or October on the Bylaws and Guidelines of Operation.
4. Serve as an Advisor to the President and Board.
5. Serve as a member of the Past Presidents' Council and liaison between Branch Board and Past Presidents.
6. Present a copy of the prior year's budget along with actual income and expenses compared to the budget to the incoming Treasurer for use in preparing the new fiscal year budget. Coordinate with the Past Treasurer for any of the abovementioned documentation.

SECRETARY

Function

Oversee and maintain the records of the Branch.

Responsibilities

1. Serve as an elected officer of the Board in accordance with the Bylaws. Attend monthly Board meetings.
2. Maintain the names, addresses, phone numbers, and e-mail addresses of all newly elected Board members and appointed Committee Chairs.
3. Attend Branch Board and member meetings. Record meeting minutes at the Board meetings. Keep attendance record/sign-in sheet for Board meetings.
4. Email draft meeting minutes to the Branch Board for review. Get approval of the Board meeting minutes during the following monthly Board meeting.
5. Maintain the records of the Branch including the minutes and attendance at Board and Branch meetings. Post meeting minutes, and other key correspondence, regularly, to the Branch eRoom.
6. Handle routine communications of the Branch. Maintain the current contact information for each officer and committee chair position.
7. If the contract for the Branch meeting location is to expire, negotiate a new contract with a hotel or other catering venue for the monthly meetings (receive other bids if necessary). Present to the Board for approval, and then have the President execute the contract.
8. Work with the hotel and catering representatives on scheduling Branch meetings, including board meetings, general membership meetings, and technical seminars. Obtain the Hotel/Venue banquet event orders (BEO) to review meeting needs including table arrangement, meeting space, podium, head table, screens, registration tables, etc.
9. Work with the Communications Committee and Hospitality Committee to obtain reservations information for the monthly meetings utilizing the Branch's website. Give the total reservation count to the hotel/catering manager representative. Share with the Treasurer on registration numbers.
10. After Branch member meeting, work with Treasurer in determining final headcount and reviewing hotel invoice.

11. Ensure address changes are forwarded to National and Texas Section office.
12. Work with the Treasurer to routinely visit the Post Office where the Branch maintains a P.O. Box to gather and disseminate material sent to the Branch.

TREASURER

Function

Maintain the financial records and oversee the financial matters of the Branch. The responsibilities below may be shared between the Treasurer and the Assistant Treasurer(s).

Responsibilities

1. Serve as an elected officer of the Board in accordance with the Bylaws. Attend monthly Board meetings.
2. The fiscal year, which coincides with the ASCE National fiscal year, begins October 1 and ends September 30.
3. The Treasurer serves a two (2)-year term.
4. The Treasurer will have an Assistant Treasurer that will provide support in the financial activities related to the Branch. Work with Assistant Treasurer and/or if not the same person, incoming Treasurer (in election years) to mentor them on Branch financial activities. If needed, the Treasurer may request the President to appoint a second Assistant Treasurer.
5. The Treasurer is responsible for opening new or maintaining any Bank, Investments, or Credit Card accounts. The Treasurer shall change the signature card for the Branch's account(s) at the bank and any investment accounts in October. The individuals with signatory and credit card usage authority are the President and Treasurer, unless otherwise approved by the Board to include others.

Budget/Financial Reporting

6. Prepare a Draft Budget by updating the proposed budget from the previous Treasurer and receiving input from the Officers and the Committee Chairs. Submit proposed Final Budget to the Board at the November Board meeting for approval. Publish the Branch Budget and control expenditures based upon this budget.
 - a. Use QuickBooks or other accounting/financial software as approved by the Board, to enter in budget numbers.
 - b. May use Budget Request form to obtain information from Board and Chairs.
7. Branch reports and accounting is on a cash-basis.
8. Prepare Monthly Treasurer's reports for Board meeting. Distribute reports and post to Branch e-room. Monthly Treasurer's reports shall include:
 - a. Profit/Loss Sheet
 - b. Balance Sheet
 - c. Budget Comparison by Program

- d. Optional: Bank statements and other supporting financial documentation
9. Work with Asst. Treasurer to enter in the accounting software any entries or matches from bank accounts.
 - a. Work with Asst. Treasurer to file/organize records and financial reports.
 - b. Reconcile accounts every month or more frequently the transactions of the general fund checking account. Resolve any discrepancies.
 - c. Request help from Past Treasurer, CPA as needed.
10. Prepare the Annual Treasurer's Report for the Annual Report (including "Annual Receipts and Disbursements" and "Balance Sheet") and submit to the Board for approval at the last board meeting of the fiscal year (September).
11. At the end of the fiscal year (September), prepare a summary of income and expenditures for audit by a special committee appointed by the President and/or a CPA employed by the Branch.
12. Ensure all back up records are saved to eRoom. Finalize/Close books, and post to eRoom.

