



Civil and Environmental Engineering Alumni Association
Board of Directors

Handbook

Department of Civil and Environmental Engineering
The Grainger College of Engineering
University of Illinois at Urbana-Champaign

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1.0 Introduction

The University of Illinois Urbana-Champaign (UIUC) 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 UIUC 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 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 UIUC CEEAA Board of Directors.

2.0 General Information

This section of the Handbook discusses participation on the UIUC 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 UIUC Civil and Environmental Engineering Department 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 UIUC Civil and Environmental Engineering Department.

2.2 Director's Responsibilities

It is the responsibility of each member of the UIUC CEEAA Board of Directors to attend Board meetings, which are typically held twice per year. The first meeting of each year 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 UIUC CEEAA Dinner Meeting, normally scheduled during the first or second quarter of the calendar year. The second meeting is normally held on the UIUC campus in Urbana, Illinois, in the fall. 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 UIUC CEEAA Board of Directors requesting support for UIUC 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 terms 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 UIUC 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 UIUC CEEAA Board of Directors Activities

Activity	Targeted Date
Fall Board Meeting	September/October
Beginning of terms 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 UIUC CEEAA is to work with and 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 UIUC 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 UIUC CEEAA Requirements

The UIUC CEEAA is an independent alumni association associated with the UIUC CEE department. The CEE Department recognizes this organization as its official alumni association with authority to engage its alumni on behalf of the department. As such, the CEEAA complies 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 also 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, divisions, 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, division, and task force 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 UIUC 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 UIUC 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 UIUC CEEAA and providing a financial report to the Board of Directors at each meeting.

4.4 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.

5.0 Advisory Council

The Advisory Council will consist of Past Presidents of the UIUC CEEAA Board of Directors and will provide assistance and guidance to ensure the effectiveness of the organization. The Board will engage the Advisory Council on an as-needed basis.

6.0 Committee Structure and Descriptions

The UIUC CEEAA Board of Directors currently consists of five 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 follows.

6.1 Executive-Finance Committee

The Executive-Finance Committee is made up of the current and immediate past leadership of the UIUC CEEAA Board of Directors. The committee is responsible for advising the UIUC 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, selection and approval of Board officers, 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 Department faculty with curriculum development. Assistance may include providing guest lectures, review of curriculum, and consultation with faculty and/or support on class design projects.
- Hosting an annual or biannual reception in the Chicago area to introduce Department faculty to Department Alumni. The faculty will represent 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 Department Associate Head and Director of Undergraduate Studies to determine how the committee can best serve the faculty.
- Supporting fundraising activities for UIUC CEEAA sponsored events.
- Support UIUC Faculty efforts to develop and promote on-line education opportunities for students and alumni.

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:

- Organize the Annual Alumni Dinner in Chicago which is primary the venue for alumni, faculty and student interaction, CEE Department update, and for presenting Distinguished Alumni Awards.
- Raise funds through sponsorships for the annual dinner and other alumni events (Reference Appendix F). Sponsorship funds will cover a portion or all of the cost of the Dinner and other alumni events and underwrite student attendance fees for these events.
- Evaluate and determine the costs of events and set sponsorship levels.
- Identify and organize additional alumni events as deemed appropriate by the Board. Events may include an alumni golf outing and beer tasting in the Chicago Region, as examples.
- Arrange for alumni networking opportunities in conjunction with department and industry conferences and events.

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:

- Facilitate a process for identifying the types of support students are most interested in from alumni.
- Work with the Department to lead and facilitate informational seminars designed to prepare students for their transition to a professional career after graduation, including but not limited to: resume drafting, interviewing skills, evaluation and negotiating offers of employment, workplace expectations, and career nurturing and progression.
- Identify and provide opportunities for students to interact with alumni whether it be in a formal work setting, or in a strictly social setting.

