

# Wyoming Engineering and Surveying Society (WES)

## Operating Practices

(Revised January 2022)

### Article I

#### PROGRAM

Section 1. At every annual or special meeting of the Society a program shall be given; said program to consist of original papers, discussions, reviews of subjects, CPC training, or society meetings pertaining to work and problems connected with it. The Executive Committee will be required to prepare the program for the coming meeting of the Society.

### Article II

#### FISCAL AND ADMINISTRATIVE YEARS

Section 1. The fiscal year of the Society shall be from January 1 to December 31.  
Section 2. Membership in the society shall follow the fiscal year of the Society.

### Article III

#### COMMITTEES

Section 1. Committees of the Society shall fulfill specific functions as identified herein.

Executive, Convention (and sub-committees), Finance and Budget, Legislative, Presidential Project Award, Publicity, Resolutions, Scholarship, Site Selection, and Past President's. Other special committees and task forces may be appointed as desirable for the conduct of the business of the Society.

Position descriptions are updated as required and describe the general nature and intent of each committee (see Appendix A-K)

### Article IV

#### PAID SERVICES

Section 1. The Executive Committee may hire staff, independent consultants, or others to serve at the sole direction of the Executive Committee, as necessary and appropriate to fulfill specific functions to the benefit of the membership.

## **Article V**

### **PAST PRESIDENTS**

Section 1. The Immediate Past President shall serve in an advisory capacity to the Executive Committee. In addition, Past Presidents of the Society may serve in an advisory capacity to the Executive Committee. This service may be provided as individuals, small groups, or the entire contingent of the Past Presidents, with the intent of providing institutional knowledge of the Society.

## **Article VI**

### **AMENDMENTS TO OPERATING PRACTICES**

Section 1. The Articles of the Operating Practices may be amended by the Executive Committee with input and concurrence of the respective Committee.

## **Appendix A - Executive Committee**

### **President Mission, Responsibilities, and Duties January 2022**

**Mission:** The President shall preside at all meetings of the Society and enforce a due observance of the Constitution and By-Laws and shall appoint all officers and committees not otherwise provided for in the Constitution and By-Laws. The President shall announce the result of all balloting and other votes of the Society, shall convene special meetings when petitioned by ten members of the Society, and shall perform such other duties as appertain to the office.

#### **Responsibilities/Duties:**

1. Lead the Society.
2. Serve with the Vice President, Secretary-Treasurer, and immediate Past President on the executive committee.
3. Presides at the opening session and the hosted reception at the annual convention.
4. Preside over the annual business meeting.
5. Appoint convention general chair who will then appoint chairs for the Arrangements and Entertainment, Exhibits, Registration, and Spouse committees.
6. At the call of the convention general chair, attend convention planning meetings.
7. Participate with the Scholarship Committee in judging and selecting scholarship recipients and the student engineer of the year winner and honorees.
8. Select the recipient of the President's Outstanding Engineer Award and present the award at the annual business meeting or the hosted reception to follow at the President's discretion.
9. Participate with the Presidential Project Award Committee in judging and selecting award recipients, and present the award at the annual business meeting.
10. Appoint chairs for the Legislative, Site Selection, Resolutions, Finance and Budget, Scholarship, and Presidential Project Award Committees. Committee members shall be selected by committee chairs. Following the annual convention, thank committee chairs for their committee's service to the Society.

**Vice President / Program Committee Chair**  
**Mission, Responsibilities, and Duties**  
January 2022

**Mission:** The Vice President shall assist the President of the Society and shall perform the duties of the President during the absence of the President. The Vice President shall also Chair the Program Subcommittee for the annual convention.

**Responsibilities/Duties:**

1. Serve with the President, Secretary-Treasurer, and immediate Past President on the executive committee.
2. Serve as the Chair of the Program Committee for the annual convention:
  - a) Recruit and select Program Committee members.
  - b) Select topics and speakers for the presentations.
  - c) Provide the Executive Director with a list of tentative program topics to be included in the convention announcement mailing – by October 1<sup>st</sup> prior to the convention.
  - d) Develop the schedule of presentations.
  - e) Recruit and select moderators for each program presentation – provide them with a job description.
  - f) Provide the Executive Director – by December 1<sup>st</sup> prior to the convention – with the tentative program to be included with the registration information emailed to members and guests.
  - g) Provide the Executive Director – by January 1<sup>st</sup> prior to the convention – with the final program for the convention booklet.
  - h) Obtain abbreviated resumes and contact information of program presenters and provide the same to moderators for introductions.
  - i) Determine audio/visual requirements of program presenters and work with the Executive Director to meet these requirements. The room will be equipped with a computer, projector, screen, and wireless microphone. However, the speaker may wish to use their own equipment, or have special needs, i.e. a slide projector.
  - j) Coordinate with the Arrangements and Entertainment Committee to select speakers/entertainment/program for lunches and other events.
  - k) Arrange the off-site tour if appropriate.
  - l) Extend written appreciation of WES to each of the presenters.
3. At the call of the convention general chair, attend convention planning meetings.
4. Presides at the Scholarship Luncheon at the annual convention.
5. Attend the meeting of the Past Presidents.
6. Participate with the Scholarship Committee in judging and selecting scholarship recipients and the student engineer of the year winner and honorees.

