

# GUIDANCE DOCUMENT

## How to Transform an Existing Section or Branch Technical Group into a local Institute Chapter of your Section or Branch.

The affiliation of local technical groups of Sections and Branches with Institutes is strongly encouraged by National ASCE at this time. The initiative for affiliation best comes from the local technical group. Following is a recommended procedure to transform a local technical group into a viable and effective local Institute Chapter.

1. Meet with your Section/Branch Board of Directors requesting their initial approval and assistance in planning for the affiliation. Request guidance from Section/Branch as to whether the interaction with the Institute should be through the Section/Branch governing body or directly with your local Institute Chapter. Then proceed accordingly.
2. Contact the President of the Institute you desire to affiliate with requesting initial approval and assistance in planning for the affiliation. The request should include the following:
  - a) Name of Section/Branch
  - b) Names of Section Officers and local Technical Group leadership.
  - c) Estimated current size of local technical group.

If possible, secure from ASCE headquarters, the names of National Institute members (both Institute only members and ASCE members) residing within your Section/Branch area. Include number of subscribing and assigned National Institute members residing in your Section or Branch area.

1. Statement of current activities of technical group.
2. Statement of objectives for future development.
3. Prepare a specific proposal to your Section/Branch including, if necessary, revisions to your Section/Branch Bylaws or Operating Rules to establish the local Institute Chapter in replacement of your technical group. In addition, prepare changes to Section/Branch Bylaws or Operating Rules to allow Institute only members to participate in local Institute Chapter activities. Provide a copy to the National Institute.
4. Prepare appropriate Bylaws or Operating Rules for the local Institute Chapter for approval by both your Section/Branch and the National Institute.
5. Upon approval by both the Section/Branch and the Institute, notify Society headquarters by letter including the following information:
  - a) Statement of endorsement of local Institute Chapter by Section/Branch Board of Directors.
  - b) Statement of endorsement of local Institute Chapter by Institute Board of Governors.
  - c) Names and titles of Chapter Officers (chair person, secretary, etc.)
  - d) Brief statement of Chapter objectives.
  - e) Proposed Bylaws or Operating Rules of the Chapter.

- f) Proposed revision of Section/Branch Bylaws or Operating Rules to allow Institute only members to participate in local Institute Chapter activities.
  - g) Any additional information which the Section and Branch or National Institute may wish to record on formation of the local Institute Chapter.
6. Upon receipt of notification, the ASCE Executive Director shall refer the request to the Council of Vice Presidents for review. After review at this level, the Branch or Section technical group becomes the \_\_\_\_Institute Chapter of the \_\_\_\_Section/Branch.