



UIUC Civil and Environmental Engineering Alumni Association Board of Directors

Handbook



March 2015

CEEAA BOARD OF DIRECTORS HANDBOOK

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1.0 Introduction

The Civil and Environmental Engineering Alumni Association (CEEAA) Board of Directors has compiled this Handbook to establish continuity in activities and functions in accordance with our Bylaws. The manual is not intended to be comprehensive or restrictive, but rather is a working document that will be updated, expanded, or reduced as the needs of the organization dictate.

1.1 Objectives

The Handbook documents the structure of the committees and groups that operate under the direction of the Civil and Environmental Engineering Alumni Association (CEEAA) Board of Directors. The charge, activities, and structure of each committee and group are provided. The responsibilities of the Board of Directors are also described. The objectives of the Handbook are as follows:

- To provide continuity from year to year as committee Chairs and Officers rotate.
- To provide guidance to the members of the Board of Directors in terms of the operation and structure of the organization.
- To improve the consistency in the information provided to members of the Board of Directors.
- To make available to CEE alumni information on the structure, responsibilities, and activities of the CEEAA Board of Directors.

2.0 General Information

This section of the Handbook discusses participation on the CEEAA Board of Directors and the responsibilities of an elected Board member. In addition, it presents a general schedule for the Board's activities.

2.1 Membership

In accordance with the Bylaws, alumni of the University of Illinois Civil and Environmental Engineering Department who are members of the University of Illinois Alumni Association are eligible to serve on the Board of Directors. Members of the Board of Directors will have earned BS, MS, and/or PhD degrees from the University of Illinois Civil and Environmental Engineering Department.

2.2 Director's Responsibilities

It is the responsibility of each member of the CEEAA Board of Directors to attend Board meetings, which are typically held twice per year. One of the meetings is normally held on the UIUC campus in Urbana, IL in the Fall. The second meeting also serves as the official annual meeting of the Civil and Environmental Alumni Association and is held in the Chicago area in conjunction with a CEEAA Dinner Meeting, normally scheduled during the first or second quarter of the calendar year. Given the infrequency of Board meetings, it is important that Board members make every effort to attend each meeting as the absence of Board members has a negative impact on the continuity and success of the Board's activities.

In addition to attendance at meetings of the Board of Directors, each Director is required to serve on at least one committee. Committee membership rotates periodically, but to ensure consistency, not all committee members will change with each rotation. In general, a Director must have served a minimum of two years on the Board before serving as the Chair or Vice Chair of a committee.

All contact by a Director with Alumni or other supporters on behalf of the CEEAA Board of Directors requesting support for CEEAA activities and/or events shall be conducted in accordance with the guidelines contained in Appendix F.

2.3 Terms

Directors, with the exceptions noted, will be elected for a term of four years. No Director can serve for more than two consecutive terms. The term of office for the President, Vice President, Second Vice President/Secretary, and Immediate Past President is two years.

2.4 Schedule

Although the schedule for CEEAA Board of Directors activities fluctuates somewhat, the general schedule for Board activities is provided in Table 1. A detailed description of the activities that take place prior to and during each meeting is included in Appendix A.

Table 1. Schedule of CEEAA Board of Directors Activities

Activity	Targeted Date
Fall Board Meeting	September/October
Beginning of Term for New Directors	Fall Board Meeting (of even years)
Annual Board Meeting	First or second quarter of calendar year
Nominations for CEEAA Awards Due	August 1
Nomination of New Board Members	Annual Board Meeting (of even years)

3.0 Governance

This section of the Handbook introduces the mission statement and outlines the rules and regulations by which the organization operates.

3.1 Mission Statement

The mission of the University of Illinois at Urbana-Champaign Civil and Environmental Engineering Alumni Association is to support the Department of Civil and Environmental Engineering (Department) faculty, staff, students, and alumni and to inspire lifelong loyalty and pride among alumni and friends by developing and enhancing their continued relationship with the Department. To fulfill its mission, the Association has a Board of Directors to provide advice and counsel to the Department, to recognize distinguished alumni, to foster collegial alumni relations and alumni support of the Department, to mentor students and facilitate their entry into the civil and environmental engineering profession, to represent the Department's activities conducted by the Alumni Association, and to support the Department's public outreach activities.

3.2 Bylaws

The CEEAA operates in accordance with its Bylaws, which are reviewed periodically and updated as necessary to meet the needs of the organization. The current Bylaws are included in Appendix B to this Handbook.

3.3 Alumni Association Requirements

The CEEAA is recognized as a constituent alumni association of the University of Illinois Alumni Association. As such, it must comply with the minimum standards included in Appendix C.

4.0 Officers

As stated in the Bylaws, Officers shall consist of a President, Vice President, and Second Vice President/Secretary, each serving a 2-year term. In addition, the Board of Directors shall include the Immediate Past President, who shall serve a 2-year term. In addition to the specific responsibilities outlined below, the officers are responsible for the overall management of the Board of Directors. It is their responsibility to assure that the committees operate in a sound, responsible manner. They will oversee the committees and any special task forces that exist to assure that they are providing a beneficial service to the membership, and when necessary shall develop a plan for Board approval to change the committee structure.