**Secretary-Treasurer**  
**Mission, Responsibilities, and Duties**  
January 2022

**Mission:** The Secretary-Treasurer shall keep a record of the minutes of Annual Meetings of the Society, develop and maintain a roster of the names and addresses of all members, and perform correspondence of the Society. The Secretary-Treasurer shall collect membership dues, manage the financial affairs of the Society, deliver a financial report to the Society at the Annual Meeting, and deliver up to the successor at the end of the official term, all books, papers, and other documents appertaining to the office as may be required by the Society. The Secretary-Treasurer shall deliver up, when legally called upon to do so, all money, bonds, papers, books, and other documents belonging to the Society to the successor in office or to whom the Society may specially appoint. The Secretary-Treasurer shall delegate and assign any or all of the above and following described duties to the Executive Director.

**Responsibilities/Duties:**

1. Serve with the President, Vice President, and immediate Past President on the executive committee.
2. Initiate official correspondence and other communication.
3. Arrange and initiate the annual financial review performed by the Finance and Budget Committee.
4. Conduct an annual review of the financial records of the Society.
5. At the call of the convention general chair, attend convention planning meetings.
6. Arrange the annual membership meeting, prepare the agenda, present reports, prepare and distribute minutes.
7. Participate with the Scholarship Committee in judging and selecting scholarship recipients and the student engineer of the year winner and honorees.
8. Attend the meeting of the Past Presidents.

## Appendix B - Convention Committee

### Convention General Chair Mission, Responsibilities, and Duties January 2022

**Mission:** To coordinate the organization and implementation of the annual convention.

**Responsibilities/Duties:** The chair is appointed by the President of the Society.

1. Appoint sub-committee chairs and coordinate activities of the following local sub-committees:
  - Arrangements and Entertainment
  - Exhibits
  - Spouse Program
  - Registration
2. Schedule, plan, and conduct convention planning meetings with local committees, personnel of the host facility, WES officers and committee members, and others as required.
3. Coordinate activities and arrangements with:
  - Program Committee – Chair is the WES Vice President.
  - Executive Director for contracts, finances, exhibits and registration.
  - President’s Project Award Committee.
  - Scholarship Committee.
  - Publicity Committee.
4. For the opening session of the convention, select, and make arrangements with, a member of the local clergy for the invocation and a local official for the welcome address. The invocation and welcome are delivered at the convention opening session.
5. Select the registration gift and inform the Executive Director who will then make the acquisition.
6. Serve as the central point of contact during the convention to provide general coordination and assure everything flows smoothly.
7. At the Awards Banquet, make a brief presentation to introduce, recognize, and thank committee chairs.
8. After the convention: 1) send thank you letters as appropriate; 2) make sure invoices and requests for reimbursement are submitted to the Executive Director for payment; and, 3) provide the Executive Director with suggested changes to this document.

**Exhibits Subcommittee Chair**  
**Mission, Responsibilities, and Duties**  
January 2022

**Mission:** To organize the exhibits program at the annual convention.

**Responsibilities/Duties:**

1. Recruit committee members.
2. Meet with local convention subcommittees, the Program Committee, and representatives of the host facility as needed to coordinate plans, room arrangements, scheduling, etc. for the exhibitors.
3. Work with the host facility to define exhibit areas and develop a booth layout drawing. Use drawings from previous conventions at this facility if appropriate. Maximize the number of booths in the beginning to avoid adding booths at the last minute thereby rewarding “late comers” with prime locations.
4. Work with the host facility to establish the times the exhibit area will be available for set up. At a minimum the area needs to be available beginning Wednesday morning at 8:00.
5. Solicit exhibitors:
  - ☐ Review and provide comments on the invitation letter prepared by the Executive Director.
  - ☐ The Executive Director will email the invitation letter and booth layout drawing to companies in the exhibitor database on or before November 1 prior to the convention and respond to questions from potential exhibitors.
6. Contact all exhibitors 2-3 weeks prior to the convention:
  - ☐ Remind them of setup and exhibit times. Exhibitors can begin setting up Wednesday AM, depending on the availability of the exhibit area, and exhibits should be set up by noon on Wednesday. The exhibit area will be open for exhibits from noon until 6:00 pm on Wednesday, and from 8:00 am to 4:00 pm on Thursday. There is no requirement for exhibitors to exhibit the entire time.
  - ☐
  - ☐ Determine if they will need name badges and provide a list of required name badges – including name, nickname for badge, and company – to the Executive Director through the Cvent website.
  - ☐ Determine if they will contribute an item (minimum value \$25) for the Exhibitors Beer Break raffle, through Cvent, or at the convention.
7. Work with the host facility to arrange for pipe and drape for the booths, if desired. Pipe and drape should be installed early Wednesday AM prior to arrival of exhibitors.
8. Work with the Executive Director and the Registration Committee to prepare and distribute requested name badges.
9. Prior to the arrival of the exhibitors, make sure the booths have been set up according to the plan, and label the booths so the exhibitors can find their area.
10. Greet and assist exhibitors as they arrive. Give them the convention booklet, and the welcome letter – these are obtained from the Registration Committee.
11. Periodically during the convention, check with exhibitors for additional needs, problems, etc.
12. Work with the Arrangements Sub-committee and the Executive Director to arrange the Exhibitors

