

**DISTRICT OF COLUMBIA COUNCIL OF
ENGINEERING AND ARCHITECTURAL SOCIETIES**

OPERATIONS MANUAL

January, 2011

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CHRONOLOGY OF ACTIONS

| | |
|-------------|---|
| July 1 | New Officers' terms begin |
| July 1 - | Outgoing and incoming treasurers conclude changes of address on bank accounts |
| September 1 | |
| June 1 - | Audit Committee meets to audit financial records |
| September 1 | |
| June 15 | Vice President requests budget input from officers and committee chairmen |
| June 15 | Secretary sends request for information to be included in the Directory, which is to be published about October 1 |
| August 1 | Secretary makes arrangements for a suitable location for next year's meetings |
| September | First Thursday – first meeting – Committee assignments are made |
| September | Vice President submits proposed annual budget to Council for approval |
| September | Treasurer to send out Dues invoices |
| October 1 | Target for mailing Directory |
| October | First Thursday – second meeting |
| November | First Thursday – third meeting |
| December | First Thursday – fourth meeting |
| January | First Thursday – fifth meeting |
| February | First Thursday – sixth meeting |
| February | Engineers Week activities |
| March | First Thursday – seventh meeting - Slate of officers proposed by Nominating Committee |
| April | First Thursday – eighth meeting |
| May | First Thursday – ninth meeting - Election of Officers |
| May | Historian prepares history for past year. |

GENERAL

The purpose of this Operations Manual is to publish general information regarding the D. C. Council of Engineering and Architectural Societies, its organization, the operations and duties of various members and groups of the organization as an aid to them in the performance of their duties.

Purpose:

The purpose of the D. C. Council is to enable the architectural, engineering, and allied technical organizations in the District of Columbia to render a more effective public service and to contribute to the advancement of these professions.

Membership:

Any duly organized and recognized engineering, architectural, or allied technical organization in the Metropolitan area of the District of Columbia shall be eligible for membership. Each organization elected to membership is entitled to elect or appoint two delegates and two alternates to represent it in Council.

Meetings:

The Council holds regular meetings on the 1st Thursday of September, October, November, December, January, February, March, April, and May of each year. Additional meetings may be called by the President or by a petition signed by one delegate of each of 5 member organizations. The May meeting shall be the annual meeting.

Notices are sent to each member organization delegate and presiding officer at least 10 days before meetings.

Committees:

The following standing committees have been authorized by Council action to carry out its work:

- Audit
- Awards
- Education
- Engineers Week
- History
- Membership
- Nominating

PRESIDENT'S DUTIES

The President shall exercise leadership and direction of Council activities. The President shall preside at all meetings. The President shall appoint committee chairpersons prior to the regular September meeting.

In the case of absence or incapacity of the Treasurer or temporary vacancy of this office, the President may pay outstanding bills.

The President is responsible for obtaining Proclamations from the various governmental jurisdictions in the Metropolitan Washington area for display during Engineers Week.

At his or her discretion, the President may designate an individual to receive a "Lifetime Achievement Award" during the Engineering Week activities.

Upon completion of the Council Year, the President shall provide such information in such form as requested by the History Committee for inclusion in the Council's permanent file.

VICE PRESIDENT'S DUTIES

The Vice President shall assist the President in such activities as shall be delegated to him or her and, in the absence of the President, shall preside in his or her stead.

The Vice President shall be responsible for preparing the annual budget by gathering input from the other officers and committee chairs each year and coordinating the input with the Treasurer. The budget shall then be submitted to Council for approval at the September Meeting.

The Vice President shall serve as Chair of the Engineers Week Committee. The duties of the Chair include, but are not limited to, the following:

- Arranging for appropriate venues for the Engineers Week Luncheon and Banquet
- Providing speakers for the Luncheon and Banquet
- Publicizing Engineers Week activities
- Sending acknowledgements to all organizations/companies who have served as sponsors and/or who have made in-kind donations throughout the year.

Upon completion of the Council Year, the Vice President shall provide such information in such form as requested by the History Committee for inclusion in the Council's permanent file.

SECRETARY'S DUTIES

The Secretary shall be responsible for the records of Council. The secretary shall keep accurate minutes of all meetings, handle all correspondence and, in general, discharge the duties usually associated with the position.

