

Policies and Procedures Manual for The Geo-Institute of The American Society of Civil Engineers

I. Definition, Scope, Legal Issues

This document is the Policies and Procedures Manual of the Geo-Institute (G-I) of the American Society of Civil Engineers. Its purpose is to serve as a supplement to the Bylaws and to the ASCE Institute Operating Procedures (IOP). The Geo-Institute Technical Policies and Procedures are included as an appendix to this document (Appendix H). This Policies and Procedures Manual describes the operations of the G-I. It is intended to be a living document, continuously updated to meet the ever-changing needs of the members and leaders of the G-I. If there is a conflict between this manual and the Bylaws, the Bylaws shall prevail. The IOP also supersedes the G-I Policy and Procedures Manual. This document shall be posted on the G-I's website for public view.

II. Board of Governors and Governance

II.A. Purpose

The Board of Governors (BoG), also referred to herein as the Board, has the responsibility for governance and oversight of the G-I.

II.B. Composition

The BoG consists of a minimum of seven and a maximum of nine people, all of whom must be members of the G-I. At least one Governor will be elected annually by individual members of the Institute in accordance with the Bylaws. One governor shall have been appointed by the ASCE President-Elect, typically after consultation with the BOG. Four Governors will serve as officers of the Board. However, all officers of the Board must have held a member-elected position on the Board for one year. One or more additional Board members may be appointed to the Board by the BoG in accordance with the Bylaws and these Policies and Procedures.

II.C. Officers

The officers of the G-I are:

- President (a Governor)
- Vice President/President-Elect (a Governor)
- Treasurer (a Governor)
- Secretary (the Director of the G-I)

The Treasurer and Vice President will be elected annually. The Vice President, as the President-Elect, automatically moves up to the position of President. The President moves automatically into the position of Immediate Past President. The Director serves

as Secretary. For the offices of Vice President and Treasurer, election will be by a simple majority vote of the BoG. The election will normally be held as part of the Fall BoG Meeting, and each officer's term of office will begin immediately at the conclusion of the meeting.

The position of Immediate Past President was created to allow an additional year of service for the President and to facilitate the transfer of institutional knowledge. This position is not an officer of the Board.

II.D. Period of Service

Governors' terms shall not exceed seven years of continuous service.

The Governor appointed by the incoming ASCE President Elect will serve a two-year term.

New governors will begin serving their terms at adjournment of the Fall Meeting of the BoG, except in cases when a Governor is appointed to complete an unexpired term.

II.E. Duties

II.E.1 Duties of the BoG

The BoG manages the business and affairs of the G-I. The following discussion generally describes the responsibilities of the BoG as a whole, not the specific responsibilities of individual Governors.

Fiscal Year: The fiscal year of the G-I matches ASCE's fiscal year, October 1 through September 30.

Budget, Dues, Fees, and Revenues: The BoG is responsible for all financial operations and management of the G-I:

- **Annual Budget:** Establishes the G-I's annual budget for revenue and expenses for the coming fiscal year and obtains approval for the annual budget from the ASCE Board of Direction.
- **Fiscal Policies:** Sets all fiscal policies, and has final authority for all expenditures made by the G-I.
- **Dues:** Sets G-I Only membership dues and policies.
- **ASCE Services:** Negotiates on behalf of the G-I with ASCE for services ASCE provides to the G-I.
- **Reserves Policy:** Operates the G-I with the intent of building and maintaining G-I reserves to at least 25 percent of annual expenses
- **USNS:** Serves as governing body of the US National Society of the International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE). Duties as the governing body of the USNS include:

- Appoint the USNS International Secretary;
- Review the annual report on USNS activities submitted by the International Secretary to the BoG for consistency with the goals and objectives of the USNS.
- Approve the annual budget for the USNS prepared by the International Secretary.
- Approve requests for special allocations from the USNS dues account or USNS ISSMGE Trust fund.
- The BOG, as Trustees for the ISSMGE Trust Fund, operates the Institute with the intent of building the capital in the ISSMGE fund at about 7 to 10 percent per year using both revenues generated by the fund itself, and from annual revenues of the Institute.
- Committee Guidance: The BoG provides guidance to the committees as generally described below:
 - Creation and Termination: Annually or more often, creates new committees and dissolves existing committees, except for the Nominations and Elections Committee and the technical committees which serve under the direction and supervision of the Technical Coordination Council.
 - Appointments: Appoints all Council and Board committee chairs. Provides its advice and consent to Council and Board committee chairs regarding committee makeup and membership. Technical Committee chairs are appointed by the TCC, with the consent of the BoG.
 - Committee Budgets: Reviews budget requests and sets budgets for Board Committees and Councils.
 - Monitoring: Maintains close liaison to committee activities through its involvement with the TCC, and by assigning BoG Liaisons to all Board Committees and Councils.
 - Guidelines: Instructs Board Committees and Councils on procedural issues such as frequency and conduct of meetings, quality of committee deliverables, and stewardship of budgets.
 - Supervision: May remove a Board Committee or Council chair or member at any time.
 - Representation: May authorize a Board Committee or Council or its chair to represent the G-I when appropriate.

Membership: The BoG sets all membership policies, except for those specifically provided for in the Bylaws.

Separation from Membership: The BoG acts on behalf of the G-I in all matters regarding separation from membership, generally following the procedures set forth in the ASCE Bylaws.

Bylaws Review: The BoG reviews the G-I's Bylaws from time to time, and directs the preparation of appropriate revisions and/or amendments as needed. The BoG may

appoint a committee to review Bylaws provisions and draft a revision or amendments for the BoG's consideration and action.

Policy and Procedures Manual Review: The BoG is responsible for regularly updating the G-I Policy and Procedures Manual to accurately reflect the operations of the organization.

Awards: The BoG is responsible for selecting the recipients of G-I Awards and candidates from the G-I for awards administered by ASCE. With the exception of the annual Terzaghi Lecturer and the Cross-USA Lecturer, the BoG receives recommendations for G-I awards and G-I nominations for ASCE awards from the Awards Committee and certifies those recommendations. To meet calendar requirements, the G-I President may certify the G-I Awards Committee recommendations, at his or her discretion, without seeking full Board approval. The BoG may ask the Awards Committee to explain its rationale for specific recommendations and in exceptional circumstances may choose to override Awards Committee recommendations. In the rare cases where the BoG does override Awards Committee recommendations, it will provide its rationale for overriding the Awards Committee to the Awards Committee. The procedures used by the Awards Committee and the Awards themselves are described in Section XV.A and in Appendix A, respectively. The BoG is responsible for establishment of any new G-I awards, including the criteria for receiving the award and for creating the endowment required to perpetuate the award.

Staff Management: Although ultimate responsibility for staff management lies with the Executive Director of ASCE, the BoG works closely with the Executive Director of ASCE to select, supervise, and, if necessary, discharge the Director of the G-I. The BoG works closely with the Director of the G-I to monitor the activities and performance of the G-I's staff. The BoG is responsible for clearly defining the needs of the G-I, and for monitoring the activities of the G-I's staff directed towards meeting those needs. The BoG makes recommendations to ASCE regarding the size of the G-I staff and for tailoring G-I needs to be consistent with the staff's ability to meet these needs.

Strategic Planning and Organizational Development: The BoG is responsible for ensuring that the G-I continuously meets the needs of its members. It is also responsible for ensuring that the G-I is poised to meet the anticipated or future needs of its members and the geoprofessional community. To help do this, the BoG is responsible for annual planning activities and for periodically updating its strategic plan. The strategic plan update is done as needs dictate, but, in general, the update should occur at three-year intervals. The BoG is free to seek assistance in strategic planning to ensure that the G-I continues to grow and develop to meet its members' needs and may delegate some of this authority and responsibility to an ad hoc Strategic Planning Committee or Task Force.

Decision Review: The BoG has the right to review any and all decisions made by the

officers, individual Governors, Board Committee and Council chairs, the G-I Director, staff, and others acting for or on behalf of the G-I. The BoG has the authority to overrule any decision, except for those decisions specifically related to employment or employment conditions of staff.

Other Duties: In general, the BoG is also responsible for the following duties and activities:

- Legal Action: The BoG is authorized to allocate funds for legal action when required or when it is determined that the issue at hand is vital to the G-I's interests.
- Lobbying or Political Action: The BoG is authorized to allocate funds for lobbying or political action activities on behalf of the G-I. These efforts must remain within the guidelines of the 501(c)3 organization.
- Publications: The BoG sets all publication policies of the G-I, and is solely responsible for approving deviations from ASCE publication policies.
- Endorsement: The BoG is responsible for authorizing the G-I's endorsement of other organizations' publications and activities such as proceedings, seminars and conferences. The BoG may delegate this authority to Board Committees and Councils. However, the BoG is responsible for any financial encumbrance that may come with a particular endorsement.
- ASCE Fellows and Dist. Member Nominations: The BoG may endorse and/or nominate members to ASCE Fellow Grade or Distinguished Member Grade.
- Reimbursement: The BoG establishes policies on expense reimbursement for volunteer activities by Individual Members. However, G-I policies on reimbursement must also comply with ASCE policies.
- Public Relations: The BoG is responsible for oversight of all public relations activities, including membership recruitment and efforts to promote the geoprofession.
- Liaisons: The BoG determines the number and nature of liaisons with other associations and the BoG is responsible for appointing all such G-I liaisons. The BoG is authorized to allocate funds for liaison activities.

II.E.2 Duties of the Officers

The duties of the G-I officers, as performed by them or delegated as G-I staff functions, are described as follows:

Duties of the President

- Oversight: The President is the Chief Elected Officer of the G-I.
- Chairs Meetings: Presides at all meetings of the BoG and the G-I Annual Membership Meeting.
- Committee Chairs: Appoints Council and Board committee chairs with BoG approval.
- ASCE Board of Direction (BOD): Formally represents the G-I to the BOD and

- attends meetings of the BOD, as appropriate.
- Represents the G-I at the Technical Region Board of Governors (TRBG) meetings.
- Represents the G-I at the annual GeoCoalition meeting.
- Appoints BoG liaisons to Council and Board committees and other allied organizations.
- Submits the President's Letter to *GEOSTRATA*.

Duties of the Vice President

- Supports President: Stands in for the G-I President when the President is absent or is otherwise unable to act.
- Nominations and Elections Committee: Chairs the Nominations and Elections Committee (NEC) and nominates prospective members of the NEC for BoG approval.
- Annual Report: Supervises preparation of the G-I's Annual Reports.
- Assists in the preparation of the G-I's Annual Membership Meeting report.
- Represents the G-I at the Technical Region Board of Governors (TRBG) meetings.
- Represents the G-I at the annual GeoCoalition meeting.
- Strategic Planning: Serves as BoG Contact to the Strategic Planning Committee if one is constituted by the BoG.

Duties of the Treasurer

- Financial Affairs: Directs management of the financial affairs of the G-I by working closely with the G-I Director.
- Financial Records: Oversees establishment and maintenance of all financial records of the G-I and the record of all revenues and expenditures.
- Annual Financial Report: Oversees preparation of the G-I's annual financial report, and presents the report at the annual meeting of the G-I.
- USNS Trust Fund: Serves as the Chairperson for the Trustees of the ISSMGE Endowment Fund.

Duties of the Secretary (Director of the G-I)

- COO: As Director, the Secretary functions as the Chief Operating Officer (COO) of the G-I and is responsible for the day-to-day management of the G-I's operations and staff, under the supervision and direction of the BoG and/or an Executive Committee appointed by the Board.
- Minutes: Keeps all Minutes and maintains custody of the Minutes for the BoG and for the G-I general meetings.
- Membership: Approves and admits Individual Members and Organizational Members to the G-I and maintains list of membership and assignments.
- Prepares and distributes agendas for all BoG Meetings and G-I general

- meetings.
- Incoming Governors: Conducts orientation, including a review of the G-I Bylaws and Policies and Procedures manual, for all incoming Governors.

Duties of the International Secretary

The International Secretary of the US National Society, the US member society of the International Society of Soil Mechanics and Geotechnical Engineering, is a non-voting member of the BoG. The International Secretary will:

- Attend BoG meetings.
- Submit an annual report on USNS activities to the BoG. This report will typically be submitted by the International Secretary to the Board at the Fall BoG meeting.
- Prepare an annual budget for the USNS. The budget shall be submitted to the Board at the Fall BoG meeting.
- Prepare requests to the BoG for special allocations from the USNS operating income or Trust fund beyond those contained in the annual budget approved by the BoG.
- Manage the affairs of the USNS, allocating and disbursing funds from USNS operating income and the USNS Trust fund ("FUND") in accordance with the approved budget or approved special requests.
- Recommend appointments of G-I members for ISSMGE committees to the ISSMGE President.
- Perform other duties as assigned by the BoG

See Appendix G for a summary of activities related to the International Secretary and the FUND. This summary was developed in 2014 when the management of the FUND was reviewed.

II.E.3. Duties of the Executive Committee

An Executive Committee may be created by the BoG and if an Executive Committee is established, it may be disbanded at any time by the BoG. When an Executive Committee is in place, it shall be comprised of the officers of the G-I. When it is in operation, the Executive Committee is authorized to make decisions on behalf of the BoG when time constraints preclude consideration of an issue by the full BoG and when the issue involved is, in the opinion of the Executive Committee, not substantial enough to warrant a special meeting of the BoG. Normally, the Executive Committee meets by telephone conference call. All actions by the Executive Committee are subject to the scrutiny and review of the BoG and such actions are placed on the agenda for the BoG at its next meeting.

II.F. Meetings

Frequency: The BoG meets on a periodic basis by telephone conference call and

meets face-to-face at least twice per year. Each attendee must receive notice of every meeting at least 10 days in advance. Agendas should be provided at least one week in advance of the meeting. A regularly scheduled conference call may be canceled, temporarily adjourned, or re-scheduled by a simple majority vote of the BoG.

Face-to-Face Meetings: Normally face-to-face meetings are held as follows:

Fall: Preferably held in conjunction with a meeting of a local or prospective G-I Chapter. Officers are elected for the coming year at the end of the fall meeting. New (incoming) Governors are expected to attend this meeting, but do not assume their seats until adjournment. Board level Council and Committee chairs typically attend a workshop in conjunction with this meeting to provide input and gain an understanding of the strategic direction and Annual Operating Plan.

Conferences: The BoG always meets at the annual Geo-Congress. The BoG may also meet at specialty conferences, seminars, short-courses or other similar events sponsored by the G-I when such an event corresponds to a regularly scheduled G-I meeting. These events occur at various times during the year, and it is up to the discretion of the BoG whether or not to meet at a particular event.

Summer: The BoG meets in the summer for strategic planning and to set priorities for the coming year among other business. The Vice President is normally responsible for the planning and conduct of the planning portions of this meeting.

Meeting Particulars:

Attendees: Those expected to attend BoG meetings include the Governors, the International Secretary, and the G-I Director. New Governors are expected to attend meetings before they assume office but they cannot vote. The Director may authorize the attendance of other staff as appropriate or at the request of the BoG.

Executive Session: A quorum of the BoG may convene an Executive Session at any time and an Executive Session should be planned for every face-to-face meeting. The G-I Director may or may not be present during an Executive Session at the discretion of the G-I President.

Agenda: The Secretary prepares a draft agenda for distribution at least one week before a meeting. The agenda is finalized at the meeting.

Procedural Matters: A simple majority of the BoG constitutes a quorum. Except as provided for in the Bylaws, BoG decisions are by majority vote. Governors may participate by telephone so long as all attendees can hear each other. No

proxy voting is permitted. Mail voting is allowed. However, all BoG members must participate in a mail vote for it to be valid and electronic mail votes must be unanimous (exclusive of abstentions) for them to take effect.

Transactional versus Transformational: It is the objective of the BoG that, to the extent possible, transactional issues (discussing and taking action on the more urgent day-to-day matters that come before the BoG) are handled in conference calls. This leaves time at the face-to-face meetings for transformational matters; i.e., at face-to-face meetings the BoG will take full advantage of the available time to deal with strategic issues facing the G-I, with issues that are less urgent, but are of long-term importance to the G-I, and with the continued organizational development of the G-I.

Minutes: The Secretary keeps and maintains all Minutes.

II.G. Nominations and Elections

II.G.1. Governor Appointments

II.G.1.a. President Elect Appointee

Every other year, the ASCE President-Elect will appoint a Governor to the BoG position in late summer. Typically, the ASCE President-Elect will consult with the BoG to develop the list of nominees for consideration. The Governor appointed by the ASCE President-Elect shall take office at the same time as the newly elected Governor.

II.G.1.b. BoG Appointees

The BoG shall appoint a Governor to complete the unexpired term of any elected Governor who steps down voluntarily from the Board or who is removed from the Board in accordance with the Bylaws. The BoG may also appoint a Governor to a two-year term as part of a Board initiative or for other special circumstances consistent with the strategic goals of the G-I as long as the total number of Governors will not exceed 9 during the term of the appointment. Nominations for a Board-appointed Governor position shall be made by the President in consultation with the other Governors and must be approved by a majority vote of the BoG.

II.G.2. Nomination and Election Procedures

II.G.2.a. Role of the Nominations and Elections Committee

The Nominations and Elections Committee (NEC) shall be charged with

the responsibility to undertake and oversee the process for selecting the next elected G-I governor/s. The NEC is responsible for making a recommendation to the BoG for the NEC candidate for Governor-elect and overseeing the election.

In selecting candidates for Governor-elect, careful consideration shall be given to:

- Leadership experience in G-I activities at the national and local level, including Board-level committees, councils, and task forces, G-I technical committees, G-I conference organizing committees, local G-I chapters, G-I student organizations, and local section and branch activities
- Willingness and ability to undertake the duties involved
- Balance among academia, practice, industry and government
- Balance among fields of expertise and emphasis (e.g. soil mechanics, rock mechanics, engineering geology, mining, geo-synthetics, exploration, geo-environmental engineering, waste disposal)
- Geographic distribution
- Gender
- Ethnic background
- Other factors deemed by the NEC to be appropriate

II.G.2.b. Makeup of the Nominations and Elections Committee

The Nominations and Elections Committee shall consist of five members – two Governors and three non-governors – selected from the membership-at-large. The chair of the committee will be the Vice-President of the G-I. The second Governor on the NEC will be appointed by the President of the G-I and will normally be the G-I Treasurer but may be any current BoG member if, in the opinion of the President, circumstances prevent the Treasurer from serving in this role. For the three non-governor members, the chair of the NEC will develop a list of at least four possible committee members. In developing this list, the chair shall request recommendations from the chairs of the various G-I committees and presidents or chairs of local G-I chapters. The NEC chair, in consultation with the other G-I Governor on the NEC, will then recommend from this list for BoG approval the three non-governor members of the NEC with due consideration for appropriate diversity in NEC composition.

II.G.2.c. Nominations Process

Nominees for the Governor-elect will be sought from the membership-at-large by means of a "Call for Nominations." The "Call for

Nominations" shall be announced in the G-I E-Update, posted on the G-I web site, published in *GEOSTRATA* and *ASCE News*, solicited from G-I Technical Committee chairs, and/or by other appropriate means as determined by the NEC. In addition, nominees may emanate from the BoG and NEC.