Beer Break on Wednesday afternoon – obtain beer (working with Arrangements Sub-committee Chair), obtain PA system for drawing, etc.

13. Collect items donated by exhibitors for the Exhibitors Beer Break drawing. Recruit a team to sell raffle tickets during the beer break prior to the raffle. Arrange and conduct the drawing.
14. Prepare a report consisting of: 1) total number of exhibitors; 2) number of booths; and, 3) total revenue – use form provided by Executive Director. Present the report at the General Membership meeting on Friday afternoon.
15. Following the convention: 1) send thank you letters to all exhibitors and solicit comments and suggestions to improve the program; 2) make sure invoices and requests for reimbursement are submitted to the Executive Director for payment; and, 3) provide the Executive Director with suggested changes to this document.

**Arrangements Subcommittee Chair  
Mission, Responsibilities, and Duties  
January 2022**

**Mission:** To arrange for meals during the annual convention.

**Responsibilities/Duties:**

1. Recruit subcommittee members. If possible, include a Past President on the subcommittee to assist in the arrangements for the Past Presidents Breakfast.
2. Select menus, negotiate prices, and set time and location for the following events if they are to be included in the convention:
  - Wednesday lunch – must be a buffet
  - Wednesday evening heavy hors d'oeuvres – must be a buffet (Exhibitor's Beer Break)
  - Thursday morning Past Presidents' Breakfast (By invitation)
  - Thursday lunch recommend it be a buffet but may be plated
  - Thursday evening Reception – must be a buffet
  - Make arrangements for breaks during the day
  - Other events as directed by the Convention General Chairman
3. Provide Executive Director with meal prices for preparation of convention registration form and event tickets – by December 1<sup>st</sup> prior to the convention.
4. Meet with local convention committees, the Program Committee, and representatives of the host facility as needed to coordinate plans, room arrangements, scheduling, etc.
5. Select menus, negotiate prices, and, working with the Program Committee, set time and location for the refreshment breaks for Thursday morning and afternoon.
6. Provide assistance to the Exhibits Committee as needed to arrange the Exhibitor's Beer Break.
7. Provide the Executive Director with information to be included in the convention announcement mailing – by October 1<sup>st</sup> prior to the convention.
8. Provide the Executive Director with information to be included in the convention registration packets – by December 1<sup>st</sup> prior to the convention.
9. During the convention, make sure the committee's plans are followed and everything runs smoothly. The Executive Director is responsible for coordinating meal counts with the host facility and other purveyors.
10. Scan badges at food functions. Recommend assigning committee members to this task.
11. Following the convention: 1) send thank you letters to committee members; 2) make sure invoices and requests for reimbursement are submitted to the Executive Director for payment; and, 3) provide the Executive Director with suggested changes to this document.

**Registration Committee Chair**  
**Mission, Responsibilities, and Duties**  
January 2022

**Mission:** To arrange and operate the convention registration function.

**Responsibilities/Duties:**

1. Recruit committee members and registration center workers.
2. Meet with the local convention committee as needed to coordinate plans, room arrangements, scheduling, etc.
3. Work with the host facility to locate and design the registration areas and a secure location for storage of registration materials.
4. Assist Executive Director in preparing the registration instructions.
5. Badges will be created on-site for registrants and guests by CVent. Provide name badge ribbons from a list provided by the Executive Director to hand out as required during convention.
6. Train registration workers using the registration instructions – Executive Director will conduct a training session on Tuesday afternoon prior to the convention on the new kiosk system.
7. Supervise registration center during the convention.
8. Prepare a report consisting of the total number of registrants in the categories of 1) member, and 2) guest – use form and numbers provided by the Executive Director. Present the report at the General Membership meeting on Thursday afternoon.
9. Following the convention: 1) make sure invoices and requests for reimbursement are submitted to the Executive Director for payment; and, 2) provide the Executive Director with suggested changes to this document.
10. Handle all Donations (sales) and create receipts for accounting.
11. Provide change for cash purchases for attendees as needed.
12. Design and locate presentation rooms signs for classes, tours and registration instructions