Forms

13. Prepare the following forms to be distributed (and/or posted to Branch eRoom) to the Board and Chairs, as necessary:
 - a. Budget Request form
 - b. Check Request/Credit Card Usage form
 - c. Texas Sales Tax Exemption form
14. Everybody requesting payment should submit a "Check Request/Credit Card Usage" form with all supporting receipts to the Treasurer. The Treasurer should distribute blank "Check Request/Credit Card Usage" forms and also "Texas Sales Tax Exemption Certificate" forms to ensure the Branch does not pay any sales taxes where applicable (The Branch is a non-profit organization and is tax-exempt).
15. Prepare IRS W-9 Forms, as necessary, when requested for the Branch Tax Identification number. W-9 forms are sometimes requested by organizations that need to report their payment of sponsorship or lunch registrations.

Monthly Duties

16. Pay monthly bills, make deposits, and prepare monthly Treasurer' reports for the Board meeting. Post approved Treasurer's report to eRoom.
 - a. Paying Vendors (i.e. CPA, website provider, etc)
 - b. Paying reimbursements
 - c. Review bank statements

17. Send out invoices for the monthly luncheon sponsors in coordination with the fundraising committee chair.
18. Work with the Secretary to routinely visit the Post Office where the Branch maintains a P.O. Box to gather and disseminate mail sent to the Branch.

Branch Luncheon Meetings

19. Receive Banquet Event Orders from Secretary to compare with the Hotel invoice after the Branch meetings.
20. Obtain the registration check-in lists from Hospitality Committee. Check for unpaid and no-shows. Keep record of any walk-ups (i.e. name, email address, etc). Only allow walk-ups once it's been determined that meeting space can accommodate the additional registrants.
21. Receive members' payments before or at the monthly Branch meeting. Request help with checking in and collecting money. Assistant Treasurer and Vice President are typically requested to assist. Count all money and number of people paid, with the assistance of the Assistant Treasurer or Vice President, as soon as everybody checks in. Give number of paid attendees/no-shows to the Secretary.
22. Work with the Communications Committee to collect money from, and account for, all Branch Members who have registered and paid for attendance at meetings and other Branch events. Add those electronic payments with funds received to account for all income and expenses associated with Branch meetings.
 - a. Maintain a petty cash bag of smaller bills for whatever amount is reasonable for making change (currently \$200).
 - b. Count the cash/checks collected. Endorse/stamp all checks. Deposit all cash/checks collected shortly after luncheon meeting.
23. Ensure payment of the meeting luncheon and seminars.
 - a. Obtain the invoice from the venue catering manager after the meeting luncheon and verify the expenses of the meeting (A/V, meal count, set up).
 - b. Confer with Secretary and Hospitality Committee on actual attendance numbers and other expenses.
 - c. Pay the bill right after the luncheon or pay by Branch credit card. Send out collection notices to all no-show members who did not cancel reservations, if directed to do so by the Board of Directors.
24. Send out PDH Certificates to Walk-in registration members.
25. Work with the Scholarship Committee Chair to collect the money for the scholarship raffles at the end of the meeting and deposit in the scholarship account.
26. Ensure that raffle ticket sales or any fundraising for Scholarships made online as deposited/transferred accordingly in the Scholarship Account.

Other Duties

27. Obtain and record and keep track of sponsorship checks/online payments for meeting and newsletter/website sponsors. Coordinate with Fundraising Chair on following up with sponsorship requests and invoicing.
28. At the end of the year (September), coordinate with the President-Elect to order plaque for outgoing President.
29. Oversee preparation of filing the Branch's 990 form to the IRS.
 - a. Coordinate and manage the activities and costs associated with hiring a CPA firm and other firms under contract to provide service to the Branch.
 - b. Each Branch must use its own federal tax identification number (EIN).
30. Submit proof of IRS Filing (or proof of a filing extension) with an electronic copy of included in the Texas Section Annual Report.

BRANCH DIRECTOR

Function

Encourage active participation in the Branch by overseeing the operations and working with the Younger Member Committee, Future City Committee, and the Golf Tournament Committee. Encourage the support of local Student Chapters at the University of Texas at Arlington (UTA) and Southern Methodist University (SMU).