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 UIUC CEEAA Board of Directors. One of the primary activities of the Award/Nominating Committee is to facilitate the selection of the recipients of the UIUC CEEAA Distinguished Alumni Award, Distinguished Faculty 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:

- Develop and maintain guidelines for the nomination of new members to the UIUC CEEAA Board of Directors that includes recommendations for how nominations should be solicited and evaluated. The current guidelines are located in Appendix E.
- Present recommendations for new members to the UIUC CEEAA Board of Directors every other year in accordance with to the nominating guidelines.
- Provide 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.
- Review and recommend modifications to the rules for alumni awards.

6.6 Young Engineers Division

The Young Engineers Division (YED) of the UIUC CEEAA is open to all UIUC CEEAA graduates under age 35. The objectives of the YED are to establish an ongoing relationship between the Alumni Association and the Department and recent graduates, provide networking opportunities, assist in providing insight and assistance for certification and professional development and raise funds for scholarships. Additional information is provided in Appendix G.

6.7 Task Forces

In addition to committees described above, the UIUC CEEAA Board of Directors may choose to organize task forces to conduct specialized, short-term studies.

6.8 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.

6.8.1 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.

6.8.2 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:
UIUC CEEAA Board of Directors Meeting Activities**

This document summarizes the activities to be addressed at each Board of Directors meeting to ensure the Board responsibilities are addressed 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

General Activities	Responsibility
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	Department Staff
AT MEETING	
Distribute copies of updated Board Handbook	CEEAA Second Vice-President/Secretary
Set dates for future Board meetings	CEEAA President
Representatives from the Faculty and 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 UIUC CEEAA sponsored awards – Distinguished Alumnus Award and Young Alumnus Achievement Award	Responsibility
March	
Transmit Call for Award Nominations to CEEAA Board and Department staff	Department Staff
Send reminder to Newsletter Editor to publish Call For Award Nominations in newsletters (CEEAA Alumni magazine and Illinois Alumni magazine)	Department Staff
August	
Deadline for receipt of award nominations (August 1)	Department Staff
Send thank-you letters to award nominees and nominators acknowledging receipt of nominations	Department Staff
Distribute nomination packets to members of Awards/Nominating committee by August 15	Department 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	Department Staff
Send thank-you letters to all award nominees and nominators. Inform those nominees eligible for carryover consideration	Department 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	Department Staff

Timeline for nomination of new members to UIUC CEEAA Board of Directors	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 all CEEAA Newsletters	Department Staff
September 15	
President informs Awards/Nominations Committee of those Board Members who will rotate off the Board to be filled by new members	CEEAA President
Fall Board Meeting (September / October)	
Awards/Nominating Committee prepares short-list of Board attributes to be filled by recommended candidates to be identified in March of Even Numbered years.	A/N Committee

Even Numbered Years	
January 15 Deadline for nominations for new Board members	Department Staff
February 15 Distribute nomination packets to members of Awards/Nominating Committee <u>Annual Board Meeting in Chicago (First or second quarter of calendar year)</u>	Department Staff
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	Department Staff
August	
Send information packets to new Board members	Department 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 all editions of Newsletter	Department 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 UIUC CEE Newsletter two or three times each year, as directed by the Department Staff.

APPENDIX B: BYLAWS

Bylaws – Civil and Environmental Engineering Alumni Association

University of Illinois Urbana-Champaign

October 11, 2019, as amended October 1996, 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 at Urbana-Champaign Civil and Environmental Engineering Alumni Association.

2. **Affiliation.** This association is recognized is an independent alumni association of the University of Illinois at Urbana-Champaign Civil and Environmental Engineering Department. (the Department)

3. **Mission.** The mission of the University of Illinois at Urbana-Champaign Civil and Environmental Engineering Alumni Association is to work with and 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 at Urbana-Champaign Civil and Environmental Engineering Department. Non-alumni department faculty shall be ex-officio members while actively serving as 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 at the Fall Board Meeting or on October 1, whichever comes first, 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 5(d).

(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 5(d) or at a regular board meeting. Terms of office will expire prior to the Fall Board Meeting or on October 1, whichever comes first, 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 select and approve Board officers and second term directors.