Detailed descriptions of each officer's responsibilities are provided.

4.1 President

The President is responsible for the following activities:

- Presiding at the Board of Directors meetings.
- Chairing the Executive/Finance Committee.
- Appointing Chairs and Vice Chairs for the various committees.
- Appointing the membership of the Board committees.
- Monitoring the progress of the committees to ensure that they are meeting their charge and operating within any budget constraints.
- Scheduling Board meetings for the upcoming year.
- Writing a column for the alumni newsletters.

4.2 Vice President

The Vice President is responsible for the following activities:

- Attending Board of Directors meetings.
- Presiding over the Board of Directors meetings in the President's absence.
- Serving as Vice Chair of the Executive-Finance Committee.
- Coordinating the fundraising for CEEAA sponsored events.
- Reviewing the bylaws for necessary changes each year.

4.3 Second Vice President/Secretary

The Second Vice President/Secretary is responsible for the following activities:

- Attending Board of Directors meetings.
- Serving as a member of the Executive-Finance Committee.
- Working with committees to establish guidelines on expenditures each year.
- Reviewing and maintaining the CEEAA Board of Directors Handbook, including the bylaws, and committee rosters.
- Providing minutes of Board of Directors meetings or designating an individual responsible for providing minutes within 1 month after each meeting.

- Monitoring expenditures made on behalf of the CEEAA and providing a financial report to the Board of Directors at each meeting.
- Counting the ballots and announcing the results of each election.

5.0 Director Serving Two-Year Terms

The responsibilities of the Director serving a two-year term are described below.

5.1 Immediate Past President

The Immediate Past President is responsible for the following activities:

- Attending Board of Directors meetings.
- Serving as a member of the Executive-Finance Committee.
- Serving as a member of the Award/Nominating Committee.
- Providing assistance to the President to help ensure the consistency and effectiveness of the organization.

6.0 Committee Structure and Committee Descriptions

The UIUC Civil and Environmental Engineering Alumni Association (CEEAA) Board of Directors currently consists of 5 standing committees, as listed below.

- Executive-Finance Committee
- Alumni-Faculty Interaction Committee
- Alumni Interaction Committee
- Student Support Committee
- Award/Nominating Committee

In addition to the standing committees, special committees and/or task forces may be created to address specific issues from time to time. Each Board member serves on one or more committees, as assigned by the President of the Board. Committee members may rotate periodically, but to ensure consistency, not all committee members will change with each rotation. A description of each committee is provided.

6.1 Executive-Finance Committee

The Executive-Finance Committee is made up of the current and immediate past leadership of the CEEAA Board of Directors. The committee is responsible for advising the CEE Department Head on budget issues and establishing spending guidelines for Board activities. In addition, the Executive-Finance Committee is responsible for presenting changes to the by-laws, committee structure, and/or other encompassing issues to the Board of Directors.

6.2 Alumni-Faculty Interaction Committee

The objective of the Alumni-Faculty Interaction Committee is to strengthen the relationships between alumni and faculty members. This objective is achieved through several initiatives that include the following:

- Sending letters of congratulations from the Board to members of the faculty recognized for awards or promotions.
- Sending letters of welcome to new faculty members.
- Assist the CEE Faculty in curriculum development. Assistance may include guest lectures, review of curriculum, and consultation with faculty and/or assistance on class design projects.
- Hosting a biannual reception in the Chicago to introduce CEE faculty to CEE Alumni. The faculty will represent one of the disciplines of civil engineering offered by the department. These receptions will facilitate the exchange of information between faculty and alumni on topics such as the curriculum, research topics, and continuing education. Meet once a year with the Associate Head and Director of Undergraduate Studies to determine how the committee can best serve the faculty.
- Supporting fundraising activities for CEEAA sponsored events.

6.3 Alumni Interaction Committee

The Alumni Interaction Committee focuses its attention on developing and improving the Department's relationships with its alumni. As such, the committee is involved in the following types of activities:

- Organizing the Annual Regional Dinner in Chicago which is the venue for presenting Awards for distinguished alumni. The Committee raises funds to underwrite the cost of involving students in this event in conjunction with their participating in a Chicago Region site visit the afternoon of the Regional Dinner Event.
- Arranging for an alumni golf outing in the Chicago Region in the summer months.
- Assisting with evaluation of and arrangements for events that are proposed to engage alumni

6.4 Student Support Committee

The objective of the Student Support Committee is to assist the Department by developing and coordinating programs for the benefit of students through the interaction of the alumni with students. In addition, the committee works on other activities such as those listed below:

- Participating in the Department's and College's career fairs.
- Supporting student organizations by facilitating the engagement of speakers at student chapter meetings.
- Facilitating a process for identifying the types of support students are most interested in from alumni.
- Assisting the Department with events designed to prepare students for their professional career after graduation.
- Identifying two (2) student event visit opportunities each year generally to be conducted in the fall of each year and on the day of the Regional dinner event in Chicago.