Responsibilities

1. Serve as an elected officer of the Board in accordance with the Bylaws. Attend monthly Board meetings.
2. The Branch Director shall be a Younger Member of the Branch (under 35 years of age).
3. Advise and monitor the activities of the Younger Member Committee, Future City Committee, and Golf Tournament Committee. Attend their meetings, events and activities, and serve as an advisor while allowing the Chairs to lead the effort of their committee.
4. Work with the each Student Chapter Advisor to support the UTA and SMU Student Chapters and members.
5. Preside over Board and Branch meetings during Younger Members month as designated.
6. Roll-up and finalize a budget for the committees listed above to be presented to the Treasurer.

TECHNICAL DIRECTOR

Function

Encourage active participation in the Branch by overseeing the operations of the Technical Groups and/or Institute Chapters.

Responsibilities

1. Serve as an elected officer of the Board in accordance with the Bylaws. Attend monthly Board meetings.
2. Advise and monitor the activities of the Technical Groups and/or Institute Chapters. Schedule technical seminars before and/or after the monthly Branch meetings. In case of conflicting requests, coordinate with Technical Group and/or Institute Chairs to resolve and inform the Board on resolution of any conflicts. Attend their meetings, events, and activities, and serve as an advisor, allowing the Chairs to lead the effort of their committee.
3. Post a schedule of seminars, and other key correspondence to eRoom.
4. Assure that Technical Group and/or Institute Chairs, or hotel staff, have set up seminar room, including projector, screen, and other items needed by the seminar speaker. Coordinate with the Secretary so these items can be secured through the hotel, if necessary.
5. Register all technical speakers by end of business the Tuesday prior to the monthly meeting. Speaker meals are currently complimentary.
6. Provide an appropriate Seminar Speaker gift.
7. Coordinate with Technical Group and/or Institute Chairs to get presenter biographies and seminar descriptions posted in the newsletter and on the Branch website.
8. Encourage involvement of local Institute chapters including the Structural Engineering Institute (SEI), Environmental & Water Resources Institute (EWRI), Construction Institute (CI), Transportation and Development Institute (T&DI), and Geo-Institute (G-I).
9. Encourage formation of other local Institute chapters including: Sustainability group and Engineers Without Borders (EWB).
10. Roll-up and finalize a budget for the Institutes and/or Technical Groups to be presented to the Treasurer. It is not anticipated that seminar speakers will receive honorariums or other compensation.

TEXAS SECTION DIRECTOR

Function

Serve as the liaison between the Branch and the Texas Section (Section).

Responsibilities

1. Serve on the Branch and Texas Section Boards in accordance with the Section Constitution and Branch Bylaws. Be thoroughly familiar with the Texas Section Constitution, Bylaws and Rules of Operations.
2. The Texas Section Director serves a two (2)-year term. The Dallas Branch is to elect the Section Director on odd years.
3. Obtain the view of Branch and Board members on pertinent issues prior to attending the Section meetings.
4. Attend Branch Board and monthly meetings and report to the members the activities of the Texas Section Board. Present or announce Section news or information at monthly meetings or via newsletter, website, and email.
5. Attend Section Board of Direction meetings at the Spring Business Meeting and Fall Annual Conference. Represent the members of the Branch in actions by the Section Board. If unable to attend, an alternate should be appointed by the President, and the Executive Secretary of the Section should be notified.
6. Present to the Section Board matters of concern and interest of the Branch and request official action when required.
7. Help the Section's Executive Secretary acquire information and reports from the Branch and help communicate Section matters to the Branch.
8. Assist the Branch Officers in preparation of reports or in actions required by ASCE, the Section Board, or the Executive Committee of the Texas Section.
9. Request the Branch Officers and Committee Chairs to submit Semi-Annual reports before the Spring Business Meeting and Annual Reports before the Fall Conference as directed by the Section.
 - a. Collect and compile Branch Activities into Semi-Annual and Annual Reports to be e-mailed to the Texas Section by requested deadline.
 - b. Provide drafts of Semi-Annual and Annual reports to the President for review and to provide additional comments.

10. Serve as Branch Contact for the following Section committees until a Branch Contact Member has been designated by the Branch President: Continuing Education, History and Heritage, Membership, and Younger Members.
11. Coordinate with Education Chair and/or Technical Director on locating sites and/or acting as site facilitator for Section sponsored webinars.
12. Post Texas Section reports to the Branch eRoom.
13. Prepare and submit a budget to the Treasurer.

COMMITTEE CHAIRS

Branch Committee Chairs are integral to the Branch operations and provide valuable input at Branch Board meetings.

