



**Construction Institute
Sacramento Section
American Society of Civil Engineers**

PROPOSAL TO START LOCAL ACTIVITIES

Proposed Organization:

Chairperson: Larry J. Smith, P.E., F.ASCE, USACE
Vice Chairperson: Greg Zeiss, P.E., M.ASCE, HDR
Vice Chairperson: Melissa Woodruff, VSCE, Inc.
Secretary-Treasurer: Russ Sherman, Kiewit Pacific Company
Advisor: Dan Hart, Kiewit Pacific Company
Advisor: Louay Owaidat, Envirocon

We are in a most dynamic time for the Construction Industry in the Sacramento Region. We have record construction spending and record construction contracts on the horizon. We have an increasing number of Civil Engineers practicing Construction Management within our Section boundaries and we want to capitalize on this opportunity to grow with the industry. We feel we are in the right place at the right time to start local activities for the Institute. We can further the mission of CI at the local level and we can collaborate with an adjacent CI San Francisco Section CI organization.

Our goals and mission are:

- Serve local members of CI and other participants in the construction process.
- Improve the state of construction practice through the development and dissemination of knowledge and technology.
- Advance the practice of construction
- Network with the Northern CA Chapter of CMAA
- Recruit new members for CI.

Our plan is to first recruit volunteers for the open positions of the proposed organization. As we continue to build members we will start with dinner meetings that will focus on advancing the knowledge base of the participants. Speakers will be selected from local experts who bring value to the participants from different market sectors including contractors, engineers, construction managers, architects, consultants, material suppliers, equipment suppliers, attorneys, insurance/bonding and surety providers, bankers and financial experts, accountants, tax advisors, regulators, OSHA consultants and other Construction Industry participants.

The Sacramento Section will publish announcements of activities in the monthly newsletter ("The Engineerogram") and will handle reservations through the section office.

Our current leadership will serve a one-year term beginning July 1, 2008. The subsequent leadership will be established in accordance with our bylaws (copy attached). Our goal is to develop a website for the SSCI. Ideally the website would be linked to websites for the Sacramento Section and the National C-I. In addition we would like to eventually establish an electronic mail server.

The date and topic of our first meeting is to be determined. Initially we hope to begin with two events each year with and a follow on goal of four events each year. The frequency may change with participants' interest and attendance. This will be the core of our local activities and we will

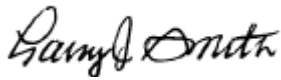
build on it through networking with our Structural and Geotechnical Institute, and local Chapter of CMAA and SAME.

Financial:

The SSCI will establish a checking account as we receive start-up capital from the Sacramento Section and possibly charter contributions from member firms, agencies, and universities. If available, start up funds from C-I would also be appreciated. The start up capital, would be used to establish our website, cover initial operation operational expenses, and help fund our first meetings. Our goal is to have revenue generated from meetings and other activities cover the cost of operational expenses.

We are requesting ratification of this proposal for local CI activity from the Board of Directors of CI

Respectively Submitted,



Larry J. Smith, P.E., F.ASCE, CCM
Chairperson, SSCI

Attachment: SSCI Bylaws

Larry Smith can be reached for any further information at (916) 557-7707 (W), (916) 261-1545 (C), and E-Mail: larry.j.smith@usace.army.mil or lsmith@calweb.com.



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BYLAWS

ARTICLE I. PURPOSE

The Construction Institute (C-I) of the American Society of Civil Engineers (ASCE) is a specialty organization focused on the Construction Industry. Similarly, the Sacramento Section Construction Institute (SSCI) is the local specialty chapter mirroring the goals and purposes of the C-I. The purpose of the SSCI is to locally promote interest and advance engineering knowledge in the construction industry.

ARTICLE II. MEMBERSHIP

Professionals engaged within the construction industry are eligible for membership in the SSCI. Membership in ASCE is not a requirement, but is encouraged. In addition, "Institute Only" members (e.g. membership in the Society C-I and not membership in ASCE), members of other "Construction Organizations" (CMAA, AGC, SAME, etc), contractors and suppliers are also eligible for membership. Officers and directors of SSCI shall be members of ASCE and the ASCE Sacramento Section or the Construction Institute.

ARTICLE III. DUES

Annual (calendar year) membership dues, if any, will be established by the Officers and Directors at the yearly Board of Directors meeting to be held in June. The need for collecting dues will be based on the financial status of the group. If dues are necessary, first year membership dues will be established on a quarterly prorated basis. Subsequent yearly dues shall be paid in advance by January 1.

ARTICLE IV. BOARD OF DIRECTORS

The Board of Directors of the SCI shall consist of four Officers including a Past-Chairperson, Chairperson, Vice-Chairperson, and Secretary/Treasurer, and at least one appointed Director. The Officers shall serve on-year terms beginning July 1. The appointed Director(s) shall serve a two-year term. The Directors(s) shall be appointed at the annually Board of Directors meeting in June.

Officer's Duties:

1. **Chairperson.** The Chairperson shall be the chief executive officer of the group and shall have general supervision of the business of the group. The Chairperson has the duty to call and preside at all meetings of the group and shall attend (or designate a member to attend) the ASCE Sacramento Section "Institute" Committee meetings. The incoming Chairpersons initial responsibility is the submittal of an annual budget to the ASCE Sacramento Section by September 1. The Chairperson's final responsibility is the preparation and submittal of an annual report to the ASCE Sacramento Section by July 1, describing the past year activities of the group.

2. **Vice-Chairperson.** In the absence of the Chairperson or in the event of their disability or inability to act, the Vice-Chairperson shall perform all the duties of the Chairperson. The Vice-Chairperson shall prepare and submit meeting notices and election ballots to the group membership. The Vice-Chairperson shall also serve as program coordinator for the group. The program coordinator takes the lead for scheduling meeting venues, guest speakers, and plans the general activities for the group.
3. **Secretary/Treasurer.** The Secretary/Treasurer shall prepare minutes for meetings and keep accurate records of the funds of the Group. The Secretary/Treasurer shall maintain the membership list and perform other duties as assigned.

The Past-Chairperson and Director(s) shall provide general guidance and leadership to the Officers of the group.

ARTICLE V. NOMINATIONS AND ELECTIONS

Nominations for Chairperson, Vice-Chairperson and Secretary/Treasurer shall be made annually by a Nominating Committee consisting of the Chairperson and two members appointed by the Chairperson. The nominations shall be made prior to the first membership meeting of the calendar year. Officer election ballots will be distributed with the next membership meeting notice. The ballots will then be collected and tallied by the Nominating Committee and the results presented at the next membership meeting.

ARTICLE VI. MEMBERSHIP MEETINGS

Membership meetings shall be held at a time and place designated by the Officers. The Board of Directors shall meet annually in June. Additional meetings, if necessary, shall be scheduled by the Officers.

ARTICLE VII. COMMITTEES

Committees shall consist of at least 2 Members selected by the Board of Directors. The committees shall perform tasks assigned to them by the Board of Directors and shall report to the Chairperson.

ARTICLE VIII. AMENDMENTS

These bylaws may be amended by 2/3 of votes cast by members in good standing, provided that such knowledge of additional change has been previously distributed.

ARTICLE IX. SPECIAL PROVISIONS

Policies and actions of this group shall comply with the Constitution and Bylaws of the ASCE Sacramento Section and the Construction Institute.