6.5 Award/Nominating Committee

The Award/Nominating Committee is responsible for the recommendation of candidates for Alumni Association-sponsored awards and recommendations for new member nominations to the CEEAA Board of Directors. One of the primary activities of the Award/Nominating Committee is to facilitate the selection of the recipients of the CEEAA Distinguished Alumni Award and the Young Alumnus Achievement Award each year. The rules for these awards are located in Appendix D. In addition, the Award/Nominating Committee is responsible for the following activities:

- Developing and maintaining guidelines for the nomination of new members to the CEEAA Board of Directors that includes recommendations for how nominations should be solicited and evaluated. These guidelines are located in Appendix E.
- Presenting recommendations for new members to the CEEAA Board of Directors every other year in adherence to the nominating guidelines.
- Providing support in the creation and administration of additional programs that showcase alumni who have made significant contributions to the Department and/or the Civil and Environmental Engineering profession.

- Reviewing and recommending modifications to the rules for alumni awards.

6.6 Task Forces

In addition to committees, the CEEAA Board of Directors may choose to organize task forces to conduct specialized, short-term studies. No task forces exist at the date this document was updated.

6.7 Responsibilities of the Committee Chairs and Vice Chairs

A Chair and Vice Chair are appointed to lead the activities of each committee. In general, committee Chairs and Vice Chairs shall serve a two-year term. A summary of the responsibilities associated with each position is presented below.

6.7.1 Chair

The committee Chairs are responsible for the following activities.

- Organizing and presiding over committee meetings.
- Conducting activities of the committee between Board meetings
- Distributing information on committee activities and meetings to other committee members.
- Providing a report to the Board of Directors on committee activities at each Board of Directors meeting that will be included in the minutes of each meeting.
- Updating information on the committee for the Board of Directors Handbook.

6.7.2 Vice Chair

The Committee Vice Chairs are responsible for the following activities.

- Presiding over committee meetings in the absence of the Chair.
- Monitoring and reporting committee expenditures during the year to the Executive-Finance Committee.
- Preparing minutes of committee meetings for distribution with the Board meeting minutes.

APPENDIX A: CEEAA BOARD OF DIRECTORS MEETING ACTIVITIES

CEEAA Board of Directors Meeting Activities

This document is intended to summarize the Board activities that must be addressed at each meeting of the Board of Directors to ensure that the Board addresses its responsibilities on a timely basis.

General Activities	Responsibility
Annual Board Meeting in Chicago (first or second quarter of calendar year)	
PRIOR TO MEETING	
Review Bylaws and prepare recommendations for any necessary changes Coordinate fund raising efforts for the alumni event that follows the Board meeting	CEEAA Vice-President
Prepare guidelines for committee expenditures for the year	CEEAA Second Vice-President/Secretary
Apply to Alumni Association for special allocations provided to constituency organizations – applications due April 1	Alumni Interaction Committee
Prepare and distribute agenda for meeting	CEEAA President
AT MEETING	
Present recommendations for Bylaws changes to Executive/Finance Committee	CEEAA Vice-President
Act on recommendations for Bylaws changes	Board
Present guidelines for committee expenditures for the year	CEEAA Second Vice-President/Secretary
Fall Meeting (September / October)	
PRIOR TO MEETING	
Assign Board members to committees (even years)	CEEAA President
Assign Committee Chairs and Vice-Chairs	CEEAA President
Review committee scopes and update as necessary	Committee Chairs
Incorporate any changes to committee scopes and other updates to Board Handbook	CEEAA Second Vice-President/Secretary
Arrange for various student organizations to make presentations at meeting	Student Support Committee

Update Board roster, list of former Board members, and list of Past Presidents	Staff
AT MEETING	
Distribute copies of updated Board Handbook	CEEAA Second Vice-President/Secretary
Set dates for future Board meetings	CEEAA President
Representatives from various student organizations make presentations on their activities	Student organizations
Present recommendations for activities to be undertaken by the Board	Alumni Interaction Committee

Timeline for CEEAA sponsored awards – Distinguished Alumnus Award and Young Alumnus Achievement Award	Responsibility
March	
Transmit Call for Award Nominations to CEEAA Board and Department staff	Staff
Send reminder to Newsletter Editor to publish Call For Award Nominations in newsletters (CEEAA Alumni magazine and Illinois Alumni magazine)	Staff
August	
Deadline for receipt of award nominations (August 1)	Staff
Send thank-you letters to award nominees and nominators acknowledging receipt of nominations	Staff
Distribute nomination packets to members of Awards/Nominating committee by August 15	Staff
Review packet of award nominations prior to fall meeting	Committee Chair
Fall Board Meeting (September / October)	
Awards/Nominating Committee presents recommendations for Distinguished Alumnus Award and Young Alumnus Award to CEEAA President and Board for approval	Committee Chair
October	
Notify award winners and request bio information, photos, and list of publications to inform of award announcement	Staff
Send thank-you letters to all award nominees and nominators. Inform those nominees eligible for carryover consideration	Staff

Annual Board Meeting in Chicago (first or second quarter of calendar year)	
Present awards as part of Annual Meeting	CEEAA President
Transmit notice of award to UIUC-Alumni Association, Engineering News Record, ASCE, and other national and local professional organizations/publications identified by respective award recipients	Staff