In accordance to the Branch Bylaws, the President appoints chairs for the following standing Branch Committees with the exception of the Golf Committee:

1. Communications Committee
2. Education and Outreach Committee
3. Fundraising Committee
4. Golf Tournament Committee
5. History and Heritage Committee
6. Honors Committee
7. Hospitality Committee
8. Membership Committee
9. Nominating Committee
10. Program Committee
11. Public Relations and Outreach Committee
12. Scholarship Committee
13. Younger Member Committee

Special Ad Hoc Committees/Positions include the following:

1. Future City Committee
2. Past Presidents Committee
3. Assistant Treasurer
4. Student Chapter Advisors

Chairs of Subsidiary Organizations (such as Technical Groups and/or Institutes, and Regional or Milestone Meeting Committees) include the following:

1. Construction Institute
2. Environmental & Water Resources Institute
3. Engineers Without Borders
4. Geotechnical Institute
5. Structural Engineering Institute
6. Sustainability
7. Transportation & Development Institute

The Technical Institutes generally operate in accordance to the Dallas Branch Bylaws. Each Technical Institute has own Rules of Operations. Contact the Technical Director for these Rules.

COMMUNICATIONS COMMITTEE

Duties & Responsibilities

1. Appointed Chair shall form a committee including a webmaster, newsletter editor, social media coordinator, and eRoom administrator.
2. Review and edit various communications to the Branch members including such items as e-mails, website postings, postcards, newsletter, and social media postings.
3. Quarterly or monthly review and update of the Branch website and recommend website content changes to the Board. Administer the website, in conjunction with the website host, which is normally a third-party vendor.
4. Approve invoices from the website host.
5. Maintain eRoom.
 - a. Clean-up mis-posted files or documents.
 - b. Assure that access and passwords are provided to new users and that access is deleted for former users.
 - c. Encourage officers & chairs to post required material to the eroom
6. Coordinate communications with Branch members.
 - a. Prepare the monthly newsletter and meeting notice
 - b. Prepare the monthly meeting pre-presentation slide show
 - c. Work with the Program's chair to ensure PDH certificates are emailed out to meeting attendees within 2 days of the meeting
 - d. Post recorded meeting presentations to Branch Youtube page
 - e. Respond or forward any inquiries received through the website
 - f. Work with the Board to conduct and publish member surveys
 - g. Send quarterly upcoming meetings postcard as required.
 - i. Send postcard with joint meeting info to all members.
 - ii. Send other quarterly postcards to members aged 60 and over and to members without an email address.
 - h. Post announcements, select articles, and meeting information to social media
 - i. Forward pertinent branch announcements and activities to State, Regional and National ASCE sources
7. Maintain website content and links.
 - a. Post meeting notice information monthly, coordinating with the Newsletter Editor.

- b. Collect all articles, program for next meeting, and President's message.
 - c. Post news articles with photos of Branch activities.
 - d. Post pictures for the Newsletter and website as appropriate and ensure other chairs and officers can post photos to the website photo album.
 - e. Maintain social media pages
8. Ensure Branch meeting reservation and payment information is accessible to the Hospitality Chair, Treasurer, Scholarship Chair, Fundraising Chair, and Secretary.
 9. Update logos and other sponsorship content on website and newsletter. Coordinate with Fundraising Committee on current sponsors' information to be posted.
 10. Work with Membership Chair to ensure required monthly membership updates from ASCE National are made to the local membership database
 11. Work with the Branch Technical Institutes to disseminate information to their local technical institute members
 12. Prepare Committee's Annual Report as requested by the Texas Section Director, to be submitted to the Texas Section.
 13. Coordinate with and report to the President.
 14. Prepare and submit a budget to the Treasurer and the President.

EDUCATION AND OUTREACH COMMITTEE

Duties & Responsibilities

1. Promote technical and continuing education of the Branch members and local students, as it relates to civil engineering.
2. Develop Public Education seminars, generally geared to students, to help the public understand technical issues that affect all, and also promote the Civil Engineering profession to the public.
3. Develop Civil Engineering Clubs at local high schools. Civil Engineering Clubs may include monthly meetings, hands-on activities, presentations by local engineers, and/or field trips.
4. Organize and/or coordinate public outreach events that include the promotion of civil engineering at local fairs, festivals, and schools. (i.e. Earth Day, E-Week booth, career expos, etc).
5. Coordinate with Younger Members Committee and Communications Committee to promote these outreach and education activities and events.
6. Prepare Semi-Annual and Annual Report as requested by the Texas Section Director, to be submitted to the Texas Section.
7. Form and manage a committee of appropriate size to execute the duties outlined above. It is advisable to appoint committee members to organize each technical program, field trip, and public education seminar endorsed by the Branch.
8. Coordinate with and report to the President-Elect.
9. Prepare and submit a budget.