There are three ways for a candidate to appear on the ballot:

- Candidate receives 80% of the NEC vote.
 - o A candidate that receives 80% of NEC support is automatically on the ballot.
- Candidate is put forward by the BoG
 - o If no candidate receives 80% support from the NEC, the BoG will select a candidate for the ballot. The Board may consider NEC candidates, or additional candidates that may be put forth by the Board members.
 - o If an NEC candidate receives 80% NEC support, the BoG may authorize an additional candidate to appear on the ballot.
- Candidate meets the petition requirements
 - o Any G-I member meeting the qualifications to serve on the Board may petition to appear on the ballot.

Authorization of Candidates by the NEC

The process is detailed in the Bylaws.

Authorization of Candidates by the BoG

If no individual on the NEC list of candidates receives 80% support from the NEC, the NEC will, if possible, submit a rank-ordered list of the names of all candidates receiving a vote from a NEC member, along with a brief description of the qualifications of the candidate, to the BoG for their consideration. Board members may then nominate additional candidates for consideration and the Board will vote on the list of candidates. If a single candidate receives at least 75% of the votes from the Board members present at the meeting that candidate shall be the Board nominee for President-elect. Otherwise, a second vote will be taken with only the top two vote-getters (including any ties) from the first round on the ballot. If a single candidate receives 75% of the vote in the second round that candidate shall be the Board nominee to appear on the ballot. If no single candidate gets 75% of the vote, the top two vote-getters (including any ties) shall be placed on the ballot as Board candidates.

If a candidate receives 80% support from the NEC, the BoG may opt to nominate an additional candidate to appear on the ballot. Board

members may nominate additional candidates for consideration and the Board will vote on the list of candidates. If a single candidate receives at least 75% of the votes from the Board members present at the meeting that candidate shall be the Board nominee to appear on the ballot. Otherwise, a second vote will be taken with only the top two vote-getters (including any ties) from the first round on the ballot. To appear on the ballot, a candidate must receive a majority vote in the second round. If no candidate receives a majority, no Board candidate shall be placed on the ballot.

The candidate(s) for governor-elect will then be announced to the membership-at-large via the G-I e-Update, *GEOSTRATA*, the G-I web site, and any other means deemed appropriate. Together with this announcement will be an explanation of the procedure to be followed and a specified deadline for receipt of nominating petitions for members-at-large to place alternative candidate(s) on the ballot. About forty-five (45) days should be allowed for the required petition(s) to be submitted to G-I headquarters.

Petition Candidates

To add candidates to the ballot via petition, signatures expressing support for a candidate must be obtained from a minimum of 150 GI members in good standing with the following distribution requirements:

- At least fifteen signatures shall be obtained from each of at least five different ASCE Geographic Regions for a total of 75 signatures from five of the ten ASCE Geographic Regions (i.e., 15 signatures/region x 5 regions = 75 signatures).
- The balance of the remaining signatures necessary to reach the minimum requirement of 150 may be obtained without consideration of ASCE Geographic Region distribution. The Geo-Institute Member Identification number shall be provided for each signee. G-I staff shall check the validity of all petitions. Once verified, the candidate(s) shall be added to the ballot. No petitions will be accepted after the specified deadline has passed.

II.G.2.d. Election Process

If more than one candidate is put forth, then a ballot bearing the names, photographs, vision statements, and brief biographical sketches of all candidates will be submitted to the membership for their vote, and members will have about thirty (30) days to return their ballot. Once a specified deadline has passed, no additional ballots will be accepted.

Write-in candidates will not be accepted in the election.

The ballots will be verified and tabulated by the G-I staff and certified by the NEC. The candidate receiving the most votes will become the governor-elect.

II.G.2.e. Target Time Line

By December 15: The NEC chair will issue a “Call for Nominations” for the next governor from the membership-at-large.

January 1: The NEC Chair (G-I Vice-President) begins the process by soliciting from the G-I committee chairs their recommendations for members of the NEC.

By January 30: Deadline for governor-elect nominations from the membership-at-large.

By January 30: NEC chair will obtain BoG approval for one sitting governor and three non-governors to constitute the NEC.

By February 15: No later than one week prior to G-I BOG meeting NEC forwards candidate or slate of candidates to BoG for action.

By March 7: Candidate(s) are selected. Selection typically occurs during BOG meeting held at the G-I annual conference.

By March 12: NEC and/or candidates confirm their intent to serve if elected.

March 15: Announcement of BoG candidate(s) and petition procedure (need forty-five [45] days to deadline).

By April 30: NEC and/or BOG candidates submit photographs, vision statements, and brief biographical sketch

April 30: Deadline for petitions to include alternative candidates.

May 10: Certification of petition candidate(s) by staff.

May 17: Petition Candidate(s) submits photographs, vision statements, and brief biographical sketch, and intent to serve if elected.

June 15: Ballot sent to G-I membership.

August 14: Deadline for ballots to be received by G-I headquarters.

By August 17: Ballots counted.

By September 1: Announcement of governor-elect.

Conclusion of fall BoG meeting: Governor-elect assumes office.

II.H. Meetings of the G-I

The annual meeting, held during the Geo-Congress, typically consists of a look-back by the President, a look-forward by the Vice President, and a financial report by the Treasurer. Outgoing committee chairs, Journal editors, “Best Chapter” award etc. are recognized during this meeting. This meeting typically lasts for one hour and provides a Question and Answer period.

III. Relations with ASCE

III.A. Legal Ties

As described in Article III of the G-I Bylaws, the G-I is a not-for-profit entity organized within ASCE. Consequently, certain activities of the G-I require formal approval by the ASCE Board of Direction or the Executive Director of ASCE. Specific examples include:

- The annual budget (Article X, 4)
- Proposed solicitation of funds (Article X, 5)
- Statements of policy (unless clearly identified as those of the G-I as distinct from ASCE)
(Article XI, 5)
- Dissolution of the G-I (Article XII)
- Changes in the Bylaws of the G-I (Article XIII)

The ASCE Institute Operating Procedures identifies sources of income that will flow directly to the G-I (e.g., a portion of the ASCE dues of G-I members, net receipts from G-I Specialty Conferences, a portion of income from successful G-I activities at ASCE National meetings, and a percentage of income from G-I sponsored publications); gives guidelines for engaging services from ASCE (e.g., for dedicated support staff and for conducting specialty conferences); and determines the G-I’s contribution to ASCE for support of ASCE’s core activities.

III.B. Relations with Other Components of ASCE

The President and Vice President of the G-I shall serve as the G-I Governors on the ASCE Technical Region Board of Governors (TRBG). The G-I President and Vice President, or their designated representatives, shall attend TRBG meetings (and conference calls) and represent the interests of the G-I with the TRBG.

IV. International Relations

The G-I has signed Agreements of Cooperation with multiple International Societies. A current list is included in Appendix E. The G-I encourages its members to also be members of at least one international society involved in the geo-industry, including the International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE), the International Society for Rock Mechanics (ISRM), The International Geosynthetics Society (IGS), and the International Association of Engineering Geology (IAEG). The intention of the G-I is to play an active role in the international activities of related geo-industry organizations.

IV.A. International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE)

The G-I shall be the National Society of the ISSMGE for the United States of America. In this role, the G-I will undertake activities to foster international cooperation among engineers and scientists in the field of geotechnics and its engineering applications. Specific obligations and responsibilities of the US National Society (USNS) include:

- Represent the USNS at meetings of the Council of the ISSMGE.
- Represent the USNS on the Pan-American Committee on Soil Mechanics and Geotechnical Engineering.
- Cooperate in the organization and publicizing of international and regional conferences and other technical activities.
- Sponsor ISSMGE technical committees, if requested by the President of the ISSMGE,
- Nominate and sponsor USNS members to serve on technical committees of the ISSMGE.
- Provide reviewed papers by USNS members for publication in the Proceedings of ISSMGE and Pan-American conferences.
- Provide names of speakers, panel members, session chairs, etc., as requested by the organizing committees of international and regional conferences.
- To establish and collect annual individual USNS member dues.
 - Current dues are \$20, and are included on the ASCE renewal forms.
- Pay annual USNS dues to the ISSMGE.
- Provide a list of the current USNS members and their addresses when requested by the ISSMGE.

IV.B. International Secretary

IV.B.1. Selection and Term of Office

In accordance with the Bylaws of the G-I, an International Secretary will be appointed for a four-year term by the BoG, which may be renewed at the discretion of the BoG. To facilitate international liaisons, it is desirable for the International Secretary to serve at least two terms. However, the International Secretary may be removed at any time by a two-thirds majority vote of the BoG, in which case the BoG will immediately appoint a new International Secretary to complete the current term. The International Secretary will be a non-voting member of the BoG and will meet

regularly with the BoG.

IV.B.2. Duties

The primary function of the International Secretary is to serve as the formal liaison between 1) USNS society members and the BoG (the USNS trustees) and 2) the USNS and the ISSMGE and other international organizations that the BoG identifies for formal interaction. The International Secretary is responsible for communications between the G-I and the ISSMGE, including its officers, the Secretariat, and the Pan-American Committee on Soil Mechanics and Geotechnical Engineering. The International Secretary shall be familiar with the ISSMGE Statutes and Bylaws, as well as the organization of the Pan-American Committee (see Appendix B).

Specific duties of the International Secretary include the following:

- Attend BoG meetings.
- Submit an annual report on USNS activities to the BoG.
- Prepare an annual budget for the USNS and submit it to the BoG at the end of the calendar year.
- ASCE G-I shall maintain an “ISSMGE Temporarily Restricted Fund” where all collected dues are deposited as they are collected throughout the year and all recovered Fund resources (investment shares sold to finance projects) are deposited. Money is to be transferred from this Temporarily Restricted Fund to the Secretary’s Checking Account by the G-I Executive Director as needed to meet budgeted expenditures upon distribution.
- The International Secretary, upon receipt and verification of billing of dues by the ISSMGE and confirmation of the number of US ISSMGE members shall request ASCE to complete a wire transfer of the appropriate funds to ISSMGE out of the Temporarily Restricted Fund.
- The International Secretary shall maintain a Secretary’s Checking Account for disbursements from the ISSMGE dues and Fund proceeds and will submit financial reports to the BOG at least twice a year. These reports shall include an accounting of the Temporarily Restricted Fund.
- Manage the affairs of the USNS, allocating and disbursing funds from the USNS dues account and/or the USNS Trust Fund in accordance with the approved budget or approved special requests.
- Prepare requests to the BoG for special allocations from the USNS dues account and/or Trust fund not included in the annual budget approved by the BoG.
- Submit an annual financial report to the BoG.
- Provide a list of the current USNS members and their addresses when requested by the ISSMGE Secretariat
- Recommend appointments of USNS members to ISSMGE committees.
- Serve as the G-I’s delegate or alternate delegate the USNS at meetings of the ISSMGE Council and the PanAmerican Committee for Soil Mechanics and Geotechnical Engineering.

- Coordinate with the G-I International Activities Committee (IAC) to appoint an ad hoc committee to review and select papers to represent the United States in the proceedings of ISSMGE and Pan-American conferences.
- Coordinate with G-I staff to disseminate announcements and calls for papers for various international and regional conferences, symposia and workshops by means of direct mail, newsletters and electronic media.
- Submit timely and newsworthy items to *GEOSTRATA* and to the G-I and ASCE electronic newsletters.
- Perform other duties as assigned by the BoG

IV.C. Representation in ISSMGE

IV.C.1. ISSMGE Vice President for North America

The governing Board of ISSMGE is composed of the President, the Secretary General, six regional Vice Presidents, and three at-large members appointed by the President. One of the six Vice Presidents represents the North American region, consisting of Canada, Mexico and the United States. The terms of the Vice Presidents are approximately four years, beginning at the close of one International Conference and terminating at the close of the next International Conference.

The three countries in the North American region elect the Vice President for North America. Each of the three countries have one vote. By agreement of the North American countries, the Vice Presidency is rotated among the three countries. When the Vice President is from the United States, the G-I BoG selects a nominee. The International Secretary reports the nomination to the Canadian and Mexican Societies, who endorse the nominee, and then submits the nominee to the ISSMGE Secretary General. When the Vice President is from Canada or Mexico, the G-I BoG endorses their designated candidate.

When the Vice President is from the United States, it is typical that the G-I provides some financial support. The amount and source of support shall be determined by the BoG.

IV.C.2. Pan-American Committee on Soil Mechanics and Geotechnical Engineering

The North and South Americans regions of ISSMGE jointly sponsor the quadrennial Pan-American Conference on Soil Mechanics and Geotechnical Engineering and occasionally some regional technical committee activities. The planning and implementation of these activities is conducted by the Pan-American Committee on Soil Mechanics and Geotechnical Engineering, which is composed of two delegates from each ISSMGE member society of the regions, and the two regional Vice Presidents of ISSMGE who co-chair the Committee. The bylaws of the Pan-American Committee on Soil Mechanics and Geotechnical Engineering are included in Appendix B to this Manual.

IV.C.3. Official Delegates to ISSMGE Meetings

The International Secretary and a second delegate designated by the President of the BoG will be the G-I's delegates to meetings of the ISSMGE Council and the Pan-American Committee on Soil Mechanics and Geotechnical Engineering. The President of the BoG designates which delegate will be the USNS voting delegate. The delegates' expenses are paid by the International Secretary.

IV.D. ISSMGE ENDOWMENT FUND

IV.D.1 Purpose

The ISSMGE ENDOWMENT FUND (ISSMGE Fund or FUND) was established to provide funds: 1) that can be used to finance the administration and international activities of the G-I and 2) that can be used for national and international programs that enhance the practice of geotechnical engineering.

IV.D.2. Sources of Funds

The initial source of funds was the residual from the XI International Conference on Soil Mechanics and Foundation Engineering, San Francisco, August 1985. In the future, additional funds may be derived from:

- Income and earnings from Trust Fund investments,
- Contributions from the annual operating budget of the G-I.
- Contributions from individuals and organizations that desire to support United States participation in the activities of the ISSMGE, and
- Income from conferences and/or publications, which may be sponsored by the G-I.

In 1994 the Fund Trustees and the ISSMGE Executive Committee re-evaluated the guidelines for use of the FUND and considered the raising of additional moneys to enlarge the FUND. From this study, it was concluded that:

- The FUND should be used for national as well as international programs, and
- The FUND should be used to sponsor technical conferences and publications for the purpose of raising additional funds. (It is recognized that such sponsorship could result in a loss of funds if the project was unsuccessful.)

IV.D.3. Administration

A BOG shall serve as Trustees of the FUND. The Treasurer of the G-I BOG shall serve as the Chairperson of the Trustees

In 2014, the BOG upon request of the Investment Committee of the ISSMGE, reviewed the oversight process for the FUND and reestablished the BOG as the Trustees of the fund. When the BOG desires investment advice or consultation, suitable expertise shall be employed. The Investment Committee for the Fund was disbanded with these changes.

IV.D.4. Operation

By Letter of Agreement with ASCE, the FUND shall be invested by ASCE. Quarterly, ASCE shall report the amount of income earned by the Fund to the BOG of the G-I. If either ASCE or G-I terminates the Letter of Agreement, the principal and any accrued interest of the FUND shall be reinvested through agents selected by the BOG. In addition to the ASCE investment program, the BOG may use the FUND to sponsor, geotechnical conferences, seminars, exhibitions and publications.

The BOG as trustees shall develop a strategic plan for the Fund at least once every three years. This plan shall be reviewed annually at the summer meeting.

An annual operating budget for use of the FUND shall be prepared by the International Secretary and presented at the Summer BOG meeting. This budget shall be reviewed and approved by the BOG, either as submitted or modified. Approval of use of interest from the FUND shall be by simple majority of the BOG. A two-thirds majority vote of the BOG shall be required if any principal of the ISSMGE Fund is to be put at risk, and no more than 25% of the FUND may be put at risk or be used for any one project without the unanimous approval of the BOG. Upon approval of the BOG, approved funds may be transferred to the ISSMGE Temporarily Restricted Fund and the International Secretary's Checking Account, which will be used by the International Secretary for payment of budgeted expenditures. At the end of each fiscal year, the International Secretary shall submit a report of income and expenditures to the BOG at the Winter Meeting (prior to the Annual Congress).

IV.D.5. Uses

The FUND shall be used to finance international and national activities that accomplish the purposes of the G-I or enhance the participation of the G-I and its members in activities of the ISSMGE. Specific activities and their priorities will be established annually by the budgetary process. Typical uses of the FUND may include, but not be limited to, the following:

- General operations of the International Secretary, primarily postage, telephone and facsimile expenses required to maintain liaison with the ISSMGE Secretariat and officers and to disseminate information (bulletins, calls for papers, etc.) on geotechnical conferences throughout the world.

In addition, funds may be approved for dissemination of promotional information within the United States on the functions of the G-I and ISSMGE.

- International travel of official United States delegates to: Business meetings of the ISSMGE Administrative Council, which are held at two year intervals, and Meetings of the Pan-American Committee on Soil Mechanics and Foundation Engineering, which are held at four year intervals in conjunction with the Pan- American Conference on Soil Mechanics and Foundation Engineering.
- Financial support for United States sponsorship of ISSMGE Technical Committees, including support for committee activities, such as planning technical publications, seminars, or conferences. This financial support is intended to make the United States sponsorship of these committees more meaningful. Any revenue from such sponsored programs or publications will provide income to the FUND.
- Expenses of the United States representatives to ISSMGE Technical Committees that are sponsored by other countries. Travel expenses to committee meetings are intended to provide more effective US participation in these international committee activities.
- Funding of organizing committees for international or Pan-American conferences that the G-I may sponsor.
- Other national or international activities of G-I that enhance the practice of geotechnical engineering throughout the world. Such activities could include:
 - Travel expenses to send the ASCE Terzaghi Lecturer abroad;
 - Expenses for presentation of workshops on specialized geotechnical topics (e.g., earthquake engineering) abroad;
 - Contributions to support international lecture series (e.g., the Casagrande Lecture, which is presented at Pan-American Conferences);
 - Contributions to geotechnical fellowship funds;
 - Contributions to awards or programs that honor distinguished geotechnical engineers;
 - Funding for the development and implementation of strategic planning or special activities of the G-I;
 - Travel expenses for ISSMGE President or Vice President when chosen from the United States
 - Travel expenses for distinguished geotechnical engineers to participate in policy and/or legislative proceedings germane to the practice of geotechnical engineering; and,
 - Collateral for G-I and joint G-I/ASCE managed conferences or other at risk activities, e.g., underwriting publications. In the anticipated situation of profitable activities, the net income would be used to maintain and expand the FUND and to support programs of the G-I. If activities are not profitable, the FUND will be used to offset losses.

V. Coalitions with Other Organizations

V.A. Purpose

The BoG may establish formal and informal coalitions with other organizations that are active in the geo-community. Formal coalitions should involve a written memorandum of understanding approved by the BoG and the other organization. Informal coalitions may involve only attendance of a G-I representative at meetings of the other organization, attendance of representatives of other organizations at G-I meetings, and attendance of G-I representatives at meetings jointly sponsored with other organizations. The purposes of these coalitions are to:

- Open and maintain channels of communication for exchange of information about activities of the organizations.
- Enhance opportunities for collaboration and cooperation on activities of mutual interest to the G-I and other organizations.
- Avoid separate but duplicative effort on activities of mutual interest.

V.B. Liaison appointments and removals

The BoG appoints liaison representatives to allied organizations within the geo-community. In most instances, the liaison will be a member of the BoG or a G-I committee chair. In some instances, the liaison appointment may be linked to a specific G-I position.

Liaison appointments are made by the G-I president and are reviewed annually. The President may terminate liaison appointments at any time.