The Award/Nominating Committee shall develop a slate of first term directors. The slate of first term directors shall be presented to the Board of Directors for endorsement by majority vote.

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 email, social media, 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 a majority of favorable votes of the Board of Directors present.

APPENDIX C:

UIUC CEE ALUMNI ASSOCIATION ORGANIZATION AND OPERATION

MINIMUM STANDARDS

The UIUC CEE Department has established the following organizational structure for its alumni association. The sections below outline requirements of the organization to be recognized by the UIUC CEE Department as its official alumni association.

Section 1. The CEE Department (The Department) shall encourage the formation of an alumni association, referred to in these bylaws as “the association,” by its faculty and staff.

Section 2. The Department shall give recognition to the association by its department head.

Section 3. Membership in the association is automatically granted to all alumni who have graduated from the Department with a B.S., M.S. or Ph.D. degree. No dues can be assessed by the association for general membership. The Department may allow the association to charge dues for a more exclusive level of membership, if requested by the CEEAA Board and approved by the department head. If membership dues are collected, the funds shall be retained by the Department for use by the association. Use of these funds for other than alumni activities must be approved by the department head. The CEEAA Board must provide approval to spend or allocate these funds through a simple majority vote.

Section 4. To maintain status, the association shall hold at least one meeting each year and regularly engage the Department in its planned activities. Failure to comply with this provision may result in termination of the current CEEAA Board or the association altogether.

1. The association must have bylaws, officers, and a board of directors composed of members of the association.
2. The association cannot conduct any activities which are in conflict with the Department’s policies or procedures, or engage in activities which the Department deems to be in conflict, or not in keeping, with those of UIUC.
3. The Department must appoint a staff member to act as liaison between the alumni association and the Department. The liaison must be acceptable to the association. Duties of the liaison include the coordination of activities and programs of the association, including the alumni newsletter. The staff liaison shall attend meetings of the association.
4. Membership must be advocated through newsletters, event mailings, and/or special membership mailings. The alumni newsletter may be mailed to nonmembers of the association with the approval of the association board of directors.
5. The Department is charged with the responsibility of maintaining official alumni records. As addresses and other record changes of alumni are received by the association, they must be forwarded to the Department’s alumni liaison. In addition, the Department must be notified of any change in the list of the association’s officers and directors.

6. The association must file an annual report with the Department, 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. The report will be prepared and presented by the Department's liaison upon approval by the president of the CEEAA Board.
7. The President or other designated board member of the association shall authorize all disbursements other than University data processing or mailing center charges before forwarding them to the Department for final payment.
8. Prior to terminating the association, the CEE department head must provide six months prior written notice.
9. The University of Illinois Foundation can be utilized for any fund raising projects of the college, department, school, or institute.

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 Civil and Environmental Engineering (UIUC CEE) 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 UIUC 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 UIUC 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 re-nominated.

NOMINATION AND SELECTION

- Annually the UIUC CEEAA Board shall submit the names of the eligible candidates to the Award/Nominating Committee.
- UIUC 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 CEE Alumni.
- The Award/Nominating Committee shall select nominees by a majority vote.
- The Award/Nominating Committee shall submit to the UIUC CEEAA Board a list of recommended nominees for the awards.
- Upon affirmative vote by a majority of the UIUC 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 UIUC CEEAA Alumni Newsletter.

GENERAL

- The Second Vice President/Secretary of the UIUC CEEAA Board shall maintain a list of the past recipients and shall annually provide that list to all Board members.
- The UIUC 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 Civil and Environmental Engineering (UIUC CEE) 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 UIUC 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 re-nominated providing that the eligibility criteria can be met.

NOMINATION AND SELECTION

- Annually the UIUC CEEAA Board shall submit the names of eligible candidates to the Award/Nominating Committee.
- UIUC 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 UIUC CEE.
- The Award/Nominating Committee shall select recommended recipients by a majority vote.
- The Award/Nominating Committee shall submit to the UIUC CEEAA Board a list of recommended recipients for the awards.
- Upon affirmative vote by a majority of the UIUC 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 UIUC CEEAA Alumni Newsletter.