FUNDRAISING COMMITTEE

Duties & Responsibilities

1. Secure sponsorship for Branch monthly meetings. Contact local firms to be monthly Dallas Branch meeting sponsors. Work with Treasurer/Assistant Treasurer to ensure invoices for monthly meeting sponsorship are sent out and paid.
2. Coordinate with the Branch meeting sponsor to determine sponsor speaker to promote their organization.
3. Coordinate with Technical Director and Program Chair to determine meeting and seminar topics to match with sponsors' preference (only if feasible).
4. Secure sponsorship for Newsletter/Website. Contact local firms to be annual Newsletter/Website sponsors in accordance to the current Branch policy. Work with Treasurer/Assistant Treasurer to ensure invoices for newsletter/website sponsorship are sent out and paid.
5. Coordinate with the Communications Committee on obtaining sponsor logos.
6. Coordinate activities with the Scholarship Chair.
7. Form and manage a committee of appropriate size to execute the duties outlined above.
8. Coordinate with and report to the Vice President.
9. Prepare and submit a budget for Monthly Meeting sponsorships.

FUTURE CITY COMMITTEE

Duties & Responsibilities

1. Represent ASCE at the local Future City program and be a liaison for communication with the Branch (i.e. volunteer and sponsorship requests)
2. Encourage involvement in the local Future City Competition.
3. Request ASCE members to be volunteer mentors and judges in the Fall.
4. Coordinate with the Younger Members, Education, and Communications Chair for announcements and call for volunteers for the Future City program.
5. Coordinate with and report to the Branch Director.
6. Prepare and submit a budget.

GOLF TOURNAMENT COMMITTEE

Duties & Responsibilities

1. The members and chair for this committee are to be assigned by the Younger Member Committee in accordance to the Dallas Branch Bylaws.
2. Coordinate the annual Joint Fort Worth and Dallas Branch golf tournament on odd years in spring/summer.
3. Find golf course within the DFW Metroplex that will be suitable for Dallas and Fort Worth members to attend.
4. Produce forms and other promotional material (i.e. email blasts, social media posts, etc) that will advertise the Golf Tournament to Dallas and Fort Worth members.
5. Develop program and schedule for Golf Tournament (i.e. 4-person scramble). Consider other ways to help with fundraising more money for scholarships. (i.e. raffle for door prizes, mulligan purchase, etc).
6. Assist the Fundraising Committee in obtaining Sponsorship for the Golf Tournament.
7. Form and manage a committee of appropriate size to execute the duties outlined above.
8. Coordinate with and report to the Branch Director.
9. Prepare and submit a budget to be included in the Branch Budget.

HISTORY AND HERITAGE COMMITTEE

Duties & Responsibilities

1. Endeavor to collect and preserve items of historical interest that are relevant to the history of Civil Engineering.
2. Maintain contact with Section's History and Heritage Committee.
3. Endeavor to have identified, documented, and properly marked important Landmarks significant to the history of Civil Engineering. The committee will bring landmarks of state and national significance to the attention of the Section and National ASCE Committees with requests for designation as Texas and National Landmarks.
4. Maintain the history of the Branch.
5. Maintain historic photographic (scanned or original file copies) record of Branch activities, including regular meetings.
6. Prepare Semi-Annual and Annual Report as requested by the Texas Section Director, to be submitted to the Texas Section.
7. Coordinate with and report to the Past President.
8. Prepare and submit a budget.

HONORS COMMITTEE

Duties & Responsibilities

1. In accordance with the Branch Bylaws, the Honors committee is comprised of at least 3 members: consisting of the Honors Chair, one Dallas Branch Past-President, and at least one other Subscribing Member of the Dallas Branch.
2. Download information about the National (i.e. Section and Branch Awards) and Texas Section Awards (i.e. Outstanding Civil Engineering Achievement (OCEA), Excellence in Journalism Award, etc) from their websites.
3. Advertise awards and Nomination details (i.e. nomination forms, descriptions, deadlines) to the membership via the Branch newsletter, website, email, and at Branch meetings to request nominations.
4. Local Branch awards to be presented during National Engineers week at the local TSPE E-Week gala (usually occurring in February) are:
 - a. ASCE Engineer of the Year
 - b. ASCE Young Engineer of the Year
5. For all awards, have nominees fill out the Nomination Forms, which are different for each award. Forms are available on eRoom. Request pictures as needed.
6. Evaluate the Nomination Forms and select Awardees for the local Branch awards and Nominees for all the other awards.
7. Present the Committee's recommendations to the Board for approval.
8. Submit the Nomination Forms of the approved Nominees for each award to either ASCE National, or Texas Section, by the deadline set for each award. This is generally the end of November of the year of the award.
9. Submit awardees biographies and picture to the Communications Committee for posting on the Branch website. Coordinate with the History and Heritage Committee so that awardees names are logged into their system.
10. Prepare Annual Report as requested by the Texas Section Director, to be submitted to the Texas Section.
11. Coordinate with and report to the President-Elect.
12. Prepare and submit a budget.