Timeline for nomination of new members to CEEAA Board of Directors	Responsibility
	Responsibility
Odd Numbered Years	
Annual Board Meeting in Chicago (first or second quarter of calendar year)	
General announcement in President's remarks of upcoming open Board of Director positions and nomination information	CEEAA President
Confirm call for Board nominations in next CEEAA Newsletter	Staff
August 1	
Deadline for nominations for new Board members	
August 15	
Distribute nomination packets to members of Awards/Nominating committee	Staff
September 15	
President informs Awards/Nominations Committee of number of vacancies on Board to be filled by new members	CEEAA President
Fall Board Meeting (September / October)	
Awards/Nominating Committee reviews nominees and prepares short-list of recommended candidates	A/N Committee
November	
Send thank-you letters to all nominees and nominators	Staff
Contact each candidate on short-list to confirm commitment and willingness to serve on Board	Committee Chair

Even Numbered Years	
Annual Board Meeting in Chicago (First or second quarter of calendar year)	
Awards/nominating Committee presents to full Board the list of recommended nominees for new Board members – Board votes on nominees	Committee Chair
March	
Notify approved nominees	CEEAA President
Notify all other candidates of their status	Committee Chair
Notify CEEAA Newsletter Editor of approved nominees for publication in Spring/Summer Newsletter and vote by full membership	Staff
Tally votes after appropriate period	Staff
August	
Send information packets to new Board members	Staff
Fall Meeting (September / October)	
New Board members take office	
Remind Board of ongoing solicitation for new Board members	Committee Chair
October	
Send reminder to CEEAA Newsletter Editor to publish Call For Nominations to the CEEAA Board of Directors in Spring edition of Newsletter	Staff

Activities to be Addressed At Other Times of the Year

In addition to the Board responsibilities, the President is responsible for preparing a column for the CEE Newsletter two or three times each year, as directed by the CEE Department.

APPENDIX B: BYLAWS

Bylaws – Civil and Environmental Engineering Alumni Association
University of Illinois Urbana-Champaign
October 1996, as amended October 1980, September 1994,
February 2000, April 2003, August 2006, March 2008, and September 2012

1. Name. The name of this association shall be the University of Illinois Civil and Environmental Engineering Alumni Association.
2. Affiliation. This association shall be a constituent association of the University of Illinois Alumni Association as provided in the Alumni Association Bylaws.
3. Mission. The mission of the University of Illinois at Urbana-Champaign Civil and Environmental Engineering Alumni Association is to support the Department of Civil and Environmental Engineering faculty, staff, students, and alumni and to inspire lifelong loyalty and pride among alumni and friends by developing and enhancing their continued relationship with the Department. To fulfill its mission, the Association will create a board to provide advice and counsel to the Department, to recognize distinguished alumni, to foster collegial alumni relations and alumni support of the Department, to mentor students and facilitate their entry into the engineering profession, to represent the Department in activities conducted by the Alumni Association, and to support the Department's public outreach activities.
4. Membership. Membership shall consist of alumni of the University of Illinois Civil and Environmental Engineering Department who are members of the University of Illinois Alumni Association. Non-alumni department faculty shall be ex-officio members while actively serving on department faculty.
5. Officers and Board of Directors.
 - (a) Officers shall be a President, Vice President, Second Vice President/Secretary, and Immediate Past President. The officers shall constitute the Executive-Finance Committee of the Association. The President, Vice President, and Second Vice President/Secretary shall be elected from the members of the Association and must be Civil and Environmental Engineering graduates of the University of Illinois at Urbana-Champaign College of Engineering. The Second Vice President/Secretary or designee shall provide minutes of board meetings and record all expenditures made on behalf of the Civil and Environmental Engineering Alumni Association and shall provide a financial report at each board meeting. The term of office for all officers shall be two years beginning on October 1st following election or appointment. Election shall be held at a regularly called business meeting prior to the end of each two year period or by the balloting procedures described in Paragraph 5d.
 - (b) The Board of Directors will consist of up to nineteen members including: President, Vice President, Second Vice President/Secretary, Immediate Past President, and up to fifteen directors at least one of which shall not be older than 35 years at the time of election. Directors who are not officers will be elected for a term of four years as specified in Paragraph 5d or at a

regular board meeting. Terms of office will expire in October of even numbered years and no director can serve for more than two consecutive terms.

(c) The responsibility for developing a slate of officers and directors for endorsement by the Board of Directors is held jointly by the Executive-Finance and Award/Nominating Committees. The Executive-Finance Committee shall develop a slate of officers and second term directors. The Award/Nominating Committee shall develop a slate of first term directors. The combined slate shall be presented to the Board of Directors for endorsement by majority vote.

The endorsed slate of officers and directors shall be presented in the Civil and Environmental Engineering Alumni Newsletter or any other communicative method approved by the Board of Directors. Provision shall be made on the ballot for additional names. Persons receiving the largest number of votes shall be declared elected.

Nomination of any officers and directors required to fill vacancies that occur between elections will be made by the remaining members of the Executive-Finance Committee. These nominations must be approved by a majority vote of the Board of Directors.