GENERAL

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

Adopted October 11, 2019

DISTINGUISHED FACULTY AWARD

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

CIVIL AND ENVIRONMENTAL ENGINEERING ALUMNI ASSOCIATION

PURPOSE

The purpose of this award is to recognize the professional accomplishments in teaching, research, and public service of University of Illinois at Urbana-Champaign Civil and Environmental Engineering (UIUC CEE) exemplary faculty members.

ELIGIBILITY

- While seen as an opportunity to recognize more senior faculty who are also alumni and might not otherwise be eligible for UIUC CEEAA Distinguished Alumni Awards, all categories of faculty members, alumni or non-alumni, are eligible to be honored.
- Nominees may be in any faculty classification: lecturer, adjunct, research professor, assistant professor, associate professor, full professor, professor emeritus or retired status.
- Awards may be made posthumously.
- Recipients shall have distinguished themselves by outstanding leadership in the teaching of students on the UIUC campus, by innovative scholarly or practical research during their career, or in public service benefitting society. Recipients should have had an impact on the mentoring of students and fellow faculty members. Further, recipients should have demonstrated sustained excellence and highest ethical standards and integrity in their work and interactions to have brought distinction to themselves and the University of Illinois.

NOMINATION AND SELECTION

- Awards are not required to be given every year.
- The UIUC CEEAA Board members may submit the names of the eligible candidates to the Award/Nominating Committee.
- The UIUC CEE department administrative leadership (i.e., department head, associate heads) may submit recommendations for selection to the Award/Nominating Committee.
- Alumni of the UIUC CEE Department may submit a recommendation to members of the UIUC CEEAA Board for consideration.
- The Award/Nominating Committee may solicit eligible candidates.
- A brief justification for eligible candidates should accompany the nomination.

- The Award/Nominating Committee shall select nominee(s) by a majority vote.
- The Award/Nominating Committee shall submit to the UIUC CEEAA Board a list of recommended nominee(s) for the award.
- Upon affirmative vote by a majority of the UIUC CEEAA Board, each awardee shall be notified in writing of their selection.
- Although there is no limit for the number of faculty who may be recognized in a given year, the distinction of the award should be considered as a special honor and allow for proper celebration of the awardee(s).

PRESENTATION

- The award and presentation shall be in keeping with the stature of the award. A public presentation is desirable, whether on campus or as part of a broader UIUC CEEAA event.
- An appropriate physical award shall be presented to the recipient (i.e., plaque, certificate, medallion, etc.)
- Award recipients shall be published in the UIUC CEEAA Alumni Newsletter.

GENERAL

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

APPENDIX E: UIUC CEEAA BOARD MEMBER NOMINATION GUIDELINES

Adopted May 1, 2004

Amended September 14, 2012, March 14, 2019

I. Purpose

The purpose of these nomination guidelines is to establish general criteria for the solicitation, nomination, and recommendation of new members to the UIUC CEEAA Board of Directors. The guidelines are consistent with the UIUC 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 UIUC 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 UIUC CEE Department and a member of the UIUC CEEAA. Those that have obtained only an MS or PhD from the UIUC CEE Department are eligible for nomination. In addition, the following are considered to be desirable characteristics of Board members:

- Enthusiasm about the University and the CEE Department
- Willingness to commit time and energy to prepare for and attend Board and committee meetings and functions, such as special events
- Willingness 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
- Willingness 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 UIUC 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 UIUC CEEAA should be solicited for Board nominations at least annually by publishing a notice from the Awards/Nominating Committee chair in the UIUC CEEAA newsletter. In addition to the newsletter, targeted solicitations should be made annually to current and past UIUC CEEAA Board members, faculty, and supporters (financial or otherwise) of the UIUC 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 UIUC CEEAA Board a slate of candidates for approval. 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: UIUC CEEAA EVENT SOLICITATION PROCESS GUIDELINES

Purpose. These guidelines are to be used when soliciting sponsorship of UIUC 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 UIUC 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 UIUC CEE event?" Or: "Can we count on your help?"