HOSPITALITY COMMITTEE

Duties & Responsibilities

1. Prepare name tags of all attendees for each Branch meeting or event. Have blank name tags available for those that are allowed to attend the meeting, but did not make a reservation in advance (walkups).
2. Coordinate with the Treasurer, Secretary, and Vice-President regarding meeting reservations.
 - a. Register all standing reservations online by end of business the Tuesday prior to the monthly meeting
 - b. Coordinate with Programs chair and Technical Director to ensure all speakers are registered by end of business the Tuesday prior to monthly meeting.
3. Greet and accommodate ASCE members, students, and guests at Branch meetings and special functions. Assist any attendees who have special needs at the meetings.
4. Develop, maintain, and sell Branch merchandise, as approved by the Board.
5. Maintain Branch banners, posters, displays, and other signage. Display as appropriate at meetings (including joint meetings). Make material available to other committees as necessary for other functions (e.g., educational functions).
6. Form and manage a committee of appropriate size to execute the duties outlined above.
7. Coordinate with and report to the Vice-President.
8. Prepare and submit a budget.

MEMBERSHIP COMMITTEE

Duties & Responsibilities

1. Formulate a program encouraging qualified members of the Civil Engineering profession residing within the Branch's area to affiliate with ASCE, to encourage members of the ASCE to become active in the Branch, and to encourage members to become subscribing (dues-paying) members of the Texas Section and the Branch. In broad categories, these activities would fall in the following divisions:

2. New Members:
 - a. Cultivate potential members including having applications available to all visitors attending Branch meetings.
 - b. Obtain list of newly assigned members from the ASCE National database and invite them to Branch Meetings.
 - c. Contact large employers of Civil Engineers (both in private and public sector), as sources of new members and as potential sponsors for the Branch website and newsletter.
 - d. Follow-up by contacting transfers and special cases.

3. Existing Members:
 - a. Stimulate upgrading of individual membership. Present information at least one monthly meeting each year on the benefits of membership & upgrading membership. This can be done prior to meeting or during announcements.
 - b. Promote awareness of ASCE benefits and encourage pride in membership.

4. Life Members
 - a. Receive Certificates and list of Life Members from the Texas Section (usually in the fall).
 - b. Coordinate with the President to plan for proper recognition of Life Members and presentation of their certificates at the monthly Branch meetings.
 - c. Call the Life Members and invite them to attend the scheduled meeting. Interview them to prepare a brief summary with their career highlights to be read at the monthly meeting prior to presenting them with their certificates.

5. Register each year with ASCE Geoservices Department as the Branch officer authorized to access the ASCE FTP server and download updated membership data from the ASCE website on a regular basis. Membership updates are available every morning.

6. In cooperation with the Secretary and acting as the Section Membership Committee Contact:
 - a. Maintain a supply of Membership Application Forms.
 - b. Distribute membership materials to prospective members and provide them with the ASCE website address for online application (www.asce.org/membership/join_renew.cfm).
 - c. Encourage upgrade of membership classifications.
7. Coordinate activities with Section Membership Committee as Branch representative member to the Committee.
8. Notify the Texas Section Office and the Society Office of any deceased members of the Branch, including obituary and any notable ASCE or civil engineering accomplishments.
9. Coordinate with and report to the President-Elect.
10. Prepare and submit a budget.