(d) Voting shall be limited to members. The Second Vice President/Secretary will count the ballots and announce the results of the election.

Voting by the members shall take place using one of the following methods:

- i) Mail-in ballot included in the Association's newsletter
 - ii) Mail-in ballot mailed to members
 - iii) Other communicative methods approved by the Board of Directors
6. Meetings. Meetings of the association shall be held upon call by the Board of Directors. Date and place of the meeting will be announced by direct mailing or in the newsletter. The annual meeting of the association shall be held in Chicago or Champaign-Urbana as directed by the Board in the first or second quarter of each calendar year.
7. Revisions. Proposed revisions to these bylaws shall be endorsed by twenty members of the Association and submitted to the Board of Directors or proposed revisions to these bylaws shall be endorsed by a majority of the Board of Directors. Approval of the revision by the membership is required and shall require two-thirds favorable votes of those voting.

Voting by the membership shall take place using one of the following methods:

- i) Mail-in ballot included in the Association's newsletter.
- ii) Mail-in ballot mailed to members.
- iii) Other communicative methods approved by the board of directors.

APPENDIX C: UIUC CONSTITUENT ALUMNI ASSOCIATIONS ORGANIZATION AND OPERATION

UNIVERSITY OF ILLINOIS CONSTITUENT ALUMNI ASSOCIATIONS ORGANIZATION AND OPERATION (6/27/97)

The university of Illinois Alumni Association encourages the development of constituent alumni associations and has adopted the following recommendations and guidelines:

MINIMUM STANDARDS

1. An organizational structure in accord with Article IX of the alumni bylaws must be established. This Article pays particular attention to dues, membership, representation, and requirements of constituent status. Article IX provides as follows:

ARTICLE IX

Constituent Associations

Section 1. The Association shall encourage the formation of constituent alumni associations, referred to in these bylaws as “constituent associations,” by colleges, schools or departments of the University.

Section 2. The Board shall give recognition to a constituent association upon application by the Chief Administrator of any college, school or department signed by 25 regular members of the Association who are alumni of that college, school or department, the recognition to be subject to continuing review and approval by the appropriate Dean or department head and the Board. The bylaws of each constituent association must be consistent with these bylaws.

Section 3. Membership in the Association is a prerequisite to membership in any constituent association. No additional membership dues may be charged by the constituent association. The Association membership dues paid by a member of any constituent association shall be divided between the Association and the constituent association as determined by the Board of Association. All membership dues credited to the constituent association shall be retained in the Association offices. Use of these funds for other than alumni activities must be approved by a committee appointed by the President of the Association. The official formula for fund-sharing shall be recorded in the office of the Association. Each constituent association may determine the other requirements for its membership. Each member of the Association is entitled to membership in the constituent association of his or her choice if he or she meets those requirements. If a member of this Association makes no choice as to membership in a constituent association, the Executive Director may determine whether any constituent association is entitled to receive the appropriate portion of the member’s membership dues.

Section 4. Each constituent association is entitled to one member on the Campus Constituent Association Committee.

Section 5. To maintain status, each constituent association shall hold at least one meeting each year, publish one newsletter annually for its members, and comply with minimum standards for constituent associations published by the Association. Each constituent association shall submit to the Executive Director, each year on a date fixed by the Executive Director, an annual report, a resume of its past year's activities, including a financial report, and proposed activities for the coming fiscal years. Failure to comply with provisions of Article X and minimum standards as established from time to time by a committee appointed by the President of the Association may result in termination of the charter of the constituent association by action of the Board.

2. Each constituent association must have bylaws, which are consistent with the Alumni Association's Bylaws, officers, and a board of directors composed of regular members of the general Alumni Association (Student directors are exempted from this qualification).
3. Constituent association cannot conduct any activities which are in conflict with Alumni Association Bylaws, policies or procedures, or engage in activities which the Alumni Association deems to be in conflict, or not in keeping, with those of the Alumni Association.
4. Each college, department, school, or institute represented by a constituent alumni association must appoint a staff member to act as liaison between the constituent alumni association and the Alumni Association. The liaison must be acceptable to the constituent association. Duties of the liaison include the coordination of activities and programs of the constituent group, including the constituent newsletter. The staff liaison shall attend meetings of the Campus Council on Alumni Relations.
5. Membership must be promoted through constituent newsletters, event mailings, and/or special membership mailings as required by Article IX. If funds credited to a constituent association from membership dues are used to finance the constituent newsletter, that newsletter may be mailed to nonmembers of the constituent association provided a membership promotion is included. If a newsletter's frequency is more than once annually, the subsequent issues should be mailed to members only. If the constituent newsletter is financed by funds from the college (or department) office or dean's fund, the constituent association need not limit its audience in any way. However, the Alumni Association encourages constituent associations not to mail each issue of the newsletter to nonmembers.
6. The Alumni Association has been charged with the responsibility of maintaining official university alumni records. As addresses and other record changes of alumni are received by constituent associations, they must be forwarded to the campus Alumni office. In addition, the Alumni Association office must be notified of any change in the list of the constituent association's officers and directors.