The Secretary shall perform the following specific tasks:

1. Send meeting notices to all officers of Council and chairman and delegates of member organizations at least ten days ahead of meetings. (Meetings are held the first Thursday of each month between September and May.)
2. Arrange for the use of a suitable location for Council meetings.
3. Write minutes of meetings and distribute to all delegates and presiding officers of each member organization within 10 days after meetings.
4. Keep roster of member organization officers and delegates up to date. Send Directory to chairmen and delegates in the fall of the year and revise as necessary. See page 26 for the procedure for Directory preparation and distribution.
5. Notify new organizations when they have been accepted in Council. Send a letter of acceptance when this action occurs, accompanied by a copy of the minutes and three electronic copies of the Directory.
6. Notify President of Council of any items for meeting agenda.
7. At the end of the Council year, before turning over records, bring up to date year's records. Place in permanent records important papers for previous year and scrap unimportant papers.
8. Notify any member society who fails to have at least one delegate present at any two consecutive meetings.

TREASURER'S DUTIES

The Treasurer shall be responsible for the proper expenditure of all funds' and shall maintain at all times accurate records of all receipts and expenditures.

The Treasurer shall perform the following specific tasks:

1. Send dues invoices to member organizations in accordance with Article VI, Section 2 of Statement of Organization. Send second notice of bills to delinquent Societies in December reminding them of dues.
2. At the end of his or her term of office, the treasurer shall, in cooperation with the incoming treasurer, make sure that all necessary changes of addresses are made in connection with the various bank accounts. This includes providing letters to banks with copy of the May minutes showing change of officers, and making arrangements with the banks to update signature authority for all bank accounts.
3. Check Treasurer's records and bank balance and turn over for audit to the Audit Committee Chairman.
4. Collect dues and deposit in appropriate account.
5. Receive and maintain records of reservations for Engineering Week activities. Send invoices to organizations/individuals based on reservations made. Collect and deposit payments received for Engineering Week functions.
6. Upon completion of the Council Year, the Treasurer shall provide such information in such form as requested by the History Committee for inclusion in the Council's permanent file.

AUDIT COMMITTEE

The Treasurer's accounts shall be examined annually by the Audit Committee who, if satisfied that the account of records is correct, shall sign a statement of the fact in the Account Ledger at the point of audit. A similar endorsement by the Audit Committee shall be affixed to the end of the Treasurer's annual report. Upon completion of an acceptable audit performed during the month of May of each year, the Audit Committee will provide the Treasurer with a receipt for the Account Ledger and all supporting data. The Treasurer's account shall remain in the custody of the Audit Committee until such time as the succeeding Treasurer is elected.

The committee shall be comprised of at least three members including a chairman, the outgoing Treasurer, and the incoming Treasurer.

AWARDS COMMITTEE

The Awards Committee shall:

1. Solicit nominees from the member societies for four awards to be presented during the Engineers Week observations. The announcements for the awards should be issued in September of each year. Awards will be considered for:
 - a. Most outstanding engineer 35 years of age or under (Young Engineer of the Year)
 - b. Most outstanding engineer 36 years of age or over (Engineer of the Year)
 - c. Most outstanding architect 35 years of age or under (Young Architect of the Year)
 - d. Most outstanding architect 36 years of age or over (Architect of the Year)
2. Initiate and prepare other awards as deemed appropriate by the committee.
3. Prepare certificates/plaques for outstanding service to Council as requested by the President.
4. Upon completion of the Council Year, the Awards Committee chair shall provide such information in such form as requested by the History Committee for inclusion in the Council's permanent file.
5. Be comprised of at least three members including a chairman and a vice-chairman.

ENGINEERS WEEK COMMITTEE

Engineers Week is observed each year during February. The Engineers Week Committee is responsible for planning and coordinating Engineers Week activities including an Engineers and Architects Day luncheon and an Awards Banquet. Awards shall be given at the Banquet recognizing the outstanding engineers and architects from the Washington Metropolitan area. These award presentations shall follow guidelines established by the Awards Committee.

The committee shall be comprised of a Chair, normally the Vice President of the Council, and other members chosen by him or her.

EDUCATION COMMITTEE

The Education Committee shall:

1. Conduct the Student Paper Award program.
2. Upon completion of the Council Year, the Education Committee chair shall provide such information in such form as requested by the History Committee for inclusion in the Council's permanent file.
3. Be comprised of at least three members including a chairman and vice chairman.

HISTORY COMMITTEE

The History Committee shall:

- a. Work with the Council officers and committee chairs to prepare a history of Council activities for each administration containing listings of officers, committee chairmen delegates and alternate delegates, and summaries of committee activities. Place in the secretary's files a copy of this report and retain at least one copy for permanent file.
- b. Periodically revise the History of previous Council activities.
- c. Be comprised of at least three members including a chair and a vice-chair.