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 UIUC CEEAA event coordinator or the UIUC 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 the CEE's Alumni Coordinator. 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 UIUC 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 UIUC CEEAA's relationship with the donor.

APPENDIX G: YOUNG ENGINEERS DIVISION

UIUC Civil and Environmental Engineering

Alumni Association

Young Engineers Division

Established 2019

The Young Engineers Division (YED) of the UIUC CEEAA is open to all UIUC CEEAA graduates under age 35. The objectives of the YED are to establish an ongoing relationship between the UIUC CEEAA and the Department and recent graduates, provide networking and professional development opportunities, organize information for certification and higher education pursuits, raise funds for scholarships, and provide one-on-one mentoring to UIUC CEE recent alumni.

MEMBERSHIP

The YED is open to all graduates who have earned a BS, MS and/or PHD degree from the University of Illinois Civil and Environmental Engineering Department and are under age 35.

LEADERSHIP

The initial leadership of the YED will consist of two members of the CEEAA Board of Directors, a Department representative and six young alumni who have expressed interest in serving on the leadership group. The YED will report to the UIUC CEEAA Board. The initial young alumni will be solicited from various sources including suggestions from companies that support the department and graduates that led the civil engineering related student organizations while at the University (i.e. Society of Women Engineers, Chi Epsilon, ASCE etc.) After the initial leadership group has been formed, two young alumni will be added each year over the next two years resulting in a leadership group of 10 young alumni, the two members of the UIUC CEEAA Board of Directors and the Department representative.

LEADERSHIP TEAM RESPONSIBILITIES AND SCHEDULE

The initial leadership group will meet to review the concepts identified in this document and to enhance and modify as appropriate the approach to achieving the objectives identified in this document. Following establishment of the initial leadership group an enhanced charter for the YED will be available for review and approval by the UIUC CEEAA Board.

COMMITTEES

The following Committees are anticipated to be established within the YED:

- Networking Committee
- Career Development Committee
- Scholarship Committee
- Mentorship Committee

The Committee chairs will be selected from volunteers in the initial members of the YED. Each of the Committees will work to establish their own events.

Networking Committee

The goal of this committee is to establish a group that YED members can use to share knowledge and information and establish contacts. The approach will be to connect with other graduates for purposes of establishing long-term business relationships and identifying potential job opportunities. These events will occur on an approximate quarterly basis so as not to conflict with other CEEAA events. The Networking Committee will advertise events using social media, the Young Engineers Division email listserv, and flyers at UIUC CEE Department events. The committee will be responsible for planning, advertising, and collecting payments for quarterly events.

Career Development Committee

The goal of this committee is to provide guidance to young alumni of both graduate & undergraduate programs regarding continuing education and professional development. The Committee will compile and disseminate useful information on licensure & certification requirements, provide guidance on skill development for various career tracks, and organize in-person events and/or webinars on useful training & professional development topics. We are seeking volunteers from a diversity of specializations, career tracks, and education levels who are interested in contributing their experience to the Committee's resources, developing a platform for disseminating information to graduates, and organizing training & development event.

Scholarship Committee

The goal of this committee is to establish and maintain a scholarship fund for current UIUC CEE students which is funded by modest donations (~\$25) made by young alumni. This will allow recent alumni to philanthropically support the Department immediately upon graduating, with a goal of establishing an ongoing, lifelong philanthropic relationship with the Department.

Mentorship Committee

The goal of the Mentorship Committee is to provide one-on-one mentoring to UIUC CEE recent alumni (graduated in the last 5 years). Mentoring will be available for alumni upon graduation with the objective of establishing a professional relationship between recent graduates and more experienced alumni. Mentor/mentee pairs will be established based on common interests and geographic region (if applicable). Mentors will be generally expected to correspond with their mentee periodically throughout the year and are encouraged to meet in person at least once a year, providing them with guidance on their post-UIUC pursuit.