7. In addition, constituent associations must also use the official Alumni Association mailing lists rather than maintaining separate mailing lists. Address lists should be ordered at least two week before they are needed.
8. Dues credited to constituent associations must be used in such a way that as many members as possible benefit. (Newsletters, continuing education programs, career counseling, awards programs, student alumni programs, annual meetings, and social events are some examples of programming for the members.)
9. Each constituent association shall maintain a positive balance in its Alumni Association account. Any negative balance must be recovered before any additional disbursements are paid by the Alumni Association.
10. Each constituent association must file an annual report with the Alumni Association, including a financial report showing its previous fiscal year's budget, actual revenues and expenditures, and next fiscal year's proposed budget. Funding and expenditures from other sources should be reported on the annual report.
11. If the constituent association at any time fails to file such annual and financial report when due, the account funds for this constituent association will be immediately frozen until such time as an appropriate budget and annual report are filed. In addition, such a non-complying constituent association shall not be entitled to request any additional funds from the Alumni Association. Failure to comply with these provisions can result in revocation of the constituent association's charter.
12. If a constituent association wishes to request additional funds from the Alumni Association's Constituent Special Allocation resources, the officers must file the appropriate request forms as published by the Alumni Association's Constituent Review Committee. No request for additional funds will be considered without the accompanying annual report and financial report of the constituent association. Actual distribution of these funds will be made no earlier than 60 days prior to the actual event or activity. Unused funds expire at the end of the one-year allocated period.
13. The treasurer or other designated board member of each constituent association shall authorize all disbursements other than University data processing or mailing center charges before forwarding them to the Alumni Association for final payment.
14. Prior to terminating the charter of any constituent association, the Alumni Association Board of Directors, or the head of any department, college, school or institute which seeks to terminate the consistency, must provide six months prior written notice.

RECOMMENDATIONS AND GUIDELINES

1. Constituent associations should conduct awards programs. Awards are an excellent means of recognizing alumni for their contributions to the University and to the Association and for encouraging alumni involvement. Constituent associations are encouraged to each year recommend candidates for Achievement Awards to the Alumni Association. In addition, constituent associations are urged each year to make nominations for the Constituent Leadership Awards.
2. The University of Illinois Foundation should be utilized for any fund raising projects of the college, department, school, or institute.
3. Each constituent association should work closely with the college, school, institute or department it represents.
4. Limited student representation on each constituent association's board is desirable.
5. Constituent association boards should be aware of their special obligation to life members and handle their funds on a year-to-year basis realizing that they have a longtime commitment to those people who have shown their support through life membership.
6. Copies of each issue of constituent mailings and publications should be sent to the campus Alumni Office. (The university mailing center will see that copies are sent to the campus library, administrative offices, other constituents, and the campus information office.)

APPENDIX D: RULES FOR ALUMNI AWARDS

Adopted 1991

Amended April 9, 1994, April 12, 1997, February 10, 1998, September 15, 2000,
September 14, 2012, and March 11, 2015

DISTINGUISHED ALUMNUS AWARD RULES

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

CIVIL AND ENVIRONMENTAL ENGINEERING ALUMNI ASSOCIATION

PURPOSE

The purpose of these awards is to recognize professional accomplishments or unique contributions to society of University of Illinois at Urbana-Champaign (UIUC) Civil and Environmental Engineering graduates.

ELIGIBILITY

- Recipients shall have distinguished themselves by outstanding leadership in planning and direction of engineering work, by administration of major engineering work, by their contribution to knowledge in the field of civil engineering, by fostering the professional development of young engineers, or by uniquely contributing to society. Recipients should be dedicated to the ideals of the profession as evidenced by their contributions to the recognition and promotion of civil engineering activities and professional organizations.
- Members of the Civil and Environmental Engineering Alumni Association (CEEAA) Board are not eligible for the award while on the board and for at least two years after completion of board service.
- Members of the University of Illinois U-C faculty are not eligible for the award while on the faculty/staff and for at least two years after ending their faculty/staff status with the University.
- Nominees shall remain on the ballot for three years. Individuals who were not selected can be renominated.

NOMINATION AND SELECTION

- Annually the CEEAA Board shall submit the names of the eligible candidates to the Award/Nominating Committee.
- CEEAA members and UIUC faculty may submit names of eligible candidates to the Award/Nominating Committee.
- The Award/Nominating Committee may solicit eligible candidates.
- A completed Nomination Information Form shall accompany all names of eligible candidates submitted to the Award/Nominating Committee (Distinguished Alumnus Nomination Form).
- The annual number of recipients shall be limited to not more than one-tenth of one the percent (0.1%) of the number of Civil and Environmental Engineering Alumni.
- The Award/Nominating Committee shall select nominees by a majority vote.
- The Award/Nominating Committee shall submit to the CEEAA Board a list of recommended nominees for the awards.
- Upon affirmative vote by a majority of the CEEAA Board, each awardee shall be notified in writing of their selection.

PRESENTATION

- The award and presentation shall be in keeping with the stature of the award. A public presentation is desirable.
- Award recipients shall be published in the CEEAA Alumni Newsletter.