The duties of specific liaison appointees will be defined at the time of appointment. Liaisons are expected to make reports of their activities to the BOG every year at the fall meeting.

V.C. List of Organizations

It is expected that the G-I will maintain liaisons with the organizations affiliated with the Geo-Coalition, which at the present time include the International Association of Foundation Drilling (ADSC), the Geoprofessional Business Association (GBA), the Pile Driving Contractors Association (PDCA), the Association of Engineering Geologists (AEG), the Deep Foundations Institute (DFI), and the United States Universities Coalition for Geotechnical Education and Research (USUCGER). Some other organizations of interest to the G-I include the American Geosciences Institute (AGI), Industrial Fabrics Association International (IFAI), the North American Geosynthetics Society (NAGS), the Earthquake Engineering Research Institute (EERI), the American Rock Mechanics Association (ARMA), the American Society for Testing and Materials (ASTM), Transportation Research Board (TRB), Geological Society of America (GSA), and the American Geophysical Union (AGU).

VI. Councils and Committees

VI.A. Definitions and Principles

The committee structure is the backbone of the G-I because it provides the means by which the stated mission is to be accomplished. The committees of the G-I shall consist of:

- Councils
- Board Committees
- Technical Committees, including Subcommittees
- Task Forces

G-I Councils, Board Committees and Technical Committees and statements of their purposes are listed in the Official Register of the ASCE. Technical committees report to the Technical Coordination Council (TCC), which reports to the BoG. Councils are Board-level committees charged with overseeing a broad area of responsibility. Councils may have committees reporting to them. Councils report directly to the BoG. Board committees are charged with a specific area of responsibility, though usually not as broad as that of a Council. They also report directly to the Board. Task Forces are ad-hoc committees established to perform specific tasks and shall be disbanded upon completion of the tasks. Task forces may be constituted at the Board-level or at the TCC level.

The chairs of G-I Councils and Board Committees and Task Forces are appointed by the BoG and serve at the pleasure of the BoG and/or under the terms of their appointment as given by the BoG at the time of the appointment. Appointments ordinarily begin on October 1. Committees may be added, combined, or disbanded at the discretion of the BoG. A BoG liaison (otherwise known as the BoG contact member) shall be designated for each Board-level Council, Committee, or Task Force.

VI.B. Establishment of Committees, Councils, and Task Forces

The BoG is responsible for the establishment and dissolution of any and all Committees, Councils, and Task Forces.

VI.C. Appointments and Terms of Members

- The BoG appoints the chair of Councils, Board-level Committees, Task Forces and Technical Committee.
- Resumes or CVs of Council, Board-level Committee, or Task Force chair candidates shall be provided to the Board for their consideration
- The BoG may appoint members of Councils, Board-level Committees, or Task Forces directly or may delegate this authority to the Council, Board-level Committee, or Task Force chair.

- When the BoG directly appoints a Board-level Council, Committee, or Task Force member, the President of the BoG shall inform the appointee of his/her appointment and shall also inform the committee chair.
- Technical Committee members are appointed at the discretion of the Committee or Task Force Chair. Authority to appoint Council, Board Committee, and Task Force members may also be delegated to the Council, Board Committee, or Task Force chair at the discretion of the BoG.
- The establishment of and appointments of members to subcommittees are at the discretion of the chair of the supervising Council or Committee, provided any resources required are within the overall budget parameters of the supervising entity.
- Committee, Council, or Task Force chairs may be released from their duties with due cause by the President of the BoG with the concurrence of the majority of the BoG. The President of the BoG shall so inform the chair of their removal. A new chair shall be appointed by the BoG immediately upon removal of a chair.
- Committee, Council, or Task Force members may be released upon recommendation of the committee chair when due cause is presented to the BoG. The President of the BoG shall so inform the committee member.
- Each year the magazine and e-newsletter of the G-I shall contain a notice inviting members to apply for Technical Committee membership.
- Council, Board Committee, Task Force, and Technical Committee membership need not be confined to G-I members, but may include specially qualified nonmembers. Such nonmembers will be classed as advisers and so listed in the official records of the G-I. Non G-I members of G-I committees are not entitled to reimbursement for travel expenses from committee funds.

VI.D. Technical Committee Operations and Review

The TCC maintains the Technical Policy and Procedures Manual that covers the operations of the technical committees.

The BoG has the following responsibilities with respect to the technical committees:

- Technical Committee chairs shall be appointed by the TCC with consent from the BoG. Chairs may be reappointed to serve two consecutive three-year regular terms (in addition to any interim term).
- The President of the BoG shall inform the Technical Committee chairs of their appointments and duties and their TCC Councilor's name and contact information.
- The President of the BoG shall thank outgoing Technical Committee chairs.
- The BoG may release a Technical Committee chair for failing to properly performing his/her duties.
- The BoG, usually in consultation with the Technical Committee chairs and TCC, may assign committee special tasks.
- The BoG shall review periodically its Committee structure. If deemed

necessary, the BoG shall make changes to streamline individual committees and/or the entire committee structure of the G-I, including the possible elimination or merger of certain Committees or the creation of new Committees.

- As staff resources permit, the Secretary of the BoG shall appoint a Staff Liaison to each Committee as are appropriate. The Staff Liaison assists the Committee chair in managing the operations of the Committee, serves as an advisor to and information resource for the Committee, helps facilitate appropriate communications between that Committee and the BoG, and acts as a liaison between G-I headquarters and the Committee.

VI.E. Council and Board Level Committee Meetings

- The Committee chair in consultation with the BoG Liaison and G-I Staff requests committee meetings; the BoG may also suggest Committee meetings.
- Member travel cost may be reimbursed by the G-I, in compliance with ASCE rules, in consultation with the Board Liaison and chair for that Committee. Meetings held without the G-I Secretary's authorization are not eligible for member reimbursement. The Secretary is authorized to establish working procedures for granting such authorization. The Treasurer should review such procedures.
- If no travel cost reimbursement by the G-I is involved, it is not necessary to obtain authorization for Committee meetings.
- It is recommended that each Council or Committee Chair appoint a member of the Council or committee to serve as Committee Secretary to record minutes at each meeting. This could be a rotating assignment. Minutes of the committee meeting should be sent to Secretary of BoG (or the Staff Liaison to that committee or Council) within 30 days of the meeting.

VI.F. Policy on Travel Expense Reimbursement

- Travel cost reimbursement will normally be made only to those members designated by the Chair for reimbursement. The Committee chair shall have authority to utilize allocated funds in an optimal manner to achieve best results.
- Although Committee meetings may be held in any location, they should normally be held at either a G-I meeting or the point of least cost, insofar as practical.
- The Committee chair shall submit the request for reimbursement to the Director of the G-I for the entire Committee meeting expense and shall designate the amount to be reimbursed to each member. The request shall include all appropriate documentation of costs and draft minutes of the meeting.
- When all or part of the travel expense is covered from another source, the request to the G-I shall signify either that no reimbursement is requested or that only part as stipulated is requested.
- The Director may delegate the responsibility for managing committee reimbursements to an appropriate G-I staff member who will then serve as his/her agent for such transactions.
- All reimbursements will be made in accordance with ASCE reimbursement policies

unless explicitly approved, with good justification, by the BoG.

VI.G. Conduct of Meetings

- Every meeting must have a goal and an agenda that works toward the goal.
- Meetings held in conjunction with national conventions or specialty conferences should be scheduled so there is no conflict with the technical sessions of the G-I or the G-I annual meeting. The location and time should permit the work to be completed with minimum interruption and conflict.
- Committees will ordinarily meet for no more than one day.
- In general, at least four hours should be allowed at each meeting for discussion and deliberation. Meetings held in conjunction with conferences may be reduced to two hours. Evening meetings are discouraged.
- The chair of each committee will prepare a written agenda for his/her respective meetings. The agenda should describe explicitly the tasks to be completed.
- A draft copy of the minutes of the meeting shall be prepared by the chair or his/her delegate and furnished to each member within two weeks of the meeting. Members shall edit this draft and send comments back to the chair or his/her delegate within two weeks. The chair or his/her delegate will then prepare a final copy of the minutes for distribution.

VI.H. Reimbursement of Committee Operating Expenses

- The individual benefits of committee membership are substantial and it is hoped that committee members or their organization can absorb the cost of day-to-day committee operation. However, the G-I will provide reimbursement for postage and telephone expenses, and other out-of-pocket expenses, within the limits of the allocated budget for the committee and as allowed by ASCE guidelines, if adequately documented requests are made to the Secretary of BoG.
- Stationery for committee correspondence can be obtained from the G-I headquarters.
- When committee meetings are held in conjunction with the annual Geo-Congress, a specialty conference, or an ASCE National Meeting, a request for a room reservation should be included in the request for approval of the meeting. A meeting room will then normally be reserved and made available, free of charge.

VII. G-I Staff

VII.A. General

The function of the staff of the G-I is to conduct the day-to-day business of the G-I and to assist the BoG as directed by that BoG. The staff is employed by the American Society of Civil Engineers (ASCE). The staff personnel are under the direct supervision of the Director of the G-I, who assigns specific continuing and short-term duties and tasks to other G-I staff members as necessary.

The Executive Director of ASCE establishes salaries and benefits for all G-I staff members.

The G-I staff is housed at a location designated by the Executive Director of ASCE.

The Director of the G-I is appointed by the Executive Director of ASCE with the consent of the BoG of the G-I. G-I staff members may be dismissed for cause or for reasons of financial exigency by the Executive Director of ASCE with the consent of the BoG of the G-I. Neither the Director of the G-I nor other staff members serve a specific term. However, it is expected that any person holding the position of Director will be employed in that position for a length of time sufficient to provide stability and continuity for the G-I. Members of the G-I having concerns about the performance of the staff should take up the issue with the BoG.

VII.B. Director

The Director oversees the day-to-day operations of the G-I, and he/she attends all BoG meetings and advises the BoG but does not vote on issues considered by the BoG.

The official line of communication between the Director of the G-I and the G-I is through the President of the G-I or through individuals whom the President may appoint or authorize to communicate directly with the Director of the G-I.

The Director of the G-I may also serve simultaneously as Director of one or more other ASCE Institutes by mutual agreement of the Executive Director of ASCE and the G-I BoG. Compensation will be divided proportionately among the Institutes that this individual serves.

VII.C. Functions of the G-I Staff

The staff of the G-I, under the management of the Director, performs the following functions. All staff operations are performed in compliance with the Bylaws of the G-I and with the policies of the BoG of the G-I, the Constitution of ASCE and the Board of Direction of ASCE. The staff:

- Serves as secretariat for the BOG, maintaining and distributing minutes of meetings of the BOG and the G-I Annual Meeting, action lists and similar items. The staff also assists the International Secretary in the execution of contacts with international organizations, accounting of income and expenses of the Secretary's accounts and prepares official correspondence for the President of the G-I and other members of the BOG.
- Operates under the direction of the G-I Treasurer to develop financial analyses and preliminary budgets and to maintain financial records for the G-I which shall include, but not be limited to; maintaining books of G-I finances, monitors accounts and investments of G-I funds, and providing semi-annual reports for the BOG and the Executive Director of ASCE on the financial

- position of the G-I. Prepares annual budgets for the consideration of the G-I President and the BOG, and prepares annual financial report for presentation by the BOG at the annual meeting
- Maintains up-to-date records for the G-I, including membership rosters, committee rosters, phone, fax and e-mail directories, historical records, and correspondence.
 - Serves as the contact with staff personnel from Geo-industry groups outside of ASCE, for example, with the other members of the Geo-Coalition.
 - Serves as the direct communication link with the Executive Director of ASCE, other ASCE staff members, Directors of other ASCE Institutes, and with designated officers of local ASCE geotechnical groups.
 - Secures and monitors services, such as management of specialty conferences, from ASCE or from outside organizations.
 - Conducts activities relating to the recruitment of new members of the G-I.
 - Assists the BoG with obtaining financial support for G-I activities from outside entities.
 - Facilitates legislative efforts for the G-I under direction of the BoG.
 - Researches markets for G-I products and advises the BoG of opportunities for service to the profession and to the public.
 - Distributes a periodic e-newsletter to the membership of the G-I and keeps the BoG continuously informed of its activities.
 - Manages the continuing education activities of the G-I.
 - Responds to inquiries from the membership of the G-I or from interested groups or individuals outside the G-I.
 - Assists technical and administrative committees with planning, budgeting, scheduling and developing products.
 - Advises the President of the G-I of emerging issues.
 - Coordinates the standards activity of the G-I with that of ASCE.
 - Conducts other business as directed by the BoG of the G-I and as resources permit.

VII.D. Performance Review

The performance of the G-I staff is monitored continuously by the Director. Likewise, the performance of the Director is monitored continuously by the BoG. Such performance monitoring forms the basis for assessing salary increments and advancements of staff members. The Executive Director of ASCE determines salary increments.

VIII. Membership

VIII.A. Grades

There shall be three grades of membership within the G-I: full membership, organizational membership, and student membership.

VIII.B. Qualifications

Membership shall be open to individual engineers, geologists, scientists, technicians, constructors and other individuals whose backgrounds, interests and professional activities are related to the geo-industry. Organizational membership is open to associations, government agencies, and corporations interested in advancing to object of the G-I. Student membership shall be open to undergraduate and graduate students who are pursuing an academic discipline related to the geo-industry.

Full membership shall be open to individuals who can demonstrate one or more of the qualifications as outlined in the Bylaws.

VIII.C. Application Process

- Individuals who are ASCE Members may become members of the G-I by a process designated by the ASCE Executive Director in consultation with the Secretary of the BoG.
- Individuals who are not ASCE members but who are eligible for ASCE Membership will be urged to join both ASCE and the G-I and to pay the prescribed dues. Alternatively, they may submit an application for G-I membership as prescribed in the next paragraph.
- Individuals who wish to join the G-I and are either not eligible for ASCE membership or do not wish to join ASCE must submit an application for G-I membership. The application form shall require the information deemed essential for eligibility determination by the BoG. Applications received after July 1 shall require submission of only one-half of the prescribed first year's dues. All dues submitted with the application shall be fully refunded if the application is declined.
- Organizations seeking organizational memberships must submit an application for G-I membership. The application form shall require the information deemed essential for eligibility determination by the BoG. Applications received after July 1 shall require submission of only one-half of the prescribed first year's dues. All dues submitted with the application shall be fully refunded if the application is declined.
- Students who seek student membership in the G-I must submit an application for G-I membership. The application form shall require the information deemed essential for eligibility determination by the BoG. Students who are eligible for ASCE membership will be urged to become Student Members or regular members of ASCE, as they choose.

IX. Dues/Services

IX.A. Establishment of Dues

Two levels of dues and services will be specified.

- ASCE members who are also G-I members shall pay full G-I dues through ASCE and be eligible for all benefits and privileges of G-I and ASCE membership.

- These dues are set by ASCE.
- Members who do not qualify for ASCE membership or do not choose to join ASCE shall pay G-I only member dues and be eligible for all benefits and privileges of the G-I but not those of ASCE. These dues shall be set by the BoG. G-I only membership includes ISSMGE membership.

IX.B. Benefits and Service Opportunities of the G-I

All G-I members will be eligible for all benefits and privileges of the G-I. Benefits may include reduced prices for G-I publications and reduced registration fees at G-I conferences, workshops and seminars. Service opportunities on committees and other appointed or elected positions within the G-I will be open to all members.

IX.B.1 Memorial Notices

Memorial notices will be published by the Geo-Institute of ASCE following the death of geo-professionals who have been members of the Institute or its predecessor the Geotechnical Division. Memorial notices shall be provided to the Geo-Institute staff by, ASCE Communications, colleagues, family members, or representatives of the deceased member. Editing of such notices may be done by the staff to limit the notice to an appropriate length for its publication. Lengths of such notices may vary at the discretion of the staff with input from the BOG. Notices will be disseminated via the Geo-Institute eUpdate, social media, and *GEOSTRATA* as deemed appropriate.

X. Conferences and Sessions

X.A. Annual Geo-Congress

The annual Geo-Congress is one of the most important activities of the G-I. The annual Geo-Congress should be planned and structured to engage the participation of as many G-I members as possible. The annual Geo-Congress provides a venue for many of the business and technical activities of the G-I and the BoG. The annual Geo-Congress is a convenient venue for G-I Technical Committees, Board Committees and Councils, and Task Forces to meet. While the annual Geo-Congress may have a theme, any theme shall be broad enough to provide an opportunity for participation of all, G-I Technical Committees. The annual Geo-Congress will often be held in partnership with an allied organization to increase attendance, participation of members, the visibility of the G-I and to foster inter-disciplinary and inter-organization cooperation.

The annual Geo-Congress shall generally include:

- the annual business meeting of the G-I
- the Terzaghi, Seed, and Peck Lectures
- plenary sessions and breakout sessions with technical paper presentations
- short courses and other continuing education activities
- an exhibition hall for vendors of geo-industry related products and services
- activities for G-I students members and GSOs

- events for G-I organizational members
- other activities as deemed appropriate by the organizing committee for the Geo-Congress.

The annual Geo-Congress should be typically held in a major destination city to defray travel cost and, more importantly, travel time, and thus lost time from work, for those attending the meeting. The Geo-Congress shall typically be held sometime in the first quarter of the calendar year until such time as ASCE policy allows the annual Geo-Congress to be held sometime in the fourth quarter of the Calendar year. Holding the Geo-Congress in the first quarter of the year facilitates participation in the annual Geo-Congress by vendors, geo-contractors, and geotechnical firms that typically engage in field activities during the second and third quarters of the calendar year, thus limiting opportunity for their participation if the Geo-Congress is held during the second and third quarters of the calendar year. The Geo-Congress Organizing Committee, a standing board level committee, has the responsibility of enhancing the value of the Geo-Congress as the premiere annual technical information exchange, educational, and networking event for the Geo-Institute that appeals to the needs of the entire geoprofession. The Geo-Congress Organizing Committee does not develop the technical program for the congress, but sets policies and procedures (see Appendix G) for the congress template, proceedings development, presentation times, and the exhibition. Additionally, the Geo-Congress Organizing Committee does the following:

- Develops strategies for venue rotations for the congress;
- Solicits leaders for future Geo-Congress Program Committees;
- Oversees, evaluates, and develops a report on each congress;
- Provides a liaison to the program committee to assure that the congress is organized within the guidelines, policies and procedures for the Geo-Congress; and
- Provides input to G-I staff on development of future Geo-Congresses and partnerships with allied organizations; however, G-I staff develops and submit proposals and requests for proposals and makes venue selections for the Geo-Congress.

A program committee will be developed for each Geo-Congress, whether it is a standalone Geo-Congress or done in partnership with other organizations. The program committee will be responsible for developing the technical content of the congress including identifying and approving short courses, technical sessions, keynote presentations (excluding the Seed, Peck and Terzaghi lecturers), and panel sessions. For standalone Geo-Congresses, the technical program will be developed within the guidelines, policies and procedures developed by the Geo-Congress Organizing Committee, and for partnerships the G-I will strive to develop the technical program meeting as many of the guidelines, policies, and procedures as possible. Additionally, the program committee will assist with promoting the congress, sponsorships, and the exhibition.

X.B. Specialty Conferences

Specialty conferences are a valuable means for the presentation and discussion of the current state-of-the-art as well as new technical developments in all facets of geotechnical engineering. The topics of specialty conferences can be either broadly based or rather narrowly focused. Specialty conferences may be held in conjunction with allied organizations, including international societies and other professional societies and trade organizations representing the geo-industry or related disciplines.