NOMINATING COMMITTEE

Duties & Responsibilities

1. The Nominating Committee shall be comprised of at least three members consisting of the Immediate Past-President as Chair, President-Elect, and at least one other subscribing member of the Branch, selected by the Chair.
2. Provide nominees for Branch offices at the August meeting. (Nominees will be voted on in September and installed in October.)
3. Provide Nominees for Texas Section Office upon request of the Section Nomination Committee, which is due in the month of November. In order to have sufficient time to respond, the Nominating Committee shall meet in early October and prepare a list of nominees for Section Offices.
4. Prior to submitting any name for nomination, the committee shall secure the permission of the individual. The following information is required for each nominee.
 - Position
 - Name
 - Address / Telephone number / Fax / E-mail
 - Branch, section, and national offices previously held (including committee membership and chair).
 - Current branch, section, and national officership and committee membership held (including any time duration).
 - Evaluation of availability, which shall include any non-ASCE activities and the estimated impact on time, travel capability, and employer's policy on professional activities.
5. Coordinate with and report to the Board of Directors.
6. Prepare and submit a budget.

PAST PRESIDENTS COMMITTEE

The Past Presidents committee is a non-structured group comprised of former presidents of the Dallas Branch. The Past Presidents have been requested by the Dallas Branch Board on occasion to provide insight and recommendations on important issues of the Branch. The Past Presidents do not have voting capacity on the Board and their role is considered to be advisory.

Suggested Responsibilities

1. In the event the Branch Board amends the Branch By-laws, the Board may request a review by the Past Presidents. The Past Presidents may provide their recommendations to the Board.
2. The Past Presidents are requested to assist the History and Heritage committee with the updating of the Dallas Branch history.
3. The Branch Board may request that the Past Presidents also provide assistance with the fund management of the G.B. Mann Scholarship. The Branch Board may request the formation of an ad-hoc committee comprised of Past Presidents to be the Scholarship fund manager.
4. As the Scholarship manager, the committee shall review and maintain fund history and recommend investment options. This may include selection of an outside fund manager or investment consultant, if approved by the Board. All investments shall be in low-risk strategies or instruments.
5. The G.B. Mann Scholarship Fund manager shall make recommendations to the Board about the number and amount of scholarships to be awarded within each fiscal year.

PROGRAM COMMITTEE

Duties & Responsibilities

1. Provide interesting, entertaining programs at Branch meetings. The program has the single largest impact on the attendance at meetings, which results in optimum membership participation in ASCE. As more members participate, all members benefit. Most program topics should cover a variety of technical specialties in civil engineering and upcoming or completed projects or programs of technological significance. Occasionally, it may be desirable to present a non-technical program of general interest, particularly at special (joint) meetings.
2. Seek Board and Committee Chairs input for current and interesting program topics and/or speakers.
3. Prepare a program schedule with speaker and topics determined months in advance.
4. Prepare meeting announcement for the newsletter, website, e-mail, and post card communications by the Communications Committee.
5. Coordinate with the Communications Committee on the content for the announcement slides that are projected at Branch meetings. Prepare announcement slides in advance of the Branch meetings and request input from the President and Communications Chair.
6. Coordinate with speaker to obtain an electronic copy of a short technical biography, headshot picture, and presentation title and summary.
7. Coordinate with the speaker through email, phone call, in person on the details of the Branch monthly meeting. Provide details of meeting location, date, time, presentation duration, program order, meal, etc.
8. Register all main speakers by end of business the Tuesday prior to the monthly meeting. Speaker meals are currently complimentary.
9. Assure that hotel staff has set up speaker's podium, microphone, projector(s), and other items needed by the speaker for the monthly programs. Coordinate with the Secretary so these items can be secured through the hotel. Secure, store, and maintain Branch-owned equipment (i.e. projectors, lap tops).
10. Provide for an appropriate Speaker Gift.

11. Prepare Annual Report as requested by the Texas Section Director, to be submitted to the Texas Section.
12. Prepare the Professional Development Hour (PDH) certificate after each Branch meeting. Information to include are the date, location, Program title, speaker and other technical seminars before or after the Branch meeting.
13. Coordinate with the Technical Director and Technical Institute Chairs on technical seminars themes. Try to match the Program with the technical seminars or vice versa, if possible.
14. Coordinate with and report to the Vice-President.
15. Prepare and submit a budget.

PUBLIC RELATIONS & OUTREACH COMMITTEE

Duties & Responsibilities

1. The Committee Chair (or a member of the committee) shall attend the National ASCE Annual Fly-In at Washington D.C., if it is budgeted for and approved by the Board of Directors.
2. Solicit and organize local meetings with local officials to promote ASCE.
3. Represent the Branch at various functions as directed by the President.
4. Represent the Branch as the contact to the Section Committee on Public Relations and Professional Image.
5. Respond to media requests to identify appropriate Branch members for interviews, engagements, or presentations supported by the Branch.
6. Provide News Releases about members, firms or events for general media distribution.
 - a. Provide Items for publication in the Texas Civil Engineer, Section website, and other statewide media.
 - b. Provide Photos for use in the Section publications.
 - c. Lead the Branch in securing and submitting nominations for the Texas Section Excellence in Journalism Award.
7. Prepare Semi-Annual and Annual Report as requested by the Texas Section Director, to be submitted to the Texas Section.
8. Coordinate with and report to the President-Elect.
9. Prepare and submit a budget.