GENERAL

- The Second Vice President/Secretary of the CEEAA Board shall maintain a list of the past recipients and shall annually provide that list to all Board members.
- The CEEAA Board may nominate recipients of the Distinguished Alumnus Award for other UIUC awards.

Adopted 1993

Amended October 21, 2005, September 14, 2012,
and March 11, 2015

YOUNG ALUMNUS ACHIEVEMENT AWARD

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

CIVIL AND ENVIRONMENTAL ENGINEERING ALUMNI ASSOCIATION

PURPOSE

The purpose of this award is to recognize early professional accomplishments or unique contributions to society by graduates of the University of Illinois at Urbana-Champaign (UIUC) Civil and Environmental Engineering Department who are thirty-five (35) years of age or younger during the calendar year in which they are initially nominated.

ELIGIBILITY

- Recipients shall have distinguished themselves in their fields of endeavor and achieved a level of accomplishment significantly greater than that of other recent graduates who meet the criteria for this award.
- Recipients shall be thirty-five (35) years of age or younger during the calendar year in which they are initially nominated.
- Recipients shall have demonstrated the values derived from a civil and/or environmental engineering education by one or more of the following:
 1. Outstanding technical advancement or achievement
 2. Design innovation and excellence
 3. Enhancement of civil and environmental engineering education
 4. Outstanding leadership resulting in significant accomplishments
 5. Exemplary service to the profession
- Consideration is also given to volunteer activities in civic, religious or charitable groups and organizations.
- Members of the Civil and Environmental Engineering Alumni Association (CEEAA) Board are not eligible for the award while on the board and for two years after completion of board service.
- Members of the UIUC faculty are not eligible for an award while on the faculty and for two years after ending their faculty status with the University.

- Nominees shall remain on the ballot for three years. Individuals who were not selected during the three year period can be renominated providing that the eligibility criteria can be met.

NOMINATION AND SELECTION

- Annually the CEEAA Board shall submit the names of eligible candidates to the Award/Nominating Committee.
- CEEAA Board members, alumni, and UIUC faculty may submit names of eligible candidates to the Award/Nominating Committee.
- The Award/Nominating Committee may solicit the names of eligible candidates from these, or other, sources.
- A completed Nomination Information Form shall accompany all names of eligible candidates submitted to the Award/Nominating Committee (Young Alumnus Nomination Form).
- The annual number of recipients shall be limited to not more than one-tenth of one percent (0.1%) of the number of Civil and Environmental Engineering alumni.
- The Award/Nominating Committee shall select recommended recipients by a majority vote.
- The Award/Nominating Committee shall submit to the CEEAA Board a list of recommended recipients for the awards.
- Upon affirmative vote by a majority of the CEEAA Board, each awardee shall be notified in writing.

PRESENTATION

- The award and presentation shall be in keeping with the stature of the award. A public presentation is desirable.
- Award recipients shall be published in the CEEAA Alumni Newsletter.

GENERAL

- The Second Vice President/Secretary of the CEEAA Board or designate shall maintain a list of past recipients and shall annually provide that list to all Board members.
- The CEEAA Board may nominate recipients of the Young Alumnus Achievement Award for other UIUC awards.

APPENDIX E: CEEAA BOARD MEMBER NOMINATION GUIDELINES

CEEAA BOARD OF DIRECTORS MEMBER NOMINATION GUIDELINES

Adopted May 1, 2004
Amended September 14, 2012

I. Purpose

The purpose of these nomination guidelines is to establish general criteria for the solicitation, nomination, and recommendation of new members to the CEEAA Board of Directors. The guidelines are consistent with the CEEAA mission statement which states in part that “ the Association will create a board to provide advice and counsel to the Department, to recognize distinguished alumni, to foster collegial alumni relations and alumni support of the Department, to mentor students and facilitate their entry into the civil engineering profession and to represent the Department’s activities conducted by the Alumni Association, and to support the Department’s public outreach activities.” Recommendations for new CEEAA Board members are made in accordance with these guidelines by the Award/Nominating Committee every other year and when Board vacancies are created.

II. Board Member Qualifications and Characteristics

Nominees for Board members must be an alumnus with a degree from the CEE Department and a member of the CEEAA. Those that have obtained only an MS or PhD from the CEE Department are eligible for nomination. In addition, the following are considered to be desirable characteristics of Board members:

- Enthusiastic about the University and the CEE Department
- Willing to commit time and energy to prepare for and attend Board and committee meetings and functions, such as special events
- Willing to serve on committees and complete given assignments
- Active in the profession and in other organizations
- Ability to work well with people individually and in a group
- Ability to provide mentoring to students and faculty
- Willing to financially support the Department, College, and University

III. Board Composition

When nominees are being considered, the Awards/Nominating committee should keep in mind that it is the desire of the CEEAA to maintain a Board composed of diverse members. Diversity of age, race, ethnicity, and gender should be considered. In addition, geographic and occupational diversity are important considerations to achieve a diverse Board with broad perspectives and viewpoints. It should also be noted that, in accordance with the bylaws, at least one Board member shall not be older than 35 years at the time of election.