No more than two specialty conferences shall be held in one year unless specifically approved by the BoG.

Where possible, consideration shall be given to cooperation with other organizations to co-host specialty conferences. Such cooperative agreements provide flexibility in establishing management contracts for these events in accordance with the Institute Operating Procedures.

The TCC is responsible for approving pre-proposals and full proposals for specialty conferences. Suggestions for specialty conference topics can come from individual G-I members, G-I technical committees, university groups, G-I chapters or geotechnical committees of local ASCE sections, or the BoG. Any of these groups may submit a proposal for a specialty conference. Proposals are typically approved three years (at least two and sometimes four years) in advance of the proposed conference dates. The specific content of the proposal shall be determined by the TCC.

After the full proposal is approved by the TCC, the TCC assigns one of its members as liaison for the event. The liaison works with the specialty conference Chair(s), Technical Program Chair(s), and Organizing Committee for the event, the G-I Director, and the conference planning organization responsible for the event, to implement the proposal in accordance with the procedures described in G-I and ASCE conference planning guidance and as directed by the BoG.

X.C. Other Conferences

From time to time, the G-I is asked to 1) co-sponsor, or 2) cooperate with or assist with a meeting or conference organized by a non-G-I group/organization/society.

G-I co-sponsorship of a meeting or conference implies all of the following:

- Financial responsibility--either providing funds or providing a mechanism for obtaining funds to underwrite the conference. In this case, there is a sharing of any profits or losses, normally in proportion to the amount of money provided or according to a written contract or memorandum of understanding with the co-sponsoring organization.
- Technical responsibility—shared responsibility for the length and quality of the technical program.

- Membership—G-I members are eligible to participate in the conference with all the benefits provided to members of sponsoring organizations (e.g. discounted registration).
- Use of ASCE/G-I mailing lists, conference organizers, or publication facilities.
- Including conference information on the G-I web site.

G-I cooperation or assistance of a meeting or conference may involve any or all of the following:

- Subject compatible with the scope and activities of the G-I.
- Agreement with the objectives and purpose of the conference.
- Input to the conference program.
- Liaison with appropriate G-I technical committees.
- ASCE/G-I membership mailing lists.
- Co-publication of the conference proceedings.

A written proposal is required for co-sponsorship, cooperation and assistance. To obtain approval, proposals must include sufficient detail so the appropriate levels of responsibility and liaison are clear. The TCC is responsible for the specific format of such proposals. When the G-I co-sponsors another organization's event, and significant staff support will be required for organization or technical program development and review, such events shall be considered toward the 2 conference per year limit.

Non-Financial Co-Sponsorship Request from International Organization – IAC reviews the request IF NOT IN FAVOR OF THE CO-SPONSORSHIP, THE REQUEST IS DENIED, if in favor of the co-sponsorship, sends to TCC. TCC reviews and sends recommendations back to IAC which will notify the requestors (with help from staff if desired). If TCC and IAC both agree that the co-sponsorship should be done, the G-I Director in coordination with the BoG (or BoG liaison) will give final endorsement to the recommendation. The IAC in coordination with G-I Director will contact the international group with the outcome. If there is a difference of opinion between the IAC and TCC then the co-sponsorship request is sent to BOG for decision.

X.D. Ancillary Services

For all G-I conferences, G-I will check with the conference facility for recommended child care service providers and will provide information about the availability of such services to conference registrants through the conference website and in conference programs/brochures as to where they may find child care services at the meeting location.

V. Publications and Review

XI.A. Journal of Geotechnical and Geoenvironmental Engineering

The flagship publication of the G-I is the ASCE Journal of Geotechnical and Geoenvironmental Engineering (JGGE). It is published monthly and has the reputation

of being one of the premier technical journals in our field in the world. All papers and technical notes submitted to the *Journal* are subject to a rigorous peer review process that is the primary responsibility of the Publications Committee. The Publications Committee is a Board Committee of the G-I. The Editor-in-Chief of the JGGE is a member of the Publications Committee.

Editor-in-Chief and Editors.--The Editor-in-Chief of the *Journal*, is appointed by the BoG for a term of three years. The appointment term may be extended at the discretion of the BoG. Editors may be appointed by the Editor-in-Chief as necessary.

Editorial Board Membership.--The Editorial Board of the *Journal* is comprised of the Editor-in-Chief, Associate Editors and the Ombudsman. Such membership is a serious and often time-consuming responsibility. Membership is reserved only for those who are recognized for their expertise in particular subspecialties within the scope of the G-I and who have expressed a willingness to obtain quality reviews of submitted papers, among other duties.

Review Process.--The review process for papers is given in Appendix C to this Manual. Changes to this review process require the consent of the BoG.

Manuscripts.--Basic requirements for manuscripts submitted to the *Journal* can be found on the *Journal* web page at <http://www.editorialmanager.com/jrngteng/>.

Terzaghi and Seed Lecturers.—Terzaghi and Seed Lecturers are expected to submit papers for publication in the *Journal*. These papers are reviewed for technical and editorial content but because they are part of the most prestigious awards offered by the G-I they may not be rejected. Review of the paper shall be handled by the editor in chief of the *Journal*. Reviewers' comments may be communicated to the Lecturer at the Editors' discretion.

XI.B. Geotechnical Special Publications

Geotechnical Special Publications (GSP) contain technical papers and reports presented at or submitted to G-I specialty conferences or other appropriate venues or prepared by technical Committees and other groups for the specific purpose of publication as a GSP. GSPs may also be reports prepared by G-I technical committees, or any other worthy publication. The Publications Committee must grant approval for all GSPs, with the exception that proceedings of the annual Geo-Congress and G-I specialty conferences automatically qualify as GSPs. Appropriate technical and editorial review is required and may be carried out by the Publications Committee or by a task committee appointed for this purpose by the Publications Committee or Conference Organizing Committee. Reviewers may be members of G-I technical committees, the Publications Committee, or any other group of competent G-I members or their peer group known to the proceedings editor(s) or others on the specialty conference publication committee. Review procedures normally follow those of the *Journal*. As the GSPs contain peer reviewed papers, it is not appropriate that they also

be published in the *Journal*.

XI.C. International Journal of Geomechanics

The International Journal of Geomechanics (IJOG) focuses on geomechanics with emphasis on its theoretical aspects, including computational and analytical methods and related validations. Applications of geomechanics for interdisciplinary topics such as geotechnical and geoenvironmental engineering, mining and geological engineering, rock and blasting engineering, underground structures, infrastructure and pavement engineering, petroleum engineering, engineering geophysics, offshore and marine geotechnology, geothermal energy, lunar and planetary engineering, and ice mechanics fall within the scope of the journal. Specific topics covered by the journal include numerical and analytical methods; constitutive modeling including elasticity, plasticity, creep, localization, fracture and instabilities; neural networks, expert systems, optimization and reliability; statics and dynamics of interacting structures and foundations; liquid and gas flow through geologic media, contaminant transport and groundwater problems; borehole stability, geohazards such as earthquakes, landslides and subsidence; soil/rock improvement; and the development of model validations using laboratory and field measurements.

Editor-in-Chief and Editors.--The Editor-in-Chief of the *IJOG*, is appointed by the BoG for a term of three years. The appointment term may be extended at the discretion of the BoG. Editors may be appointed by the Editor-in-Chief as necessary.

Editorial Board Membership.--The Editorial Board of the *IJOG* is comprised of the Editor-in-Chief, Associate Editors and the Ombudsman. Such membership is a serious and often time-consuming responsibility. Membership is reserved only for those who are recognized for their expertise in particular subspecialties within the scope of the G-I and who have expressed a willingness to obtain quality reviews of submitted papers, among other duties.

Review Process.--The review process for papers is given in Appendix C to this Manual. Changes to this review process require the consent of the BoG.

Manuscripts.--Basic requirements for manuscripts submitted to the *IJOG* can be found on the *IJOG* web page at <https://www.editorialmanager.com/jrngmeng/>.

XI.D. GEOSTRATA

GEOSTRATA is the official publication of the ASCE Geo-Institute. Along with the G-I e-update, it is the recognized avenue for announcements of G-I elections, initiatives, events, special programs, and other items of interest to the membership. General content of the magazine is managed by the Editorial Board. The Editor is appointed by the BoG and the Editorial Board members are appointed by the Editor. Advertising is managed by ASCE Sales and Marketing. Revenue distribution is defined in the

IOP.

XI.E. ASCE Publications

Civil Engineering

The G-I Publications Committees or task forces do generally not review articles on geotechnical engineering published in Civil Engineering. If the Editor of *Civil Engineering* requests a review of an article, the appropriate technical committee chair may be called upon to suggest a suitable reviewer.

XI.F. Other Journals and Publications

Proceedings of the International and Pan-American Conferences on Soil Mechanics and Geotechnical Engineering

The International Activities Committee (IAC) appoints publication task committees for the purpose of reviewing both abstracts and papers submitted for possible publication in the proceedings of International and Pan-American Conferences on Soil Mechanics and Geotechnical Engineering. As the number of papers allotted to the US is often limited, abstracts and papers submitted to the international conference undergo rigorous review by a task committee appointed for this purpose by the TCC. Close coordination between the International Secretary, the TCC, and the Chair of this task committee is important so that all acceptable papers are published in the international conference proceedings.

Committee and Task Force Reports

Reports by G-I Technical Committees and Task Forces may be published after the BoG or its appointed reviewers have given them appropriate review. Publication may be through ASCE publication or by posting to the G-I web site.

ASCE Press

In addition to GSPs and other ASCE publications, ASCE has entered into the book publishing business with the establishment of the ASCE Press. The objective is to provide practice oriented books on civil engineering subjects that for-profit publishers are unwilling to publish for one reason or another. These books should provide ASCE membership technical information that would not otherwise be available. University level textbooks are not appropriate for publication by ASCE Press. The procedure is as follows:

- Manuscripts or proposals for books may arrive unsolicited; in some cases, proposals are solicited in response from members or technical committee chairs.
- Proposals are reviewed by a member the Book Selection Committee of ASCE. However, the G-I believes that if a book encroaches even remotely on geotechnical practice, then the BoG should see that both proposals and books must be properly reviewed through the G-I.

- Ordinarily, the appropriate technical committee of the G-I will be used to provide reviewers. The BoG or TCC may also identify appropriate additional reviewers for the book proposal and/or complete manuscript.
- Publication by ASCE Press.

XI.G. G-I Website

The G-I maintains a website is available for listing G-I notices, conferences, membership information, and other pertinent information of interest to G-I membership. The website may also be used for archiving, posting, and disseminating committee and task force reports, white papers, and other documents of interest to the membership.

XI.H. G-I e-Update

G-I staff will prepare and disseminate a e-Updates on a regular basis. The e-Update shall apprise G-I members of upcoming events, deadlines (e.g. for submission of abstracts, for award nominations), and other items of general interest to the membership. The e-Update shall be sent to all G-I members except for those who have notified the G-I that they do not wish to receive it (i.e. who have “opted out” from the e-Update distribution list).

XI. Board Committees and Councils

Board Committees and Councils should meet at least once annually and communicate otherwise by telephone, or electronic mail at least quarterly. Committee members should serve three-year terms with a maximum of six years of consecutive service. The committee should have a regular rotation of members that introduces new members each year. In general, the term of the chair should be three years.

XII.A. Awards Committee

XII.A.1 Awards Committee Membership

The Awards Committee is a standing administrative committee of the G-I. It is composed of the following members:

- A chair selected by the BoG according to the rules given below.
- Five members-at-large selected by the BoG.

The appointment to the position of Chair of the G-I Awards Committee is an important appointment. The Chair is selected by the BoG from active members of the G-I.

The members of the Awards Committee are chosen so that approximately one-half are from the academic community and one-half are primarily practicing engineers.

All members of the Awards Committee normally participate in all decisions. Exceptions are when one or more members become ineligible to participate in a

specific decision because of a conflict of interest, as when a regular member is under active consideration for an award, or when a committee member finds that they are unable render an objective judgment. Other exceptions occur when one or more members fail to respond in a timely manner to a call for vote, in which case the Committee decision is based on the number of valid responses that have been received by the specified deadline, with at least two-thirds of the committee responding.

XII.A.2. General Procedures

There are two categories of awards. One is administered solely by the G-I Awards Committee (GIAC) and is simply referred to as “G-I Awards.” The other category is ASCE Awards and is administered by the ASCE Society Awards Committee (SAC) and is simply referred to as “ASCE Awards.”

The GIAC reviews nominations for ASCE Awards, and makes recommendations to the BoG. Following BoG approval, all G-I recommendations for ASCE awards will be forwarded to SAC by the Secretary of the G-I. Members may make nominations to the G-I Awards Committee for consideration for nomination for ASCE awards. The Secretary of the BoG shall inform ASCE Headquarters of G-I nominations for ASCE awards.

All nominations for G-I Awards will be made to the GIAC. The GIAC will provide recommendations for the recipients of G-I Awards to the BoG, who will then act upon these recommendations.

A comprehensive listing of both ASCE and G-I awards is included in Appendix A to this manual. This listing should be updated annually by the Secretary of the BoG.

It will be the general policy to solicit nominations for awards from as broad a spectrum of the membership of the G-I as possible. To this end, the Awards Committee shall prepare a listing of ASCE and G-I awards for which it normally reviews nominations and makes recommendations have it published in *GEOSTRATA*, the G-I e-Update, and on the G-I website.

Unless explicitly excluded by the Award criteria (e.g. nominations of journal papers for the Norman, Croes and Middlebrooks award), unsuccessful nominations for any particular award will be automatically carried forward for two years after their initial submission. Unsuccessful nominations that are carried over may be supplemented and unsuccessful nominations may be resubmitted in subsequent years provided they satisfy the criteria for the specified award.

When judging individual papers for awards, fairness dictates that “companion papers” normally be treated as individual papers which must stand on their own merit. In the unusual case where a set of companion papers were to be nominated for an award, strong arguments would need to be made to document the high technical merit of the papers and the conciseness of their presentation.

A description of the awards, procedures, and award histories is included in Appendix A.

XII.B. Codes and Standards Council

From time to time members and groups in the G-I may identify the need for codes, standards, and technical guidance documents to govern the practice of the profession. Since carelessly developed codes, standards, and guidance documents can have a constraining effect on the development of the state of the art and since promulgating a code, standard, or guidance document is a time-consuming activity, writing a code, standard, or guidance document should be embarked on only when there is a clear need for the document and when its implementation will benefit the profession and the public.

In accordance with the procedures of the Codes and Standards Activities Committee (CSAC) of ASCE the BoG will appoint a Codes and Standards Council (CSC). This council will accept proposals for codes or standards from individuals and from technical committees. The council will review and process the proposal in accordance with CSAC procedures and recommend to the BoG whether the G-I should proceed to develop the code or standard.

If the BoG and the council determine that a code or standard is necessary, a standards committee shall be organized to develop the code or standard in accordance with the existing ASCE policies and procedures for developing codes and standards. The committee developing the code or standard will keep the BoG informed of its activities through the G-I CSC.

XII.C. Continuing Education Committee

The purpose of the Continuing Education Committee is to identify the kinds and sources of continuing education that the committee believes will serve the membership. Where adequate sources of geotechnical/geoenvironmental continuing education do not exist, the Committee should seek out individuals or groups within the G-I, ASCE, or allied organizations to develop and offer such courses. The Committee should regularly liaise with the G-I's Board of Governors, Technical Committees, and other comparable groups in order to evaluate where the geo-industry is heading and how the G-I can assist its members in acquiring the knowledge and skills needed to serve a changing world.

Membership should be balanced between academics and practitioners.

XII.D. Diversity and Inclusion Committee

The Diversity and Inclusion Committee shall be responsible for developing a robust diversity and inclusion program within the Institute that provides leadership and raises awareness in all matters of diversity and inclusion within the geotechnical engineering community; shall promulgate and implement programs designed to encourage equitable opportunity for full participation of all people within the profession; shall proactively partner with other Geo-Institute committees, the ASCE Committee on Diversity and Inclusion and with other affiliated organizations, to maximize effectiveness and minimize

duplication of efforts in areas of mutual interest related to matters of diversity and inclusion, including but not limited to race, ethnicity, religion, age, gender, sexual orientation, nationality or physical challenges.

The Diversity Committee shall consist of no more than seven Geo-Institute members, including a G-I Board Liaison. Members shall be selected on the basis of an interest in, as well as a knowledge and understanding of the issues related to diversity and inclusion in the engineering profession. Members shall also be representatives of the private, public and academia sectors. In addition to the seven committee members, the committee invites the ASCE Board of Directors and the ASCE Committee on Diversity and Inclusion, if they so desire, to each put forward a corresponding member to encourage dialogue and shared knowledge between ASCE and the Geo-Institute.

XII.E. Geo-Congress Organizing Committee

The Geo-Congress Organizing Committee will enhance the value of the Geo-Congress as the premiere annual technical information exchange, educational, and networking event for the Geo-Institute that appeals to the needs of the entire geoprofession.

- To meet these goals the Geo-Congress Organizing Committee (GOC) is charged with doing the following:
 - Develop well-defined processes and guidance for planning the congress.
 - Appoint or assist in development of technical program committee for each congress.
 - To set overall congress management structure for the congress that provides value for the geoprofession (students/academics/practitioners, exhibitors/sponsors, speakers/authors, attendees, allied organizations).
 - To develop program structure/template for the congress.
 - Develop strategic collaborations with allied organizations for the Geo-Congress.
 - Assist in dissemination of information from the congress to the Geo-Institute at large.
 - Continually evaluate congress for improvements.

The standing committee shall:

- Be representative of the diverse constituency of the profession and include academics, practitioners, and owners.
- Be composed of:
 - A Board-nominated and approved Chair;
 - G-I Director;
 - G-I Meetings and Program Specialist;
 - Technical Coordination Council (TCC) representative;
 - Local Involvement Council (LIC) representative;
 - Student Member Participation Committee (SPC) representative
 - Organizational Member Council (OMC) representative;
 - Technical and Local Program chairs for the most recent Geo-Congress:
 - Technical and Local Program chairs for the upcoming Geo-Congress; and
 - Technical and Local Program chairs for next year's Geo-Congress.

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- Be responsible for making the Geo-Congress a broad-based event that appeals to the entire profession, including:
 - Setting the theme (if desired) for the Geo-Congress each year;
 - Provides input to G-I Staff on partnering agreements with affiliated organizations;
 - Recruiting a technical program committee (or appointing a technical program chair(s) and approving the technical program committee) for each Geo-Congress that will be responsible for planning the details of the technical program; and
 - Recruiting a local program committee (or appointing a local program chair(s) and approving the local program committee) that will be responsible for soliciting local sponsorships and planning local events.
 - Assist staff in the long-term development of the brand and realization of the vision for the Geo-Congress
- Monitor that timelines for all congress activities stay on schedule
- Continually assess ways to raise value and appeal of congress to the geo-profession
- Continuously review and revise as warranted the template for the Geo-Congress, including:
 - Length of the Geo-Congress
 - Number and details of sessions (e.g. length, time slot) of different type (e.g. award lectures, plenary, podium, poster);
 - Number and details of special events, including the short courses, the opening ceremonies, the Ice breaker reception, the Annual Meeting of the G-I, the Diversity Program event, the Student-OMC meet and greet, and the Hero's Luncheon.
- Foster partnering relationships with associated societies and organizations;
- Cultivate the G-I's relationship with past exhibitors and sponsors, including soliciting sponsors and exhibitors for each Geo-Congress in cooperation and coordination with the ASCE Conference Department (or outside conference manager) and the Local Organizing Committee.