MEMBERSHIP COMMITTEE

The Membership Committee shall:

1. Encourage qualified technical societies and associations to apply for Council membership.
2. Screen organizations applying for Council membership to insure that they are duly recognized and established engineering, architectural, or high-caliber technical organizations in the D. C. Metropolitan area.
3. Advise on and recommend the admission of qualified organizations to membership in the Council.
4. Assist the Secretary in the preparation of the Directory by contacting member organizations for information about their delegates.
5. Be comprised of at least three members including a chairman and a vice chairman.
6. Maintain current/accurate records showing when each member of the Council joined and what their current membership designation is: Small, Medium, or Large Chapters.
7. Work directly with the secretary to organize/update the Membership Directory.

NOMINATING COMMITTEE

The Nominating Committee shall consider and select a slate of candidates for Council offices to be presented to the delegates at the March Council meeting. It shall consist of at least three members including a chairman and a vice-chairman. The immediate Past President should serve as Chair if possible.

In the event of death, permanent disability, or resignation of an elected officer or director, the President of Council may request the Nominating Committee to propose a candidate for the vacated office.

DUTIES OF DELEGATES

Delegates shall represent their organizations at all Council meetings and, if unable to attend, shall call upon one of the alternates to represent them.

They are responsible for reporting the actions of Council to their respective organization and seeking recommendations and new instructions. They are also responsible for notifying the Council of activities of their member organizations.

Each delegate should be prepared to actively serve on various Council committees as requested by the President and committee chairmen.

PROCEDURE FOR DIRECTORY

1. Obtain from each member society a list of officers, delegates and alternate delegates for the coming year for incorporation into the Directory. This should be done as early as possible each year.
2. Obtain list of Committee chairpersons for the coming year from Council President.
3. Coordinate other Directory information so that distribution can be made by the fall. Distribution of the Directory may be made in the form of a hard copy or an electronic file.
4. Distribution of Directory should be made as follows:
 - (a) Each member society chairman, two delegates and alternate delegates.
 - (b) Council officers
 - (c) Committee chairmen (if not included in (a)).
 - (d) Such other organizations requesting a copy which in the opinion of the Secretary have a legitimate use for the Directory with due caution that the Directory is not to be used for commercial purposes.

END OF OPERATIONS MANUAL

APPENDIX

THE DISTRICT OF COLUMBIA COUNCIL OF ENGINEERING AND ARCHITECTURAL
SOCIETIES, INC.

STATEMENT OF ORGANIZATION

(BYLAWS)

(Adopted April 17, 1936, amended March 3, 1950, March 7, 1952, January 8, 1954, November 2, 1956, December 1, 1972, and March 4, 1983.)

ARTICLE 1. Name

Section 1

The name of the organization shall be the "District of Columbia Council of Engineering and Architectural Societies, Inc.," hereinafter called "Council." It was incorporated as a non-profit organization in the District of Columbia on January 18, 1972.

ARTICLE II. Purpose

Section 1

The purpose of Council is to enable the engineering, architectural, and technically related organizations in the Metropolitan Area of the District of Columbia to render effective public service and to further advance these professions represented through scientific and educational pursuits.

ARTICLE III. Membership

Section 1

Any duly organized and recognized engineering, architectural, or technically related organization in the Metropolitan Area of the District of Columbia shall be eligible for membership. Each organization elected to membership may elect or appoint two delegates and a first and second alternate to represent it in Council.

Section 2

Each delegate present at a meeting of Council shall be accorded one vote at matters considered at the meeting. If a delegate is absent from a meeting, one duly designated alternate at the meeting shall act as the delegate.

Section 3

At any regular meeting, Council may elect qualified organizations into membership and reinstate former member organizations into membership. The organizations so elected or reinstated shall have applied for membership, and notice of such application shall have been sent to all delegates at least thirty days prior to the meeting.

ARTICLE IV. Duties

Section 1

It shall be the duty of Council to consider and report in writing to each member organization upon:

- A. Any question referred to it by a member organization.
- B. Any question that delegates to Council shall vote to consider.

Section 2.

After making a report, as provided in Section 1, Council shall take further appropriate action upon request of a majority of the member organizations, but in so doing shall represent only those member organizations joining in the request.

Section 3

All reports issued by Council shall include:

- A. The position taken by each member organization on the subject under discussion.
- B. A statement of the number of members in each of its member organizations.
- C. Recommendations based upon the will of the majority of the member organizations.
- D. Minority reports signed by delegates of the member organization requesting such reports.

ARTICLE V. Rules of Order

Section 1

The rules contained in Roberts Rules of Order Revised, Seventy-fifth Anniversary Edition, shall govern Council in all cases to which they are applicable, and in which they are not inconsistent with this Statement of Organization or the special rules of order of Council.

ARTICLE VI. Income

Section 1

Income shall consist of dues, interest from saving accounts, receipts from sales of publications, sales of tickets for special events, and donations or grants for specific purposes concordant with the stated purpose of Council.