IV. Solicitation Process

The general membership of the CEEAA should be solicited for Board nominations at least annually by publishing a notice from the Awards/Nominating Committee chair in the CEEAA newsletter. In addition to the newsletter, targeted solicitations should be made annually to current and past CEEAA Board members, faculty, and supporters (financial or otherwise) of the CEE department. A nomination form should be included in the newsletter and as part of the targeted solicitations.

V. Evaluation and Recommendation Process

The Awards/Nominating Committee will be responsible for compiling and maintaining the list of nominees. Letters or other expressions of interest (i.e., self nominations) from qualified candidates are acceptable. Nominees (and nominators as applicable) will be notified in writing that the nomination was received, and the nominees will be requested to confirm their willingness to serve on the Board. Those nominated should also be advised in writing of the responsibilities and expectations of Board members. Nominees will be evaluated by the Awards/Nominating committee based on the criteria noted in Sections II and III. At the Annual Board meeting in each even-numbered year, the Awards/Nominating committee will recommend to the CEEAA Board a slate of candidates for election. Upon the creation of a vacancy on the Board, the Award/Nominating Committee will forward a recommended replacement to the Executive/Finance Committee for final review and recommendation to the Board.

APPENDIX F: CEEAA EVENT SOLICITATION PROCESS GUIDELINES

CEEAA EVENT SOLICITATION PROCESS GUIDELINES

Purpose. This guideline is to be used when soliciting sponsorship of CEEAA events.

HOMEWORK BEFORE THE CONTACT

Make your company's own pledge. This will give you the confidence to solicit a gift and enable you to understand everything that your prospects will consider when you speak with them.

Think about the impact the CEE Department has had on you or your business, why your company has contributed, and what you plan to tell peers at other companies about your own convictions and commitment.

Familiarize yourself with the CEE Department today through the CEE Alumni Association Board, the website, and by learning about the various opportunities for companies to interact with the Department. Familiarize yourself with how the funds being solicited will be used. In addition, be prepared to address questions regarding how funds from regular contributors are used by the Department. Determine who the check should be made out to and who the contribution should be sent to."

Focus on the individual – Make it personal. Review current biographical information on the contact person within the target company and the company's giving history. Learn about their special interests and practice areas. Try to learn enough about the contact person to have a productive personal conversation.

GET IN TOUCH

Make the call yourself alum to alum or practitioner to practitioner – do not assign someone to make calls for you.

Call the companies/contacts you know best first. This will help you get comfortable with the process.

Be positive and upbeat. Don't apologize or let anybody put you off. If a contact says he or she already knows all about the Department or the event, say that you would still appreciate a chance to tell why you believe his or her company's participation is important to the effort.

MAKE "THE ASK"

Be personal and touch their heart or their professional interest. Explain why the event is particularly important to you and/or your profession. This will help inspire others to play a more

substantial role. Focusing on genuine matters that appeal to your contact company's professional interests or touch the heart of an alumnus contact can be motivating.

Be direct. Discuss gifts already raised by the committee from other companies. This may help to raise your prospect's sights.

Ask for a specific gift. You may want to use language such as: "Would you join our company in making a gift of \$_____ to benefit this CEE event?" Or: "Can we count on your help? Would you consider a gift of \$_____?"

Give the donor a chance to respond. Don't expect an immediate commitment for a large gift. Your contact may need time to think it over or to consult with others. Plan for follow-up.

FOLLOW THROUGH

End each call or meeting with an agreement about a specific next step. Suggest that you will call again on a specified day to continue the discussion. Maintain momentum by following up within two weeks. Or, if the follow-up is that the donor will send the check, then reconfirm that this will happen by a date certain, or else you may call to check in.

Maintain any needed additional contact. Many solicitations, especially at the higher sponsorship gift levels, may require more than one discussion. Again, be the caller and keep it personal. Do not assign it to others.

Update the following as needed: Phone, address, and email information – now is a good opportunity to update!

Be sure to say "THANK YOU!" Regardless of the outcome, thank the company contact for his or her time in talking with you. That pleasant experience may be the deciding factor in a future gift. The CEE Department staff typically sends a "Thank you" to each contributor. You may want to check to make sure this has been sent.

AFTER THE GIFT

Contact the CEEAA event coordinator or the CEEAA gift officer. As soon as you have confirmed a pledge, please call, fax, or e-mail your CEEAA event team coordinator. Have a plan so that a thank you letter and gift envelope can be sent.

- Be sure that you have recorded the amount and the terms of the payment accurately.
- If you receive a credit card number, please call it in directly to John Kelley. **DO NOT** send credit card information via e-mail.
- The Department would also welcome any address, e-mail, and phone updates you have for your alumni contacts. Save the company contact information for the next event/next year.

Acknowledge personally. Have a plan to send a thank-you note to each company or contact on your solicitation list when they make a pledge or a gift. An acknowledgement or thank-you note before the event is often a good reminder to ensure the donation is made. If the CEEAA event

team has decided that donor thank-you notes will go out after the event, then follow-up to ensure that it has been done for the contacts/companies that you solicited. A personal note or phone call from you will mean a great deal and helps strengthen the CEEAA's relationship with the donor.