For each Geo-Congress, the Standing Committee shall appoint a Technical Program Committee (or appoint a Technical Program Chair(s) and approve the Technical Program Committee recruited by the chair(s).) The Technical Program Committee will be responsible for developing the technical program for the Geo-Congress within the constraints of the template and any themes and partnering agreements established by the Standing Committee. Technical Program Committee responsibilities include:

- Preparing the call for sessions and call for papers for the Geo-Congress, making sure that every technical committee has the opportunity to participate in the Geo-Congress by sponsoring or co-sponsoring a session of some sort;
- Reviewing abstracts and reviewing papers submitted to the Geo-Congress;
- Identifying plenary, keynote, and state-of-the-art or –practice speakers for plenary sessions;
- Scheduling the Peck and Seed Award Lectures within the constraints of the template;

For each Geo-Congress, the Standing Committee shall appoint a Local Program Committee (or appoint a Local Program Chair(s) and approve the Local Program Committee recruited

by the chair(s).) The Local Program Committee will be responsible for developing the locally-derived content for the Geo-Congress within the constraints of the template and any themes and partnering agreements established by the Standing Committee. The Local Program Committee should have links to (i.e. members from) the Local G-I Chapters (including student chapters) in close proximity to the Geo-Congress venue. Local Program Committee responsibilities include:

- Developing sessions with content of interest to local practitioners (in conjunction with the Technical Program Committee, Local Involvement Committee (LIC), and Organizational Members Council (OMC);
- Identifying pre- and post-conference technical tours and establishing the spouse/domestic partner program (in conjunction with the ASCE Conference Department or outside Conference Manager);
- Soliciting local sponsors and exhibitors for the event (in conjunction with Standing Committee);
- Organizing special events for the local geotechnical community and/or sponsored by the local geotechnical community as appropriate.

XII.F. Geo-Legislative Committee

The Geo-Legislative Committee's role is to serve on ASCE National Policy Committees and participate in the annual ASCE Legislative Fly-In.

The Geo-Legislative Committee can consist of up to eight members. Four of the members will serve on ASCE National Policy Committees - the National Environment and Water Policy Committee, the National Transportation Policy Committee, the National Engineering Practice Policy Committee, and the National Infrastructure & Research Policy Committee. The remaining four members would be candidates for future service on ASCE National Policy Committees. Committee members should represent a mixture of Geo-Institute members from practice and from academia and should include members from different geographic regions. An important characteristic for committee members is a strong interest in legislative and political affairs and the role that engineers can play in the political process.

XII.G. International Activities Committee (IAC)

The general charge of the IAC is to oversee the international activities of the GI. The ISSMGE US Member Society Secretary shall be a member of the IAC. The IAC provides a member to liaise for major international activities. The IAC collaborates with the International Secretary in management of US Member Society activities and Pan-American conference activities.

XII.H. Local Involvement Committee

The charge of this committee is to provide the linkage between the G-I, younger members, local chapters of the Geo-Institute, and geotechnical groups of the ASCE Sections and Branches. The standard Memorandum of Understanding for affiliation with the G-I can be found in Appendix D. This committee shall recommend programs to the

BoG and implement approved programs that address the interests of local area geotechnical practitioners in ways that advance and/or enhance the geotechnical profession. Any such programs must be mutually beneficial to both the affected G-I chapters, ASCE Sections and/or Branches, and the G-I.

The LIC shall administer the annual award showcasing a chapter deemed the " Chapter of the Year."

The majority of this committee shall be individuals who have previously served in leadership positions with Chapters or geotechnical groups in sections and branches. Geographic diversity should be a goal of committee membership.

XII.I. Organizational Member Council

The Organization Member Council (OMC) represents the interests of the Organizational Members of the Geo-Institute (G-I), with the ultimate goal of enhancing the benefits of this special membership category. The OMC seeks ways to increase the value of the Organizational Membership by recognizing the needs of the OM firms, identifying various activities or products that address those needs, and working with the G-I staff and leadership to implement the resulting programs. The membership consists of representatives from Organizational Member Firms and should be representative of various firm size and geographic areas.

XII.J. Past Presidents Committee

The Past Presidents Committee shall be responsible for identifying GI members who merit consideration for ASCE personal achievement awards. Awards which shall be considered by the Committee include, but are not limited to, the ASCE OPAL awards for lifetime accomplishments in Construction, Design, Education, Government, and Management, the Charles Pankow Award for Innovation, and the Henry L. Michel Award for Industry Advancement of Research. The Committee shall also identify GI members who they believe to be worthy candidates for ASCE Distinguished Member status.

The Committee shall solicit volunteers from the colleagues of the identified candidates to prepare nomination packages for these candidates in a timely fashion for consideration by ASCE. It is not the responsibility of the Past Presidents Committee to actually prepare nomination packages for identified candidates. However, the Committee may prepare a letter of endorsement for a candidate for inclusion in the nomination package, subject to approval of the Board of Governors.

The Past Presidents Committee shall consist of the three most recent Past Presidents of the Geo-Institute (not including the current Past President) willing to serve on the Committee. The Past President who has served on the Committee the longest shall be the chair.

The Past Presidents Committee shall conduct its business by teleconference facilitated by GI staff. The Committee shall maintain a list of GI members who merit consideration for ASCE personal achievement awards or Distinguished Member status and shall update the list annually.

XII.K. Student Participation Committee (SPC)

The purpose of the SPC is to coordinate and expand Geo-Institute support for student activities and increase student engagement in the Geo-Institute including participation in Geo-Institute events.

Responsibilities include, but are not limited to:

- Encouraging undergraduate students to pursue graduate studies in geotechnical engineering.
- Encouraging student membership in the G-I.
- Broadening student participation in the G-I.
- Encouraging and facilitating student attendance at G-I events.
- Planning student activities at G-I and student-specific events (see below).
- Reviewing operation of and overseeing the current Student Competition Committee.
- Raising funds to support annually the Student Competition.
- Fostering additional avenues for student engagement in the G-I.
- Establishing criteria for and selection and awarding of funds that support engagement of students in the G-I.
- Raising funds for a Student Participation Fund (SPF to support student engagement in the G-I.
- Prepare Annual Assessment and Evaluation Report including budget for the coming year.

The SPC may establish appropriate sub-committees to carry out the necessary tasks.

Potential student-related activities may include:

- Awarding “scholarships” from SPE funds to attend G-I meetings.
- Student paper competitions at G-I conferences. This might include either entire sessions at G-I conferences or presentation of an award winning paper at a Plenary Session.
- “Virtual” student member conferences.
- Webinars / Internet seminars for students.
- On-line forums / discussion groups.
- Workshops.
- Student nights at local G-I Chapter events.
- Promotion of G-I scholarships at local G-I chapters.
- Student events and paper competitions at ASCE Student Chapter Regional Meetings (for undergraduates)

Guidelines for Committee Membership:

- 3 year terms, renewable, except for student members who serve 2 years)
- 1 Committee chair
- 2 Academic Representatives
- 2 Industry Representatives:
 - Local G-I Chapter Officers and Chairs

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- 2 Younger Members
 - Graduated less than 5 years from date of appointment
- 2 Graduate Student Organization Members
- Full reimbursement for travel and one-night expenses to committee meeting
- Geographic balance and diversity representative of G-I membership at large.

XII.K.1. Geotechnical Student Organizations

Graduate students at any U.S. college or university who are also individual student members of the G-I, and undergraduate students at any U.S. college or university that does not have an ASCE student chapter or who are not eligible to join an ASCE undergraduate student chapter and who are also individual student members of the G-I, are encouraged to form a G-I Geotechnical Student Organization (GSO) at that institution. Additionally, both graduate and undergraduate students in a related field are invited to either join a GSO if one exists, or form a G-I student organization if one does not exist. Geo-Institute Student Organizations will follow the same guidelines as Graduate Student Organizations and undergraduate students may be full members. The function of a GSO shall be the enhancement of the education of students who are preparing to become geo-professionals. GSOs can engage in activities of their choice as long as such activities are consistent with the goals and objectives of the G-I and do not violate the by-laws, policies and procedures, or code of ethics of the G-I.

Students wishing to form a GSO shall submit an application to the Director of the G-I requesting the recognition of their GSO. The application form shall require the information deemed essential for eligibility determination by the BoG. At a minimum, the application shall include the name of a faculty member who is a member in good standing of the G-I and who agrees to serve as faculty advisor to the GSO. The application shall also contain a statement of purpose for the establishment of the local GSO. That is, it shall contain a statement of mission and major objectives as viewed by the petitioning students.

The application will be reviewed by G-I staff for compliance with application requirements, including verification that all petitioning students are student members in good standing of the G-I and that the proposed faculty advisor is a member in good standing of the G-I. Following the compliance review, the G-I Director will place the application on the Agenda for the next BoG meeting for action with a recommendation for its approval or denial. When the GSO application is approved, the petitioning students shall be notified promptly by the Director of the G-I.

No dues shall be paid to the G-I by any GSO. GSOs shall not be prohibited from engaging in appropriate activities to raise funds in support of their organization.

Upon formation of a GSO, the G-I staff shall provide the faculty advisor of the GSO with a certificate of organizational membership suitable for display in the GSO office or elsewhere on campus. The G-I staff shall also send an appointment letter, signed by the Chair of the BoG, to the faculty advisor. The term of appointment of the faculty advisor shall be at the mutual pleasure of the student members, the faculty advisor, and the G-I BoG. The faculty advisor shall notify the Director of the G-I upon his or her resignation

or termination and shall simultaneously notify the Director of the G-I of the name of his or her replacement. The replacement must meet the same qualifications as his or her predecessor.

The GSO shall elect a slate of officers at least annually that is appropriate to its internal function. The GSO shall inform the G-I staff of the names and addresses of its officers at least annually and upon any change in officers, and the G-I staff shall maintain records of these names and addresses. New members may be inducted into a GSO at any time provided they are student members of the G-I. Names of new GSO members, and of resigned or graduated members, shall be forwarded by the GSO to the G-I staff at least annually for maintenance of records.

The Student Participation Committee (SPC) is responsible for organizing activities for GSOs at the annual Geo-Congress, G-I specialty conferences, ASCE annual conventions, or elsewhere. These activities may involve paper competitions, professional education, networking, and similar activities. The SPC may collaborate with other G-I entities and associated professional societies and trade associations in organizing these activities.

XII.K.1.a. Student Leadership Council (SLC)

The Graduate Student Organization (GSO) Student Leadership Council (SLC) is a committee consisting of members from each GSO across the nation. The SLC is tasked to promote collaboration among GSOs, create new funding opportunities, keep the Geo-Institute (GI) leadership informed on student issues, and increase the effectiveness of GI student activities and competitions.

Each GSO appoints a single representative in the SLC. The representative is selected by the GSO for a one year term. Terms may be renewed upon the GSO's direction. Participation in the SLC is required for good standing as a GSO recognized by the Geo-Institute.

A minimum participation level is outlined below:

- Attendance on at least three of the four quarterly SLC conference calls
- Involvement with at least one SLC initiative
- Submission of an annual GSO activity report

XII.L. Technical Coordination Council (TCC)

The TCC provides overall coordination of G-I technical activities in accordance with the Technical Policy and Procedures document (Appendix G). Duties include the following activities:

- Initiates and maintains through the technical committee structure formal liaison interactions with closely aligned organizations involved with technical activities that are within the broad areas of interest of the G-I.
- Appoints chairs of technical committees and task forces, subject to approval of

the BoG.

- Approves, coordinates and monitors activities of technical committees and task forces, and encourages progress.
- Assigns a TCC councilor to serve as liaison to each technical committee and task force.
- Supplies input to the G-I staff to aid in assembling budgets.
- Allocates funds approved for the TCC.
- Conducts a technical committee chairs' workshop at each annual meeting of the G-I.
- Solicits, receives and reviews annual technical committee activity reports.
- Evaluates technical committees on a triennial basis.
- Solicits and evaluates proposals requesting the establishment of technical committees and task forces.
- Prepares an annual report on technical activities. Prepares interim reports as warranted or as requested by the BoG.
- Receives or initiates and approves pre-proposals and full proposals for specialty conferences, and sessions during ASCE conferences. Approved pre-proposals should be in place at least three and one half years in advance.
- Approves G-I Geotechnical Special Publications (GSPs) as indicated in the Geotechnical Special Publications Guidelines.
- Facilitates or provides technical reviews, recommendations, and representation on behalf of the G-I and/or ASCE as needed.
- Establishes inter-committee liaisons when activities overlap the scopes of more than one committee or task force.
- Encourages technical committees to submit nominations to the ASCE Awards Committee.
- Selects the Technical Committee of the Year.
- Ensures that technical committees and task forces follow policies and procedures
- Other duties as needs arise or as assigned by the BoG.

XII.M. Technical Publications Committee (TPC)

The Technical Publications Committee (TPC) shall develop general policies for conducting the publications program of the Geo-Institute for the G-I Board of Governors approval and shall develop rules for Geo-Institute publications, including appointment of editors-in-chief and editors, and papers submitted for publication.

The TPC is responsible for developing guidelines for Geotechnical Special Publications (GSPs) and Geotechnical Practice Periodicals (GPPs) and shall have oversight of all publications activities and the final authority to accept or decline any paper or special technical publications.

The TPC shall consist of at least nine Geo-Institute members, including a Chair; the editors-in-chief of the (a) Journal of Geotechnical and Geoenvironmental Engineering, (b) International Journal for Geomechanics, (c) *GEOSTRATA*; a contact member from the Geo-Institute Board of Governors; and at least four at-large members who represent a cross-section of the Geo-Institute's publications interests.

XII. G-I Finances

XIII.A. General

The fiscal year for the G-I will conform to the fiscal year for ASCE. Presently, the ASCE fiscal year is from October 1 - September 30. This provision may not be changed without approval from the Executive Director of ASCE.

All activities of the Director of the G-I regarding budget and finance are accomplished under the oversight of the Treasurer of the G-I.

XIII.B. Budget

Each year, the Director of the G-I will prepare a budget for the next fiscal year in consultation with the Treasurer and President of the G-I and submit it to the BoG for the consideration. The BoG must approve the annual budget by a majority vote by no later than May 1 of the fiscal year preceding that for which the budget is developed.

XIII.C. Collection of Dues

Dues for members of the G-I who are also ASCE members are collected by ASCE and credited to the G-I operating account as outlined in the Institute Operating Procedures. The Director of the G-I periodically monitors the account and arranges for the transfer of appropriate funds to ASCE for services provided by ASCE, including publication of journals, GSPs, and *GEOSTRATA*. Dues for G-I members who are not members of ASCE are collected directly by ASCE and credited to the G-I operating account.

XIII.D. Establishment and Maintenance of Accounts

The Director of the G-I with the approval of the BoG of the G-I and the Executive Director of ASCE, may establish accounts exclusive to the G-I, other than the dues account. Such accounts may be established for student and younger member activities, awards funds, continuing education, conferences and similar activities.

XIII.E. ISSMGE Fund

The Director of the G-I also monitors a special fund that was established with income from the XI International Conference on Soil Mechanics and Foundation Engineering, termed the ISSMGE Fund. This fund is to be kept in an interest-bearing bank account, money market account, investment account or certificate of deposit which is kept separate from all other ASCE and G-I Funds and is not to be used for any purpose without the appropriate approval BOG of the G-I. This fund is intended primarily to support international activities of the G-I, but it may also be used to underwrite G-I events in accordance with Section VII.D.5. Specifically, the fund may be used for initial investments into G-I events. All ISSMGE funds used to support any G-I events are to be reimbursed by priority from the profits from the event. Profits from the activity exceeding the amount borrowed from this fund will be deposited to

Approved January 14, 2015

Updated: July 25, 2016

the ISSMGE fund at the discretion of the BOG.

XIII.F. Reporting

Under the oversight of the BoG Treasurer, the Director will provide a complete report of G-I finances, including the status of the ISSMGE fund, semi-annually to the BoG and annually to the membership of the G-I via *GEOSTRATA* magazine or special report.

APPENDIX A: Awards

A.1. Awards Restrictions

A.1.1 Posthumous Awards

The policy of the G-I is not to make personal achievement awards posthumously. However, paper awards may be made posthumously.

A.1.2 Eligibility of Sitting and Past Governors

Members of the Geo-Institute Board of Governors are ineligible to receive awards selected by the Board of Governors, (i.e., the Terzaghi Lecture and the Cross-USA Lecture) while on the Board, and for a period of one year after their term expires.

A.2 G-I Special Awards

The following awards and special lectures originate in the G-I:

- The Wallace Hayward Baker Award
- The Arthur Casagrande Professional Development Award
- The Martin S. Kapp Foundation Engineering Award
- The Ralph B. Peck Award
- The H. Bolton Seed Medal
- The Karl Terzaghi Award
- The Karl Terzaghi Lecture
- The Harry Schnabel Jr. Award
- Cross-USA Lecturer
- The Carl L. Monismith Award

For the awards outlined below, the Chair of the Geo-Institute Awards Committee shall assure that nominations are solicited each year through notices placed in the G-I e-Update, the Geo-Institute website, and in *GEOSTRATA* magazine.

a) The Wallace Hayward Baker Award

- The Wallace Hayward Baker Award was established in the year 2000 by the Geo-Institute in recognition of the creative and innovative contributions of Wallace Hayward Baker in the field of ground modification.
- The award will be given in recognition of ingenious innovation in the field of ground modification. Emphasis shall be placed on the resourceful development of a new technology or the creative application of existing technology to achieve field performance not previously demonstrated.

- Justification for the award shall be a major advancement or a career of inventive contributions to the field. Although desirable, the specific basis for the award does not have to be presented in a lecture.
- The award will normally be given to a single individual and is not restricted to members of the Geo-Institute; in special situations it may be given to a group of individuals.
- Not more than one award will be made each year, and no award shall be given if a qualified candidate is not clearly identified.
- The award consists of a plaque and certificate, suitably inscribed with the name of the recipient, year of the award, and brief citation describing the basis for the award.
- The recipient of the award must be recommended by the Awards Committee and approved by the Geo-Institute Board of Governors.
- A nomination must include biographical data for the nominee and a clear description of the basis for the award, including a 20-word-or-less ending to the statement, "The Wallace Hayward Baker Award is given to _____ in recognition of (20 words or less).
- The recipient or the nominator shall be invited to prepare a manuscript describing the basis for the award to be published in "GEOSTRATA" within twelve months following receipt of the award.
- One copy of each nomination must reach the Geo-Institute office in Reston, Virginia by August 15 for consideration of an award for the following year. Electronic submissions are encouraged. The nomination must include a brief description of the projects, the innovative approaches utilized, and the results achieved. The G-I Awards Committee shall provide a recommendation of a nominee for the award to the G-I BOG by September 15. The G-I BOG will make the final selection of the awardee.

