

GUIDANCE DOCUMENT

How to Form a New local Institute Chapter within a Section or Branch

An expanding area of Section/Branch activity has been local Technical Groups. Further interest in sub organizations focused on single specialized fields of Civil Engineering has lead to the development of Institutes on a national basis. Efforts are now underway to promote the organization of Institute affiliated groups within Sections and Branches. Most of these will function similarly to existing local technical groups of many Sections and Branches. The following is a recommended procedure to form a local Institute Chapter within your Section/Branch if it does not have a corresponding technical group.

1. Assemble a group of members interested and practicing in and participating in a technical interest represented by an Institute.
2. Meet with your Section/Branch Board of Directors requesting their initial approval and assistance in planning for local Institute Chapter within your Section/Branch. Request guidance from the Section/Branch as to whether the interaction with the National Institute should be through the Section/Branch governing body or directly with the new local Institute Chapter. Then proceed accordingly.
3. Contact the President of the Institute under which you desire to form a Chapter requesting initial approval and assistance of the Institute in planning for the affiliation. The request should include the following:
 - a) Name of Section/Branch
 - b) Name of Section Officers
 - c) Name of individuals suggesting formation of the local Institute Chapter.
 - d) Secure, from ASCE Headquarters, 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 (ASCE) members residing in your Section/Branch area.
 - e) Statement of objectives for future development
4. 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 and to permit the Institute only members to participate in local Institute Chapter activities. Provide a copy to the National Institute.
5. Upon approval by both the Section/Branch and the National Institute, notify Society Headquarters by letter to include 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 Governor.
 - 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/Branch or 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 _____ Institute Chapter of the _____ Section and Branch is in operation.