SCHOLARSHIP COMMITTEE

Duties & Responsibilities

1. Chair shall form a committee that includes, at a minimum, a scholarship administrator.

G.B. Mann Scholarship Administration

2. Award the G.B. Mann Scholarship to one or more local area high school senior students who are scheduled to attend Civil Engineering programs at accredited U. S. universities. These students must be accepted to attend a college in a civil engineering curriculum. The number of scholarships awarded may be adjusted by the Board based on the number and quality of applications received, as well as the funding level approved by the Board.
3. Advertise the program to local area high schools. Coordinate with the School Districts so they can send the applications to all their schools through interoffice mail.
4. Devise a merit and needs-based system to evaluate and grade all scholarship applications that were received prior to the deadline for submittal. Assimilate the scores from Committee members and make scholarship award recommendations to the Board of Directors.
5. Send out the application letters in the Fall. Receive and evaluate the applications no later than the end of February.
6. The President presents scholarships to the students at a Branch meeting in the Spring.
7. Coordinate with the Younger Member and Fundraising Committees regarding scholarship fund raising activities.
8. Develop an annual fundraising event to supplement the G.B. Mann Scholarship Fund on even years when Branch is not hosting the Joint Dallas and Fort Worth Golf Tournament. (i.e. Casino Night).
9. Organize monthly raffle drawings or other minor activities to help fundraise for the scholarship fund.

Other Scholarship Endowments

1. On the occasion that the Branch finances show an excess of funds beyond the normal operating expenses, the Branch Board may choose to set aside the extra income and donate to another scholarship endowment. This decision may be prompted when a large "profit" is shown in a fiscal year, and the Branch Board is

advised by our accounting consultant to donate this extra income to maintain the Branch's non-profit 501(c)3 status.

2. The Scholarship Committee will coordinate with administrators of these endowments performance and scholarship recipients that have benefited from the endowments.
 - a. As of 2010, ASCE Dallas has a scholarship endowment with University of Texas at Arlington. ASCE Dallas made a donation for \$25,000 that was matched for a total of \$50,000 for the endowment.
 - b. Maintain records of the endowment reports and update the Board. These reports shall be posted to the Branch e-room.
 - c. Send Branch representative to attend ceremonies for scholarship awards from these endowments.

Miscellaneous

3. Prepare Semi-Annual and Annual Report as requested by the Texas Section Director, to be submitted to the Texas Section.
4. Coordinate with and report to the Vice-President.
5. Prepare and submit a budget.

YOUNGER MEMBER COMMITTEE

Duties & Responsibilities

1. Encourage Younger Members to upgrade their membership to Member grade as soon as they are eligible.
2. Organize and encourage attendance at social functions in order to form stronger bonds and provide learning experiences among young engineers of differing disciplines.
3. Encourage Younger Member involvement in Education, Fundraising, and Public Relations and Outreach activities.
4. Per the Bylaws, select a (Younger) Member to be the Golf Tournament Committee Chair. Consult the President for appointing the Golf Tournament Chair position.
5. Provide Communications Committee with reports of activities suitable for publication.
6. Attend annual Region 6 Younger Member Conference (Chair and/or committee members chosen by the Chair and approved by the Board).
7. Promote the civil engineering profession among school and college students.
8. Prepare Semi-Annual and Annual Report as requested by the Texas Section Director, to be submitted to the Texas Section.
9. Form and manage a committee of appropriate size to execute the duties outlined above.
10. Coordinate with and report to the Branch Director.
11. Prepare and submit a budget.

ASSISTANT TREASURER

This position includes the duties and responsibilities listed below and general assistance to the Treasurer. This role also provides a member insight on the Treasurer's officer position and Board operations.

Duties & Responsibilities

1. Assist in collecting the money at the monthly luncheon meetings
2. Prepare meeting receipts for Branch members.
3. Do the tally of the final count at the monthly luncheon meetings and give to the Secretary
4. Assist with deposit the monthly luncheon money, sponsorship money, and the scholarship money in the bank.
5. Assist with the website sponsorship invoices and sending them out, as needed.
6. Assist with the luncheon sponsorship invoices and sending them out, as needed.