Section 2

Annual dues shall be payable on September 1. The dues shall be twenty-five dollars for organizations with 150 or fewer members, thirty-seven dollars and fifty cents for organizations with 151 to 500 members, and fifty dollars for organizations with more than 500. For new organizations joining Council after the January meeting, the dues for the remainder of the year shall be one-half of the annual dues.

ARTICLE VII. Disbursements

Section 1

A budget shall be prepared and presented for approval at the September meeting. Disbursements shall be in accordance with the budget unless otherwise authorized.

Section 2

No part of the income of Council shall insure to the benefit of, or be distributed to, its delegates or officers, except that the Council shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II.

Section 3

Upon dissolution of the Council, after payment or provision for payment of all liabilities, any remaining assets of Council shall be distributed to organizations that at the time shall qualify as an exempt organization or organizations under Section 501(c)(3) of the internal Revenue Code of 1954, or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE VIII. Meetings

Section 1

Council shall hold regular meetings on the first Thursday of January, March, May, September, and November of each year, except that when the meeting date occurs on a weekend involving a legal holiday, the meeting shall be held on the following Thursday of that month. In the event that it becomes desirable to postpone a meeting, it shall be rescheduled by the President at the earliest possible date in accordance with Section 4 of this Article.

Section 2

At least one delegate from 26 percent of the member organizations when present at the meeting shall constitute a quorum.

Section 3

The May meeting shall be the Annual Meeting.

Section 4

Suitable notice of regular, postponed, or additional meetings shall be sent by the Secretary to each delegate, alternate, officer, and committee chairman by mail, messenger, or telephone at least one week before the meeting.

ARTICLE IX. Attendance

Section 1

If any member organization fails to have at least one delegate, or alternate, present at any two consecutive regular meetings, that organization shall be notified by the Secretary that it is not being represented.

ARTICLE X. Officers

Section 1

Seven Directors shall constitute the Officers of Council and shall comprise the Board of Directors or Executive Committee. Elections shall be held annually for the President, the Vice President, the Secretary, the Treasurer, and three additional Directors. In the absence of the President at a duly scheduled meeting, the presiding officer shall be the Vice President, the Secretary, the Treasurer, or another Director, in this sequence.

Section 2

In the event of death, permanent disability, or resignation of the President, the Vice President shall ascend to the Presidency. In the event of similar involvement of the Secretary or the Treasurer, the unaffected officer shall temporarily assume the duties of the vacated office. To fill a vacancy in the office of Vice President, Secretary, Treasurer, or Director an election shall be held at the next regular meeting or at a special meeting duly called by the President.

Section 3

The President shall appoint a nominating committee at the regular January meeting. The nominating committee shall report a slate of candidates at the regular March meeting, at which time additional nominations may be offered from the floor. Election of officers shall take place at the Annual (May) meeting.

ARTICLE XI. Amendments to Statement of Organization (Bylaws)

Section 1

This Statement of Organization (the Bylaws) may be amended at any regular or duly called special meeting by a majority vote of the delegates eligible to vote provided that a quorum is present and provided further that notice of such proposed amendment was mailed or delivered by messenger to all of the delegates and alternates at least thirty days prior to the meeting at which such amendment is to be considered.

I. SOCIETIES AFFILIATED WITH COUNCIL

Association for the Advancement of Cost Engineering
American Institute of Aeronautics and Astronautics
American Institute of Architects*
American Institute of Chemical Engineers
American Nuclear Society
ASM International *
American Society of Civil Engineers*
American Society for Engineering Management
American Society of Engineers of Indian Origin
American Society of Heating, Refrigerating, and Air Conditioning Engineers*
American Society of Mechanical Engineers*
American Society of Naval Engineers (ASNE)
American Society of Plumbing Engineers
Association of Scientists and Engineers of NAVSEA
Construction Specifications Institute
District of Columbia Society of Professional Engineers*
Institute of Electrical and Electronics Engineers
Institute of Industrial Engineers
International Council on Systems Engineering
International Society on Logistics (SOLE)
Maryland Society of Professional Engineers
National Society of Black Engineers
Philippine Association of Metropolitan Washington Engineers
Project Management Institute
Society of Automotive Engineers
Society of Hispanic Professional Engineers
Society of Naval Architects and Marine Engineers
Society of Allied Weight Engineers
Society of Fire Protection Engineers
Society of Manufacturing Engineers
Society of Women Engineers
Tau Beta Pi, Washington Alumni Chapter
Technology Transfer Society
Virginia Society of Professional Engineers
Washington Society of Engineers*

* Charter Member, 1936