Wallace Hayward Baker Award Winners

2000 Alvaro Lopez-Ruiz
2001 Francis Gularte
2002 (No award given)
2003 Raymond J. Krizek
2004 Donald A. Bruce.
2005 Joseph P. Welsh.
2006 Nathaniel S. Fox
2007 Reuben H. Karol.
2008 George A. Munfakh
2009 Not Given
2010 George Burke
2011 Not Given
2012 James Collin
2013 Rick Deschamps
2014 Paul Schmall
2015 George Filz

b) The Arthur Casagrande Professional Development Award

- The award will be given in recognition of outstanding accomplishments as evidenced by completed works, reports, or papers in the field of geotechnical engineering. It is intended to further the professional development of an outstanding practitioner, researcher, or teacher of geotechnical engineering under the age of 35.
- Nominations are due at ASCE headquarters by August 15. Electronic submissions are encouraged
- Nominations shall be no more than 10 pages in length and should include supporting evidence of distinguished accomplishments by the nominee, together with supporting letters and a brief biography. Nominations are to be sent to ASCE Honors and Awards.
- The Awards Committee shall recommend to the BOG not more than two nominees by September 15. Final recommendation for selection is done by the BOG, and selection of the awardee is done by the ASCE ExCom.

Arthur Casagrande Professional Development Award Winners

1989 Jean Lou Chameau, Raymond B. Seed
1990 Richard O. Finno
1991 Steven L. Kramer
1992 Timothy D. Stark
1993 Roman D. Hryciw
1994 Andrew J. Whittle
1995 Craig H. Benson
1996 Albert T. Yeung
1997 Robert B. Gilbert
1998 Ross Boulanger, Patrick J. Fox, and Juan Pestana
1999 Rodrigo Salgado
2000 Yousef M.A. Hashash and Susan E. Burns
2001 Jonathan P. Stewart.
2002 Ellen M. Rathje
2003 Michael A. Mooney.
2004 Paul J. Sabatini And Scott M. Olson
2005 William J. Likos
2006 Ahmet H. Aydilek
2007 David J. White
2008 Laurie G. Baise and Jason T. DeJong
2009 Dominic Assimaki
2010 Scott J. Brandenburg and Amy B. Cerato
2011 José E. Andrade
2012 Dimitrios Zekkos
2013 John McCartney
2014 Adda Athanasopoulous-Zekkos
2015

c) The Martin S. Kapp Foundation Engineering Award

- The award is made for an outstanding, innovative concept or achievement in the application of geotechnical engineering to problems of practice. The concept must have been made known to the profession by publication in some form, including advertisements and trade publications. The quality of the publication is not at issue; only the merit of the concept or achievement.
- Nominations are due at ASCE headquarters on August 15.
- Nominators shall submit a citation not exceeding 500 words in length describing the achievement, a copy of the published article supporting the achievement and, optionally, additional documentation, such as unpublished reports, advertising brochures and the like, as may be appropriate. Nominations shall be for achievements within the preceding ten years. Ten copies of the citation and documentation will be supplied by the nominator so that each member of the Awards Committee may have a copy.
- The Awards Committee shall select one or more nominees from the nominations received.
- By September 15, the Awards Committee will recommend its choice of nominees in order of preference to the BOG. A final recommended selection is done by the BOG, with approval of the awardee done by the ASCE ExCom.

Martin S. Kapp Foundation Engineering Award Winners

1974 Anthony J. Tozzoli
1975 Ben C. Gerwick, Jr.
1977 Robert E. White
1978 Henri Vidal
1981 Wallace H. Baker
1982 Leroy Crandall
1983 Charles L. Guild
1985 Harry V. Schnabel, Jr.
1986 George Kjerbol
1987 George J. Tamaro
1988 George G. Gobel
1990 Edward D. Graft
1991 Robert G. Lukas
1992 Peter J. Nicholson
1993 Edward E. Cording
1994 James P. Gould
1995 Clyde N. Baker, Jr.
1996 Patrick D. Birmingham
1998 Donald A. Bruce
1999 K. Ronald Chapman

Approved January 14, 2015

Updated: July 25, 2016

2000 Demetrious C. Koutsoftas
2001 Patrick A. O'Neill
2002 Albert F. DiMillio
2003 Michael W. O'Neill
2005 Jorj O. Osterberg
2006 Jean-Louis Briaud
2008 John R. Wolosick
2009 Dan A. Brown
2010 Dov Leshchinsky
2011 Jerry A. DiMaggio
2012 Arturo Ressi De Cervia
2013 Raymond E. Sandiford
2014 Fred H. Kulhawy
2015 Gabriel Fernandez

d) Ralph B. Peck Award

- This award is established by the Geo-Institute of the Society in honor of Ralph B. Peck, Hon. M.ASCE. Funds to support this award were donated by ASFE: Professional Firms Practicing in the Geosciences.
- The award consists of a gold-plated medal, a certificate, and a cash prize determined annually by, and subject to, the approval of the Executive Committee of the Board of Direction of ASCE based on the income from the award endowment.
- The Ralph B. Peck Award is presented for outstanding contributions to the geotechnical engineering profession through the publication of a thoughtful, carefully researched case history or histories, or the publication of recommended practices or design methodologies based on the evaluation of case histories
- The award will be given no more often than once a year either to a single author or to two or more collaborating authors for the publication of a case history or histories, or methodologies and recommended practices based on case histories, that provide valuable insights into the geotechnical aspects of constructed facilities. The award may be given for a single paper or for two or more papers written by the same authors. The published work must involve the evaluation of subsurface conditions pertaining to the performance of constructed works, with appropriate analysis, description of project design, and recommendations for improved future design and construction practices. The relevant paper or papers will be cited during the presentation of the award.
- Emphasis will be placed on a peer-reviewed paper or papers published in appropriate journals and/or in conference proceedings within an approximate five-year period before the award decision.
- The award recipient or recipients will be invited to deliver the Peck Lecture describing the lessons learned from the relevant case history or histories at a location chosen by the Board of Governors of the Geo-Institute. The lecture will be given no later than one year after its announcement.
- The award will be given without regard for society membership or

nationality.

- The nomination, including complete citations and each paper used as a basis for the award, should reach the ASCE Washington office Headquarters by June 1. Electronic submissions are encouraged. A listing of nominees' professional memberships and affiliations should be included with nominations for this award. It is expected that the award will be announced at the G-I Geo-Congress, which generally is held in the first quarter of the year.
- The selection of the award recipient will be made by the Board of Governors of the ASCE Geo-Institute from a list of three nominees to be provided by the Awards Committee of the ASCE Geo-Institute by July 15. Nominations will be considered from any society with members engaged in the practice of geotechnical engineering. The approval of the awardee is the responsibility of the ASCE ExCom.

Ralph B. Peck Award Winners

1999 Don U. Deere
2000 Clyde N. Baker, Jr.
2001 Ben C. Gerwick, Jr.
2002 Robert G. Bea
2003 George J. Tamaro
2004 Demetrious C. Koutsoftas.
2005 Thomas D. O'rourke
2006 Michele B. Jamiolkowski
2007 Jean-Louis Briaud, Ph.D.
2008 Tien H. Wu.
2009 Edward Kavazanjian, Jr.
2010 Izzat M. Idriss
2011 Antonio Bobet
2012 Craig H. Benson
2013 Jonathan D. Bray
2014 Youssef Hashash
2015 Donald H. Gray
2016 Ross Boulanger

e) The H. Bolton Seed Medal

- Nominations for the H. Bolton Seed Medal are due to ASCE Honors and Awards by June 1.
- The H. Bolton Seed Medal recognizes outstanding contributions to teaching, research, and/or practice in geotechnical engineering.
- This award was established by the Geotechnical Engineering Division (now the Geo-Institute) of the Society in memory of Professor H. Bolton Seed, Hon.M.ASCE. It was officially instituted by action of the Board of Direction on October 23, 1993, and was funded by friends and colleagues of Professor Seed and the U.S. National Society Endowment Fund.
- Professor Seed made many significant contributions to teaching, research

and the practice of geotechnical engineering especially as related to geotechnical earthquake engineering and embankment dams. Dr. Seed, a member of the National Academy of Engineering, has been recognized with many awards, including ASCE's Norman Medal (twice), Croes Medal (three times), Middlebrooks Award (five times), the Terzaghi Award and the Terzaghi Lectureship. In 1985, he was the first recipient of the Nash Medal of the International Society for Soil Mechanics and Geotechnical Engineering (ISSMGE). In addition to his numerous technical contributions, Professor Seed devoted considerable time and effort to the profession through the activities of the Geo-Institute of ASCE and through ISSMGE. He served as Permanent Secretary, U.S. National Society (USNS) of the ISSMGE for more than 10 years.

Rules

- The H. Bolton Seed Medal is awarded for outstanding contributions to teaching, research, and/or practice in geotechnical engineering.
- The medal ordinarily will be awarded for cumulative distinguished contributions to the designated subject area. In exceptional cases, it may be awarded for a single contribution of outstanding merit.
- The first medal and alternating medals thereafter will be awarded for contributions to geotechnical earthquake engineering. The intervening medals may be awarded for contributions in any area of geotechnical engineering.
- The medal may be awarded every year, at the discretion of the selection committee. Not more than one award will be made in each selection year unless the achievement upon which the award is based is considered to be the contribution of more than one person.
- During the year following the announcement of the receipt of the Medal, the recipient will deliver the Seed Memorial lecture on a topic of his/her choice within the designated subject area. The lecture be presented at the Geo-Institute of ASCE Annual Congress.
- Medal winners are strongly urged to prepare a permanent record of the lecture in the form of written manuscript and/or recording. The written manuscript, not to exceed 15,000 word equivalents, will be submitted for publication in the ASCE Journal of Geotechnical and Geoenvironmental Engineering. A recording should be produced in a format consistent with USNS specifications, and will be provided to the USNS by the GI for distribution. The recording will be the property of ASCE.
- Eligible candidates for the Medal must be members of ASCE, or of a member society of the International Society of Soil Mechanics and Geotechnical Engineering (ISSMGE). (A listing of nominee's professional memberships and affiliations should be included with nominations for this award.) The recipient will be chosen without regard for nationality.
- The recommended medal recipient, for Executive Committee approval, will be made by the Board of Governors of the Geo-Institute, based on recommendations from the G-I Awards Committee. The International Secretary will invite member societies of the ISSMFE to submit

- nominations for consideration by the ASCE Awards Committee.
- The award consists of a gold-plated medal and a cash prize determined annually by and subject to the approval of the Executive Committee of the Board of Direction based on the income from the award endowment. If the award is presented for a joint effort, the lead recipient shall receive the medal and cash prize. All other recipients shall receive only a certificate.
- Recommendations from the Awards Committee for the awardee will be sent to the BOG by July 15.

H. Bolton Seed Medal Winners

1994 Izzat M. Idriss
1996 John Burland
1998 Kenji Ishihara
2000 Richard E. Goodman
2002 T. Leslie Youd
2004 James K. Mitchell
2006 Robert V. Whitman
2008 J. Michael Duncan
2010 Kenneth H. Stokoe, III
2011 Norbert R. Morgenstern
2012 Geoffrey R. Martin
2013 Stephen G. Wright
2014 W.D. Liam Finn
2015 Peter K. Robertson
2016 Ricardo Dobry

f) The Karl Terzaghi Award

- The award is made for outstanding, continuing contributions to the field of geotechnical engineering in the United States, as evidenced in the scope and technical merit of the nominee's publications. Although greater weight may be given to ASCE publications, all publications shall be considered.
- Nominations are made and a ranked list of no more than three candidates is provided by the Awards Committee to the BOG. Selection of a recommended nominee is done by the BOG, and the ASCE ExCom selects the awardee. The nominee need not be a member of ASCE, but must have made a major contribution to geotechnical engineering in the United States.
- The award is generally made at intervals of two years, (odd numbered years) as the funds become available. The award is in the form of a plaque and an honorarium, the amount of which is established on a year-to-year basis by the Society Awards Committee with the recommendation of the BoG based upon available funds. A list of the awardees is given in this section.
- Nominations are due at ASCE headquarters on June 1 (alternate years).
- Nominations are solicited from the membership and the Awards Committee shall submit to the BOG a list of no more than three names in

order of preference by August 1. The BoG then provides its recommendation to the ASCE ExCom for approval.

Karl Terzaghi Award Winners

1963 Arthur Casagrande
1965 M. Juul Hvorslev
1968 Willard J. Turnbull
1969 Ralph B. Peck
1971 Laurits Bjerrum
1973 H. Bolton Seed
1975 T. William Lambe
1977 Stanley D. Wilson
1979 Gregory P. Tschebotarioff
1980 F. E. Richart, Jr.
1981 Alec W. Skempton
1983 Lymon C. Reese
1985 James K. Mitchell
1987 Robert V. Whitman
1989 Gerald A. Leonards
1991 G. Geoffrey. Meyerhof
1993 Jorj O. Osterberg
1995 George F. Sowers
1997 Raymond J. Krizek
1999 Charles C. Ladd
2001 Michael B. Jamiolkowski
2003 Michael Duncan
2005 Fred Kulhawy
2007 Chandra Desai
2009 Richard Finno
2011 Edward Kavazanjian
2013 Tuncer Edil
2015 Gholamreza Mesri

*In order for many G-I members to witness the Terzaghi Award presentation, an appropriate event, typically the Geo-Congress, will be selected.

g) The Karl Terzaghi Lecture

- The Terzaghi Lecture is sponsored annually by the G-I. It is presented to the Society for all members at the at the Geo-Institute annual Geo-Congress. The lecturer is selected in the fall of each year at the first meeting of the BOG for the new fiscal year (typically October) and on is based on his/her continuing contributions to the technical and/or professional stature of geotechnical engineering. This is reflected in his/her publications, professional standing and, particularly, on ability to communicate verbally with both technical specialists and the civil engineering profession as a whole. The selection of the lecturer is the

responsibility of the BOG.

- It is expected that the Terzaghi Lecture will be published in the Journal as a technical paper. It is subjected to criticism and review as any other paper, except that it cannot be rejected, other than by extraordinary action of the BOG. The Lecturer will send his paper to the BOG contact who will forward it to ASCE Headquarters for submittal to the Institute G-I Publications Committee Chair for consideration. After it is reviewed, the Publications Committee Chair will send it the reviews of the paper to the BOG contact who will discuss any required revisions with the Lecturer before returning the accepted paper to Headquarters the Journal offices for publication. As envisioned by the committee that established the Lectureship in 1963, the printed lecture would not be subject to the same length restrictions as other papers. However, because there are more severe limitations on journal pages and the Terzaghi Lecture paper is included in the Institute's page quota, it is recommended that it be no longer than 15,000 equivalent words (1.5 times the single paper limit). Because the presentation of the paper is considered to be an award, the paper is not eligible for further awards.
- The type of the lecture and paper is selected by the lecturer. In the past, it has been a summary or extension of the lecturer's previous contributions. Suggestions for a topic may be offered by the BOG at the time the invitation is given. The lecturer, however, is free to select his or her own topic.

Karl Terzaghi Lecturers

1963 Ralph B. Peck
1964 Arthur Casagrande
1966 Laurits Bjerrum
1967 H. Bolton Seed
1969 Phillip C. Rutledge (February)
1969 Stanley D. Wilson (October)
1970 T. William Lambe
1971 John Lowe, III
1972 Bramlette McClelland
1974 Frank E. Richart Jr.
1975 George G. Meyerhof
1976 Lymon C. Reese
1977 Robert F. Legget
1978 Nathan M. Newmark
1979 George F. Sowers
1980 G.A. Leonards
1981 Robert V. Whitman
1982 J. Barry Cooke
1983 Ronald F. Scott
1984 James K. Mitchell
1985 Jorg Osterberg
1986 Charles C. Ladd

Approved January 14, 2015

Updated: July 25, 2016

1987 Leonardo Zeevaert
1988 Elio D'Appolonia
1989 John H. Schmertmann
1990 James P. Gould
1991 J. M. Duncan
1992 Norbert R. Morgenstern
1993 John A. Focht, Jr.
1994 G. Wayne Clough
1995 Roy E. Olson
1996 Robert M. Koerner
1997 Richard D. Woods
1998 Michael W. O'Neill
1999 William F. Marcuson III
2000 Evert Hoek
2001 Suzanne Lacasse
2002 Victor Milligan
2003 John T. Christian
2004 Harry Poulos
2005 Delwyn G. Fredlund
2006 Raymond J. Krizek
2007 George G. Goble
2008 Jean-Pierre Giroud
2009 Clyde N. Baker
2010 Robert Holtz
2011 Kenneth H. Stokoe, III
2012 David Daniel
2013 Alfred "Skip" Hendron
2014 Carlos Santamarina
2015 Donald Bruce
2016 Thomas O'Rourke
2017 Kerry Rowe

It is customary for the BOG to host the Terzaghi Lecturer at a private dinner. The following is a list of invitees:

- Current Terzaghi Lecturer and one companion
- Current and past Board of Governor members
- Current Peck and Seed Award winners and one companion
- Past members of the Geotechnical Engineering Division Excom
- Chair(s) of Current Geo-Congress
- Past Terzaghi Lecturer winners and one companion
- Current Terzaghi Award winner and one companion
- ASCE Executive Director
- ASCE President or officer coming to event
- ASCE Engineering Programs Managing Director
- ASCE Technical Region Director
- ISSMGE President

- Other International Partnership Presidents
- G-I Staff

The G-I will pay for the Lecturer and their companion only. All other attendees will be invoiced following the dinner. Given the large size of this dinner, other guests and spouses are discouraged; however can be considered on a case by case basis.

h) The Harry Schnabel, Jr. Award

- The Harry Schnabel Jr. Award was established by the Geo-Institute in 2006. This is a memorial award to recognize Harry Schnabel's accomplishments in the field of Earth Retaining Structures over a 50 year career and to encourage continued excellence and innovation by those making a career in the earth retaining structures industry. The award is funded by an endowment from Schnabel Foundation Company.
- The Award will consist of a plaque and suitably inscribed certificate with a cash prize determined by the income from the endowment.
- The award will be given to an academic, a constructor/contractor, and a practicing engineer or geologist on a rotating three-year basis, in the order stated above.
- Recipients must have a demonstrated commitment to service, excellence and innovation in the earth retaining structures and have at least 20 years' experience. This includes but is not limited to excavation support, permanent walls, and underpinning. Evidence of this commitment includes: an appropriate undergraduate degree with increasing responsibility in academia, construction or consulting, support of the profession by serving on committees, professional registrations, and membership in the Geo-Institute or other related professional organizations. Demonstration of excellence and innovation in the field will include inventions and patents, published papers, articles or books, introduction of improvements to the industry, attainment of acknowledged leadership positions within the industry. Innovations incorporated into the practice are to be preferred to theoretical or suggested improvements that have not been implemented.
- The practicing engineer (or geologist) designation includes engineers in private practice, in government or in military service.
- The Award will be made no more than annually and to only one person. No one may receive the Award more than once every 20 years. Should a qualified nomination not be made, the award shall not be given that year; and the award shall rotate to the next industry area. Nationality and Geo-Institute membership is not a consideration.
- The Award will be presented at the annual Geo-Congress of the Geo-Institute. It is desirable that the recipient's career be observed at the meeting and appearing in an appropriate G-I publication.
- A nomination must include a curriculum vitae for the nominee and a clear description of the basis for the award, including a 20-words-or-less ending

to the statement, "The Harry Schnabel Jr. Award is given to - _____ in recognition of (20 words or less)." The nomination shall be no longer than ten pages.

- The recipient must be approved by the Geo-Institute Board of Governors. One copy of the nomination, accompanied by the appropriate supporting statements (i.e. letters of recommendation), shall reach G-I headquarters by August 15.
- The G-I awards committee shall provide the G-I BoG recommendation(s) for the award by no later than September 15. The BoG will then select the awardee.

Harry Schnabel, Jr. Award Winners:

2007 Edward J. Cording, Ph.D.
2008 David Weatherby
2009 Edward Ulrich
2010 Richard Finno
2011 Not Given
2012 Alan McNab
2013 Bryan Sweeney
2014 Jerry Parola
2015 Ronald Steele

i) The Carl Monismith Award

- The Geo-Institute (G-I) established a Lecture in recognition of Professor Carl L. Monismith's contribution to Pavement Engineering. Professor Monismith's teaching and research career in pavement technology at the University of California, Berkeley spans more than 50 years. Throughout this period, he has mentored numerous graduate students who have disseminated advances in pavement technology around the world.
- The C. L. Monismith Lecture will be awarded annually for outstanding research contributions in Pavement Engineering.
- The selection of the Lecturer will be made by the Awards Committee of the G-I and approved by the G-I Board of Governors.
- The Lecturer will be presented with a plaque and an honorarium, as allowed by the funds endowed for this purpose.
- The Lecturer will be encouraged to submit a paper accompanying his/her lecture, to be labeled accordingly.
- This paper is to be included either in the conference proceedings, the Geotechnical Special Publication (GSP) produced for the particular conference, or submitted to ASCE's Journal of Geotechnical and Geo-environmental Engineering or International Journal of Geomechanics for publication.
- Copyright of these papers will rest with the G-I.
- Nominations for awards must be received by August 15. The G-I Awards Committee must submit recommendations for the awardee to

the BoG by no later than September 15.

The Carl Monismith Award Winners

2012 Carl Monismith
2013 Robert Lytton
2014 Marshall Thompson
2015 Matthew Witczak
2016 Dallas Little

k) Cross-USA Lecturer

The Geo-Institute of the ASCE (G-I) provides the Cross USA Geo-Institute Lecture Tour as a service to local G-I groups and members as an ongoing program to enhance the prestige of the Geo-Professions. The Cross USA G-I Lecturer (Lecturer) will be a nominated distinguished geoprofessional.

Cross-USA Tour Program

- Lecturer nominations are open to any member of the G-I. The nominees will be selected based on a range of criteria, including prestige in the geoprofessional community, professional achievements, and lecture abilities. The Lecturer will present at five different U.S. locations.
- If a GSO is selected as a host, it shall invite area professionals to attend. The host groups will be selected based on a range of criteria, including past selection as a host group, population base, geographic location, and application presentation.
- The Lecturer will provide the host groups with a choice of one or more lecture topics. Each group will jointly decide with the Lecturer the final topic to be presented at their location. The Lecturer or host group should contact the G-I Director if difficulties occur in finalizing tour dates or arrangements. If coordination conflicts are not able to be resolved, the alternate host will be contacted.
- An honorarium of \$1000 per lecture will be provided to the Lecturer by the G-I. In addition, the Lecturer's travel expenses for the tour will be reimbursed by the G-I in accordance with current ASCE travel guidelines. Travel expenditures will be submitted to the G-I Director for reimbursement. The local host group will provide local lodging, local transportation, and meal expenses.

Cross-USA Tour Timeline

November 1: G-I staff sends targeted request for nominations to GSOs, OMs Technical Committees and Chapters.

November 15: G-I staff sends general nomination announcement in the monthly e-newsletter.

January 15: Lecturer nominations due to G-I staff.

January 31: A group consisting of one Board Governor, the LIC Chair, and the SLC chair will review and rank nominations.

February 15: Ranked nominees due to the BOG from selection committee.
Annual Congress: If possible, BoG selects Lecturer at meeting held in conjunction with G-I annual congress.

March 1: G-I staff announces Lecturer (may be done after March 1 if the annual congress takes place in March, but the following steps are still taken) and sends host application out to GSOs and Chapters.

April 15: Host applications are due to G-I staff.

April 15: The same review group (Board Governor, LIC Chair, and SLC chair) will review and rank host applications.

April 30: Ranked host applications due to BoG.

May: BOG meets for final selection of hosts. Five hosts will be selected, with an alternate host selected if one host drops out.

May 31: Staff announces hosts.

June 1 -May 31: Lecturer and Hosts negotiate topics, local transportation, lecture dates and other logistics. The Lectures will be completed during this date range. G-I staff is available to facilitate communication if necessary.

Cross-USA Lecturers

2011 Bob Holtz
2012 John Christian
2013 Tom O'Rourke
2014 Ken Stokoe
2015 Jean-Louis Briaud
2016 George Filz

A.3. ASCE Paper Awards

a) Norman Medal, Croes Medal, Wellington Prize, Collingwood Prize, ASCE State-of-the-Art Award.

- Criteria for these awards are provided in the *ASCE Official Register*. Nominations are due at ASCE Headquarters on October 1 (except Collingwood Prize the deadline is February 1).
- In July, the Chair of the Awards Committee shall send to the Chair of the Publications Committee and to the chair of each technical committee in

the Institute an invitation to submit, by October 1 (except Collingwood Prize), nominations for the above awards. Papers published in ASCE journals or Geotechnical Special Publications between July 1 of the preceding year and June 30 of the current year shall be eligible for consideration for these awards.

- Considering the frequency with which papers have been nominated, the Awards Committee shall draw up lists of papers to which it will give detailed consideration. In the case of the Norman and Croes Medals, this list will involve about five to ten papers; the list may be shorter for the other prizes and awards. The Awards Committee is free to give detailed consideration to papers it identifies in addition to those nominated by these procedures. Any member of the Awards Committee who has a conflict of interest with regard to papers on a list shall be ineligible to vote on that nomination.
- By December 1 (except Collingwood Prize), the Awards Committee will recommend its choice of nominees to the BOG. Except in cases in which the Awards Committee cannot reach a clear decision, the BOG normally will accept the recommendations of the Awards Committee.
- Criteria for the Collingwood Prize are provided in the *ASCE Official Register*. Upon receipt from Society Headquarters of the list of eligible papers (early December), the Chair of the Awards Committee shall poll the members of the Awards Committee for nominations. The Awards Committee will recommend its choice of nominees to the BOG by January 15.

b) Walter L. Huber Research Prize

- Criteria for this award are provided in the *ASCE Official Register*. Nominations are due at ASCE Headquarters on October 1.
- Nomination forms will be available from the Chair of the Awards Committee and should be submitted to ASCE Honors and Awards by October 1. Nominations ASCE Headquarters will forward the nominations of papers published in the two geotechnical journals or Geotechnical Special Publications it has received for these awards to the chair of the G-I Awards Committee for consideration.
- The Awards Committee shall recommend to the BOG not more than three nominees for this prize by November 15 1.
- The BOG will make the final recommendation and send the one or more name(s) and nomination forms to ASCE Honors and Awards by no later than January 15 to be considered by the Huber Selection Committee.

c) Thomas A. Middlebrooks Award

- Nominations are due at ASCE Headquarters on November 1.
- The nominee for the Middlebrooks Award normally will be the highest ranked paper eligible for the award not selected for one of the nominated

for Society awards (Norman, Croes, etc.) but not selected for an award. As Middlebrooks awardees need not be ASCE members, occasionally the paper nominated for the Middlebrooks Award may not be eligible for one, and therefore may not have been nominated for, one of the other ASCE paper awards.

- Upon notification of Society award selections, the G-I Awards Committee shall select a nominee for the Middlebrooks Award and recommend its choice to the BOG by August 1. The BOG will then provide a recommendation to the ASCE ExCom by no later than August 15.

d) Alfred Noble Prize

- Criteria for this award are provided in the *ASCE Official Register*. Nominations are due at ASCE Headquarters on May 1.
- Upon receipt from Society Headquarters of the list of eligible papers (early December), the Chair of the Awards Committee shall poll the members of the Awards Committee for nominations.
- The Awards Committee will recommend its choice of nominees to the BOG by no later than March 1.

e) James Laurie Prize, Edmund Friedman Professional Recognition Award, and Civil Engineering History and Heritage Award

- Criteria for this award are provided in the *ASCE Official Register*. Nominations for the Laurie Prize and the History and Heritage Award are due at ASCE Headquarters on November 1; nominations for the Friedman Award are due at ASCE Headquarters on March 1.
- For the above-listed three awards (Laurie Prize, Friedman Award, and History and Heritage Award), the Chair of the Awards Committee shall solicit nominations, including necessary documentation, from committee members in August. This solicitation should include a statement of the criteria for each award.
- The Awards Committee shall recommend nominees to the BOG by September 15 for the Laurie Prize and History and Heritage Award, and by January 15 for the Friedman Award.

f) Awards For Other Technical Divisions

- Nominations are due at ASCE Headquarters by November 1 for the following awards: Thomas Fitch Rowland Prize (Construction Institute), Rickey Medal (Energy Division), and Theodore von Karman Medal (Engineering Mechanics Institute). Criteria for this award are provided in the *ASCE Official Register*.
- The Chairman of the Awards Committee shall solicit nominations from committee members for any of these awards by July 1. This solicitation shall include a statement of the award criteria.

- The Awards Committee shall recommend nominees by August 15 to the BOG for their consideration and transmittal to the appropriate institute or division.
-

A.4. Summary

A summary of required action dates is presented in Table A.4.1.

Table A.4.1 Required Action Dates for ASCE and G-I Awards

Award	Nomination Due Date (to either GIAC or SAC)	Recommendation due to BoG (estimation)
Norman, Croes, Wellington, State-of-the-Art	October 1	December 1
Collingwood Prize	February 1	Geo-Congress Board Meeting
Terzaghi Award (alternate years)	June 1	August 15
Terzaghi Lecture	No action needed	Decided at October BoG meeting
Casagrande	August 15	September 15
Seed	June 1	July 15
Kapp	August 15	September 15
Middlebrooks	November 1	January 15
Huber	October 1	November 15
Peck	June 1	July 15
Hayward Baker	August 15	September 15
Schnabel	August 15	September 15
Monismith	August 15	September 15

A.5. Policy on Establishment of New G-I Awards

The policy for the establishment of Geo-Institute (G-I) honors and awards will be the responsibility of, and will be maintained by the G-I Board of Governors (BOG). In reviewing proposals for a new award, the primary test applied by the BOG will be the extent to which the proposed award serves to advance the mission of the G-I and the objectives of ASCE. This policy does not affect the ASCE awards that are currently administered by the G-I. Additionally, the purpose and criteria for a new G-I award shall not duplicate the purpose and criteria of an existing ASCE award that is administered by the G-I.

The total number of G-I honors and awards shall not exceed one (1) award per one thousand (1,000) G-I members, except that the number of scholarships will not be limited. The G-I BOG encourages establishment of scholarships, fellowships, and lectureships as alternatives to plaques, certificates, and

honoraria.

Additional statements of policy for new awards are:

1. To name an award after an individual, the individual shall be judged by the BOG to have or have had eminent professional status in the geo-industry, and shall be either retired from actual practice in the geo-industry, or shall be deceased.
2. The proposed award may be established by funds received from individuals, from businesses, from industrial organizations, or from a G-I grant. Endowed funds carry an obligation on the part of the donor to support the mission of the G-I without advocating or seeming to advocate commercial interests.
3. Fellowships and scholarships of the G-I will be established primarily on a graduate level basis; but funds for undergraduate honoraria may be established at the discretion of the BOG.
4. To qualify as a G-I honor, all supporting funds and rights of administration for the honor must be surrendered to the G-I, or in cooperation with a participating society in the case of joint inter-society awards.
5. All new honors to be sponsored by the G-I must be approved by the BOG.
6. The minimum endowment to establish any new award or prize is determined by the Society Awards Committee that shall annually evaluate the minimum requirements relative to the previous year's Consumer Price Index and may make adjustments to ensure the long-term viability of the Society Awards. No capital sum will be accepted without a stipulation that a part of the annual income may be used for administration, in perpetuity. In addition, the BOG will be permitted to use any surplus funds in the endowment(s) for awards-related activities (e.g., making a one-time recognition for special accomplishments or contributions).
7. If a proposal for a new G-I award or prize includes honoraria or other expenses that, in the judgment of the BOG, cannot be achieved using interest income from the minimum endowment for the proposed award or prize, the BOG may stipulate that a larger endowment will be required.
8. Awards may be established in perpetuity, subject to adjustment in amounts available depending on current rates of return realized. In any year when no funds are available from income, the award may be held in abeyance.
9. Beginning ten (10) years after the establishment of an award, changes and modifications may be made to its official rules by the BOG after consultation with the original donors, if they are reasonably available.
10. To establish any G-I honor, the following process and schedule should be followed to the extent feasible, with minor variations in individual cases:

- a) The organizing group proposing a new award must file a proposal with the G-I Secretary, and ask for tentative approval within the provisions of this policy. The proposal must include the purpose of the award, a complete set of proposed administrative rules, a description of the nominating process, the identity of possible donors, and a detailed estimate of financial cost.
 - b) All proposals for the establishment of new awards will be referred to the BOG. If the BOG tentatively approves the proposal, any qualifications or restrictions imposed by the BOG will be transmitted to the organizing group for guidance in the remaining steps.
 - c) If the BOG tentatively approves the proposal, the organization must first assemble all necessary funds, and then offer the funds with a complete set of the tentatively approved administrative rules to the G-I Secretary for transmission to the BOG. The funds, organizational proposal, and administrative rules must be submitted to the G-I Secretary within two (2) years of receiving tentative approval. If these conditions are not met within two (2) years, tentative approval may be rescinded. The organizing group must give a status report to the BOG to apply for a one-year extension of the BOG's tentative approval.
 - d) The BOG has the authority to:
 - (1) Require that the organizing group amend its proposed administrative rules.
 - (2) Modify any of the conditions or criteria for the award before final approval is given.
 - (3) Decline final approval to any proposal at its discretion.
 - e) After formal approval of a proposal by the BOG, the funds will be transferred to the G-I and the G-I Secretary will arrange for artwork, sculpture, engraving, dies, and other work required for the practical administration for the honor or award.
 - f) The G-I Awards Committee will implement the nominating process for the award in accordance with the administrative rules for the award.
11. The G-I Awards Committee will review all nominations for G-I awards, will prepare a summary report of its evaluation of nominations received, and will recommend the final nominee(s) for official action by BOG.

12. The G-I President or the President's designee will present G-I awards in person at the time and place provided for in the administrative rules for the awards, or as determined by the G-I BOG. The presentation may be given at:

- a) An ASCE national convention.
- b) At the annual meeting of the G-I.
- c) A G-I specialty conference.
- d) An appropriate meeting of the G-I.

13. Specific rules for individual prizes will be published annually in the ASCE *Official Register*. Standard guidelines applying to all G-I honors and awards are as follows:

- a) The donor must be identified (when numerous individuals have contributed funds to endow an award, they may be collectively referred to as "the friends of. . .").
- b) Restrictions as to membership or non-membership in the G-I must be stated explicitly; for example: Are non-members excluded? If one joint participant is a member, and the other is not, is the award affected thereby?
- c) A full description of the honorarium and its symbols (medals, certificates, checks, books, etc.) must be included.
- d) Special restrictions must be defined (for example, a clear statement that the award is restricted to Journal papers, or to achievements in the Continental United States, etc.).
- e) The reason for the award must be clearly stated, especially the extent to which it is expected to contribute to the advancement of the mission of the G-I.
- f) More than one award may be granted per year, provided sufficient money is available in the fund, and provided that this is explicitly provided for in the administrative rules for the award.
- g) When expressly stated in the administrative rules of an award, multiple awards may be granted to multiple participants in a single project (coauthors, for example), provided that the funds are available to support such award.
- h) If there is no suitable candidate, it is not mandatory that a prize be awarded at intervals defined by the rules.
- i) The method of nominating individuals for consideration to

Approved January 14, 2015
Updated: July 25, 2016

receive a G-I award shall be described in detail. Time limitations, if any, on the criteria for the award must be carefully defined.

14. This awards policy may be amended at any time by, and at the sole discretion of the G-I BOG.

APPENDIX B

INTERNATIONAL SOCIETY OF SOIL MECHANICS AND GEOTECHNICAL ENGINEERING

PAN-AMERICAN COMMITTEE AGREEMENT

ADOPTED AT NEW DELHI, JANUARY 4, 1995
AMENDED AT GUADALAJARA, OCTOBER 30, 1995*
AMENDED AT ISLA MARGARITA, JULY 15, 2007
AMENDED AT GRAMADO, AUGUST 19, 2010
AMENDED AT TORONTO, OCTOBER 4, 2011

PREAMBLE

1. The first Pan-American Conference on Soil Mechanics and Foundation Engineering was held in Mexico City, September 7-12, 1959. It was convened by an *ad hoc* committee under Enrique Tamez, Secretary.
2. At four year intervals since then, Pan-American Conferences have been held as follows:

Second	1963 Brazil
Third	1967 Venezuela
Fourth	1971 Puerto Rico
Fifth	1975 Argentina
Sixth	1979 Peru
Seventh	1983 Canada
Eighth	1987 Colombia
Ninth	1991 Chile
Tenth	1995 Mexico
Eleventh	1999 Brazil
Twelfth	2003 USA
Thirteenth	2007 Venezuela
Fourteenth	2011 Canada
Fifteenth	2015 Argentina
3. There have been no formal agreements or bylaws governing these conferences. All have been held by consensus of the North and South American Member Societies acting through their delegates in informal *ad hoc* sessions at the quadrennial International Conferences and Pan-American Conferences. These sessions have included also the discussion of Pan-American geotechnical concerns.
4. Each Pan-American Conference has been the responsibility of the host Member Society. Generally, the host Society has been responsible for raising funds, making local conference arrangements, and the publication of the Conference Proceedings. The host Society has

Approved January 14, 2015

Updated: July 25, 2016

been responsible for selection of the Conference theme, sessions, speakers, panelists, and page quotas for the proceedings. Usually the host Society has solicited suggestions and advice from the other member Societies and the two regional Vice-Presidents; however, there has been some non-uniformity in the procedures followed in these solicitations.

5. The ISSMGE by-laws require that the regional Vice-Presidents should promote Regional Conferences and approve such conferences in consultation with the ISSMGE Secretary General. This is more complex for the Pan-American Conferences since two regions of ISSMGE are involved.
6. At the ICSMFE in Tokyo in 1977, the official delegates of North and South America to the ISSMFE Executive Committee discussed the lack of guidelines for Pan-American activities. The Vice-Presidents for North and South America were requested to solicit suggestions from the Member Societies and to prepare a guide for future action.
7. Subsequent to the Tokyo Conference a proposed organization was drafted by the North American Vice-President, Professor George Sowers. This proposal appears to have not been formally considered by the Pan-American Member Societies. At the Pan-American delegates meeting in Viña del Mar Chile on August 2, 1991, it was agreed that the proposal should be amended and updated as necessary to accommodate developments since 1977 and submitted to each member society for review, comment, and possible adoption.
8. A second draft proposal was developed and sent to each Member Society for review in June 1992. As a result of these meetings and reviews, a Final Draft has been developed for action at the meeting of the Pan-American Member Society Delegates to the ISSMFE at the time of the XIII ICSMFE in New Delhi in January 1994.

PROPOSED ORGANIZATION

1. The name of the organization is the Pan-American Committee (PC) on Soil Mechanics and Geotechnical Engineering.
2. The organization shall consist of all current Member Societies of the International Society for Soil Mechanics and *Geotechnical Engineering* from North and South America as certified annually by the ISSMGE Secretary General.
3. The purposes of the Pan-American Committee are to:
 - a. Promote cooperation in geotechnical engineering among the Member Societies.
 - b. Encourage joint action among the Member Societies on issues influencing geotechnical engineering in the Americas.
 - c. Sponsor Pan-American Conferences on Soil Mechanics and Geotechnical Engineering at four- year intervals.
 - d. Develop policies and guidelines that will assist in the organization of other conferences and technical committees, and will facilitate communication efficiently and effectively.
4. The Pan-American Committee will consist of
 - ISSMGE Vice-Presidents for North and South America
 - Secretary General of ISSMGE

Approved January 14, 2015

Updated: July 25, 2016

- One voting delegate from each Member Society in the two regions, preferably its President
 - One non-voting observer from each Member Society, preferably its Secretary.
5. The officers will consist of the ISSMGE Vice-Presidents for North and South America, serving as Co-chairmen. They will act as Committee Coordinators and be responsible for necessary communication among the Member Societies between meetings and for the organization of the Pan-American Committee meetings.
 6. The officers will not vote unless given proxy to vote on behalf of an absent delegation or to cast deciding votes in the event of a tie.
 7. The Pan-American Committee will meet at each ISSMGE Conference and at each Pan-American Conference. A majority of the Pan-American Member societies will constitute a quorum. Minutes of the Committee meetings will be published in the post-conference volume of the Pan-American Conference Proceedings. At the meeting held at the time of the ICSMGE, the Pan-American Committee will also include the incoming Vice-Presidents for North and South America. The officers at this meeting will be the outgoing Vice-Presidents.
 8. Vice-Presidents shall solicit invitations for future Pan-American Conferences from the Member Societies in their Region at least six months prior to each Pan-American Conference. Member Societies that wish to submit an invitation should respond to the Vice-Presidents in writing at least three months prior to the next Pan-American Conference. Each Member Society shall be informed of the results of this solicitation in advance of the Conference at which the selection of the next host Member Society is to be made.

Preliminary indications of intent to invite may be made at the ICSMGE six years in advance. Such indications are not to be considered binding.
 9. Those Member Societies that have offered invitations to host forthcoming Pan-American Conferences may present them at the Committee meeting during each Pan-American Conference, and the Committee will vote at that time for selection of the next Conference venue.
 10. The selected host Member Society will furnish the two Regional Vice-Presidents the names of the Conference Organizing Committee members within six months following the Pan-American Conference at which their invitation to host the Conference has been accepted. The Conference Organizing committee (COC), appointed by the host Member Society will consist of:
 - Chairman
 - Secretary
 - Technical Committee
 - Finance Committee
 - Other Committees, at the discretion of the host Member Society.The meetings of this committee will take place with the frequency dictated by the needs of the Conference as perceived by the COC itself and by the host Member Society.

Following the Pan-American Conference tradition, all accepted technical papers will be

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Updated: July 25, 2016

included in the Conference proceedings. However, only authors duly registered six months in advance to the Conference will be considered for oral and poster presentations.

11. There shall be a Pan-American Conference Advisory Committee (CAC) to assure criteria as uniform as possible in the formulation of the technical and scientific programs of the Pan-American Conference, to give continuity to this procedure, to have the support of the Secretary General of ISSMGE and to assist the Conference Organizing Committee primarily in matters of the technical program, but also in any other way that the Organizing Committee may request. The members of the Advisory Committee shall consist of:

- Vice-Presidents for North and South America in office at the time of deciding on the venue,
- Vice-Presidents for North and South America in office at the time of the Conference
- Secretary General of ISSMGE
- Two members of the host country COC, preferably its Chairman and Secretary.
- Chairman or Secretary of the COC of the previous Pan-American Conference.

The meetings of this committee will take place at the International Conference and at least once between the International Conference and the Pan-American Conference.

12. The host Member Organizing Committee (COC) shall solicit suggestions from the other Member Societies for session and panel topics, Conference dates, and other issues relevant to the organization of the Pan-American Conference

13. The selection of the Casagrande Lecturer for each Pan-American Conference shall be made in accordance with criteria agreed upon at the VIII Pan-American Conference, Cartagena, Colombia, and published in the Post-Conference Proceedings volume from that Conference. The selection procedure will be as follows:

- Within the year preceding the International Conference of ISSMGE, the two Vice-Presidents will conduct a consultation with all Member Societies in both regions for prospective candidates for Casagrande Lecturer.
- At the International Conference the outgoing Vice-Presidents and the incoming Vice-Presidents will meet to narrow the list to no more than three names.
- At the meeting taking place during the International Conference, the CAC appoints the Casagrande Lecturer. The outgoing Vice-Presidents do not vote on this occasion.

Articles 8 and 11 modified in Guadalajara, 1995

Article 4, 5, 10, 11 and 13 modified in Isla Margarita, 2007

Article 11 modified in Gramado, 2010, for consistency with ISSMGE by-law 15A.3.

Article 10 modified in Toronto, 2011

The present document, approved in Toronto, was also updated and minor spelling and writing adjustments were introduced

APPENDIX C

Procedures for Reviewing Journal Publications

The main responsibility of the Publications Committee is to manage the *Journal of Geotechnical and Geoenvironmental Engineering* (JGGE) and *International Journal of Geomechanics* (IJOG). The JGGE and the IJOG each currently have five Editors: the Editor in Chief and four Managing-Editors (JGGE) or Co-Editors (IJOG).

The procedure for reviewing papers is as follows:

1. The corresponding author electronically submits the manuscript to the journal website, which is operated through the ASCE Editorial Manager.
2. The Editor in Chief receives the manuscript, evaluates the suitability for review, and then, if suitable, sends it to one of the five Editors, including himself/herself when appropriate. Manuscripts which are not sent forward for reasons such as scope or problems with technical writing are returned to the author with an explanation as to why is being returned without further review.
3. The Editor selects an Associate Editor (AE) to handle the review, including himself/herself when appropriate. When sending the manuscript on to the AE, the Editor asks the AE through the Editorial Manager if he or she is willing to undertake the task. If the AE is too busy or does not have the necessary expertise, he or she should decline the opportunity immediately so that the Editor can find another AE with a minimum of time lost. If the AE agrees to take the assignment, the AE then arranges for outside reviews.
5. After taking upon the assignment, the AE then finds a minimum of two reviewers for the manuscript who do not have a conflict of interest, such as belonging to the author's institution. The AE is encouraged to serve as one of the reviewers if he/she has the necessary expertise. The AE should communicate with the reviewers before sending them the paper to try to get a commitment for a prompt review. Reviews are expected to be completed in 45 days. If a reviewer does not deliver within a reasonable time frame, the AE should promptly find someone else who is willing to provide a quality review.
6. Two "accepts" are needed to accept a paper and two "declines" are needed to decline a paper. There is nothing to prevent the AE from sending the paper to more than two outside reviewers, and it is often done when the paper is expected to be controversial. Also, it alleviates the problem of the reviewer who fails to perform his/her duties.
6. When the AE has the reviews in hand, he or she completes the summary review through the Editorial Manager, summarizing the important points in the reviews and making a recommendation. .
8. The AE submits the completed summary review, the completed reviews, and any

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attachments to the Editor.

9. The Editor examines all materials and makes an independent decision after carefully considering the AE's recommendation. In most cases the Editor concurs with the AE's recommendation. The decision letter with the Editor's name is then sent to the author(s). The names of the reviewers and the AE are not divulged to the author(s).

There are six possible outcomes of the review process: accept the paper as is, revise for editor's review only, revise for re-review (technical paper), revise for re-review (technical note), decline with encouragement to resubmit, and decline (final). For any "revise" decision, it is likely that a revised manuscript will be submitted. The Editor should send the revised manuscript to the same AE to handle the next round of reviews, so the AE should expect to see updated versions of papers for which revisions are required.

The "accept as is" category means that the paper is sent to production and the author can no longer make changes to the paper. The category of revise for editor's review only is essentially an accepted paper for which only minor revisions are needed. The decision of revise for re-review as either a technical paper or technical note indicates that a decision regarding publication will be made at a later date after a revised manuscript is provided. A paper declined with encouragement is a *declined* paper and will receive a new manuscript number if it is resubmitted in the future. Lastly, a declined (final) paper is not encouraged for resubmission.

Getting good reviewers is not easy. AEs should try to avoid inexperienced people. Reviewers should have gone through the review process themselves and have published some refereed journal articles. It is a good idea to pick reviewers with somewhat different backgrounds. It is also important to be sensitive to the great importance of independence -- real and perceived -- in the review process.

Papers in review and the names of the reviewers and AE are confidential. The identity of the AE and reviewers will not be revealed in any way to the author(s). Neither the AE nor the reviewers are to release or in any way use the results of the paper until it is published.

The Editorial Board for the JGGE and IJOG should have annual meetings to discuss the whole range of issues facing the journal. These meetings usually occur at the annual G-I Geo-Congress, where all AEs are invited. The Editors may also discuss their journal by conference telephone call, typically on a quarterly basis.

APPENDIX D



Memorandum of Understanding (MOU) Authorizing the Creation of the _____ Geo- Institute Chapter of ASCE

The Geo-Institute (G-I) of ASCE and the _____ Section/Branch of ASCE agree to this MOU authorizing the creation of the _____ Geo-Institute Chapter for the purpose of advancing the geo-professional community through a collaborative and a mutually beneficial affiliation.

The Geo-Institute shall:

- Authorize the _____ Section/Branch to use the Geo-Institute registered mark with the name _____ Geo-Institute Chapter.
- Provide a link to the Geo-Institute Chapter website on the Geo-Institute website.
- Post events and meetings of the Geo-Institute Chapter on the Geo-Institute website based on information provided by the Geo-Institute Chapter.
- Evaluate proposals and provide travel expense grants to successful Geo-Institute Chapters to host the Cross-Country lecture.
- Host Geo-Institute Chapter Summits.
- Inform the Geo-Institute Chapter about other Chapter meetings.

The _____ Section/Branch will create the _____ Geo-Institute Chapter, which shall:

- Advance the geo-professional community in a manner consistent with the purpose of the American Society of Civil Engineers and the Geo-Institute.
- Promptly begin to organize and plan meetings and events.
- Have its membership open to all members of the American Society of Civil Engineers or the Geo-Institute who subscribe to the rules of the _____ Geo-Institute Chapter and who have satisfied current dues requirements of the Section/Branch or the _____ Geo-Institute Chapter and who are residents or employed within the Section/Branch area.
- Use the Geo-Institute logo on all Chapter correspondence in accordance with Geo-Institute guidelines and standards.
- As needed, draft Bylaws or Operating Rules, a sample of which is available on the Geo-Institute's website at <http://www.asce.org/geo/Chapters/How-to-Become-a-G-I-Chapter/>.

This MOU shall remain in effect indefinitely or may be terminated, in writing, by any of the parties at any time.

ASCE _____ Section/Branch

Name/Title of Authorized Representative _____

Signature _____ Date: _____

ASCE _____ Section/Branch Geotechnical Group

Name/Title of Authorized Representative _____

Signature _____ Date: _____

Geo-Institute of ASCE

By: _____ Title: _____ Date: _____

APPENDIX E

The G-I has Agreements of Cooperation with following international organizations:

Canadian Geotechnical Society
Chinese Institution of Soil Mechanics and Geotechnical Engineering
India Geotechnical Society
Japanese Geotechnical Society
Kazakhstan Geotechnical Society
Korean Geotechnical Society
Mexican Society of Soil Mechanics
Russian Society of Soil Mechanics and Geotechnical, and Foundation Engineering

APPENDIX F

Summary of Roles and Responsibilities Related to the International Secretary and the ISSMGE Trust Fund - FOR INFORMATION AND CLARIFICATION ONLY

International Secretary;

- Manages day to day accounting of expenditures from the fund as committed to by the Board.
- Develops proposal for annual budget plan for use of the fund. Requests transfer of funds from the BOG to Secretary's Checking Account from the ISSMGE Temporarily Restricted Fund or the Investment Fund when required to meet BOG approved funding commitments.
- Provides financial reporting of income and expenditures of the Secretary including the Temporarily Restricted Fund at the summer meeting and the winter meeting before the annual meeting. G-I staff may assist in maintaining the ledger of the account if requested.

BOG

- Appoints International Secretary
- Develop a long range projection for the fund (3-5 yr projection for fund use)
- Reviews International Secretary annual budget proposal and accepts or modifies this and approves an Annual Operating Budget for the fund expenditures.
- Annually review long range (3-5 yr) plan for the fund and compare to investment performances and fund raising efforts.
- Approves modifications to the Annual Operating Budget as deemed necessary should valid requests occur outside of normal budgeting cycle.
- Work with investment manager to invest the fund at a risk level directed by the BOG. This risk level will be reviewed annually with the BOG. Should market conditions warrant, the BOG Treasurer may modify this risk level to be more conservative in consultation with the Investment Manager. Such changes shall be discussed with the BOG at the next meeting. Should the BOG elect, the new risk level will be endorsed or modified and such adjustments to the investment portfolio made as needed.
- Seek to grow the capital of the fund at an annual rate of return of about 7-10% through fund investment returns consistent with BOG risk level direction, investments in activities that may return profits, donations or annual revenues of the institute. A net return target goal shall be identified with the Fund Manager and achievement of this goal shall be reviewed annually by the BOG.
- Authorize distribution of funds upon the request of the International Secretary in accordance with BOG approved programs (annual budget) and the Fund guidance documents.

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- Has Fiduciary responsibility for ensuring fund is utilized in accordance with the documents.
- BOG Treasurer shall provide brief fund performance report including rate of return, growth in principal, and expenditures since the last report to the BOG prior to the Summer and Annual Meeting.

Appendix G

Geo-Congress Policies and Procedures

Included in this document are the following:

- Geo-Congress structure template
- General policies and procedures for the conference
- Procedures for development of the technical program

Geo-Congress Structure Template Revised 7/13/14

Saturday, February 22

12:00 p.m. – 5:00 p.m. Registration Open

Sunday, February 23

7:00 a.m. – 8:00 p.m. Registration Hours
7:30 a.m. – 8:00 a.m. Morning Coffee
8:00 a.m. – 1:00 p.m. Committee Meetings
8:00 a.m. – 5:00 p.m. Short Courses
1:00 p.m. – 5:00 p.m. Technical Committee Chair Workshop
2:00 p.m. – 2:30 p.m. Student Program: Orientation
2:00 p.m. – 3:30 p.m. USUCGER Annual Meeting
2:00 p.m. – 7:00 p.m. Bookstore Hours
2:30 p.m. – 4:30 p.m. Student Program: Professional Career Workshop
3:00 p.m. – 5:00 p.m. Ethics Workshop
5:30 p.m. – 7:00 p.m. Welcome and H. Bolton Seed Award Lecture
7:00 p.m. – 9:00 p.m. Welcome Reception in Exhibit Hall

Monday, February 24

7:00 a.m. – 5:00 p.m. Registration and Bookstore Hours
7:30 a.m. – 8:00 a.m. Morning Coffee
8:00 a.m. – 9:30 a.m. Keynote Spkrs. – Practice Oriented
9:00 a.m. – 5:00 p.m. Exhibit Hall Hours
9:30 a.m. – 8:00 p.m. Committee Meetings
9:30 a.m. – 10:00 a.m. Networking Break in Exhibit Hall
10:00 a.m. – 11:30 a.m. Practice Oriented Panel and Technical Sessions (7 concurrent tech, and/or 1 concurrent panel)

10:00 a.m. – 2:00 p.m. GeoChallenge! in Exhibit Hall
11:30 a.m. – 1:00 p.m. Lunch in Exhibit Hall
1:00 p.m. – 2:30 p.m. Practice Oriented Panel and Technical Sessions (7 concurrent tech, and/or 1 concurrent panel)
2:30 p.m. – 2:45 p.m. Networking Break in Exhibit Hall
2:45 p.m. – 5:00 p.m. Poster Session in Exhibit Hall
5:00 p.m. – 6:00 p.m. G-I Membership Business Meeting
6:00 p.m. – 8:00 p.m. Younger Members Event
6:30 p.m. – 8:00 p.m. Organizational Member Dinner/Workshop (*by invitation only*)
8:00 p.m. – 9:00 p.m. Student Program: Student Travel Grant Winners/Organizational Member Career Fair (*by invitation only*)
9:00 p.m. – 10:30 p.m. Student Program: Organizational Member and Student Reception

Tuesday, February 25

7:00 a.m. – 5:00 p.m. Registration and Bookstore Hours
7:30 a.m. – 8:00 a.m. Morning Coffee
8:00 a.m. – 9:30 a.m. Keynote Speakers
9:00 a.m. – 5:00 p.m. Exhibit Hall Hours
9:30 a.m. – 4:45 p.m. Committee Meetings
9:30 a.m. – 10:00 a.m. Networking Break in Exhibit Hall
10:00 a.m. – 11:30 a.m. Panel and Technical Sessions (7 concurrent tech, and/or 1 concurrent panel)
11:30 a.m. – 1:00 p.m. Lunch in Exhibit Hall

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Updated: July 25, 2016

- 11:30 a.m. – 1:00 p.m. Diversity and Inclusion Lunch
- 12:00 p.m. – 1:00 p.m. Order of the Engineer Ceremony
- 1:00 p.m. – 2:30 p.m. Panel and Technical Sessions (7 concurrent tech, and/or 1 concurrent panel)
- 2:30 p.m. – 2:45 p.m. Networking Break
- 2:45 p.m. – 5:00 p.m. Poster Session in Exhibit Hall
- 5:00 p.m. – 6:30 p.m. Karl Terzaghi Lecture
- 6:45 p.m. – 8:00 p.m. Committee Meetings

Wednesday, February 26

- 7:00 a.m. – 3:00 p.m. Registration and Bookstore Hours
- 7:30 a.m. – 10:00 a.m. Exhibit Hall Hours
- 7:30 a.m. – 8:00 a.m. Breakfast in Exhibit Hall
- 8:00 a.m. – 9:30 a.m. Keynote Speakers
- 9:30 a.m. – 11:30 a.m. Committee Meetings
- 9:30 a.m. – 10:00 a.m. Networking Break in Exhibit Hall
- 10:00 a.m. – 6:00 p.m. Exhibitor Move-out
- 10:00 a.m. – 11:30 a.m. Panel and Technical Sessions (7 concurrent tech, and/or 1 concurrent panel)
- 11:30 a.m. – 12:15 p.m. Luncheon
- 12:15 p.m. – 1:00 p.m. Awards & Lifetime Achievement Presentations
- 1:00 p.m. – 1:30 p.m. Networking Break
- 1:30 p.m. – 2:45 p.m. Ralph B. Peck Award Lecture and Closing Ceremony
- 3:00 p.m. – 8:00 p.m. Committee Meetings
- 3:00 p.m. – 6:00 p.m. Geo-Congress Organizing Committee Meeting
- 3:00 p.m. – 6:00 p.m. Honorary Symposium
- 3:30 p.m. – 7:30 p.m. Tours

General Geo-Congress Policies and Procedures

- No committees meetings will be held after 8:00 p.m.
- For concurrent technical sessions presentations will be 15 minutes in length for a total of 6 presentations per session

Technical Program Development Process

To be added.

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Appendix H

Technical Policies and Procedures