**Words of wisdom:**

- Good to have 2 people behind the registration desk on Wednesday Morning. Better to train both in the administrative features of the software for special cases to reprint badges, etc. One of the 2 was often assisting customers to register on-line or to download the conference app.
- Better to have 2 computers for on-line registration.
- Good to have 1 room moderator and a separate person to scan participants.
- Good to have 1 person dedicated to support the room moderators and scanners during all classes.
- The ribbon count going into the conference was much higher than what was needed and caused us to over purchase ribbons. If there is an electronic version/means to produce the ribbons for those who show up, would be a plus.

**Moderator**  
**Mission, Responsibilities, and Duties**  
January 2022

**Mission:** To assure the program presentation assigned to them flows smoothly, benefits all participants, and complies with established time constraints.

**Responsibilities/Duties:**

1. Pre-register for the convention.
2. Contact your speaker (or speakers) prior to the convention and introduce yourself. If necessary, arrange to meet them at the convention prior to the presentation.
3. Pick up speaker and moderator ribbons at the Registration desk.
4. Obtain your speaker's introductory bio from the Program Chair.
5. Ensure equipment for your speakers audio/visual needs are available. The room will be equipped with a computer, projector, screen, and wireless microphone. However, the speaker may wish to use their own equipment. Assist the speaker with set-up as needed.
6. Determine your speaker's time requirements – as listed in the convention program. Sessions may vary in length – need to anticipate time for the presentation and time for questions and discussion. Determine if the speaker, as an alternate, wishes to address questions and promote discussion throughout the presentation.
7. Begin the presentation on time with a brief introduction of the topic and the speaker. Announce the ground rules for the presentation relative to time and questions – note the time constraints must be strictly enforced in consideration of other convention activities. If required, the speaker can announce when and if they will be available for further discussion during the convention.
8. Before the speaker begins, explain the scanning that will be done at the door to document attendance for registration CPC requirements.
9. During the question/discussion period, it is suggested the Moderator call on the "raised hand" to assure broad opportunity for questions and avoid any one-on-one discussions with the speaker.
10. At the completion of the presentation/questions/discussion, or at the end of the allotted time (whichever comes first), thank the speaker and thank everyone for participating.
11. Make sure everyone who wants CPC credit to be scanned. Give the scanner to the Executive Director at the end of the day or deliver the scanner to the moderator for the next presentation.

## Appendix C - Finance and Budget Committee

**Finance and Budget Committee**  
**Mission, Responsibilities, and Duties**  
January 2022

**Mission:** To annually review the financial stability of the Wyoming Engineering and Surveying Society (WES) and make recommendations for dues structures to assure financial viability of WES.

**Responsibilities/Duties:**

1. Review the year end financial reports of WES that have been prepared by the Executive Director.
2. Meet as a committee with the Secretary-Treasurer and the Executive Director prior to the annual convention to discuss the financial reports and consider if changes should be made to the dues for the upcoming year.
3. Report to the membership at the annual WES and make recommendations to the membership to maintain financial viability of the Society.
4. Review the upcoming year budget if needed.

The Finance and Budget Committee shall review these guidelines annually, or more frequently, as necessary, to determine what, if any, modifications should be made. If it is determined that this committee provides no value to the society or its members (as determined by a vote of the WES membership), it should be re-formatted or discontinued to ensure that time spent by the past presidents provides value to the society's members.

## Appendix D - Legislative Committee

### Legislative Committee Mission, Responsibilities, and Duties

January 2022

**Mission:** To track, define and communicate any changes to the engineering community by legislation proposed by the Wyoming Legislature.

#### **Responsibilities/Duties:**

1. To research proposed legislation of the Wyoming Legislature that affects the Engineering and Surveying Professions.
2. To communicate with the body proposed legislative changes.
3. To collaborate with WES membership to define impacts related to proposed legislation.
4. To educate the legislative body regarding impacts created by proposed legislative changes.

**Volunteers:** President and leadership of WES will choose the Legislative Committee Chairperson. Additional members will be assigned as needed for specific tasks by leadership.

**Collaboration with other Committees:** As needed but certainly with the Executive Committee.

**Budget:** As needed and defined by the Executive Committee.

The Legislative Committee shall review these guidelines annually, or more frequently, as necessary, to determine what, if any, modifications should be made. If it is determined that this committee provides no value to the society or its members (as determined by a vote of the WES membership), it should be re-formatted or discontinued to ensure that time spent by the past presidents provides value to the society's members.

## Appendix E - Presidential Project Committee

### Presidential Project Committee Mission, Responsibilities, and Duties January 2022

**Mission:** The Wyoming Engineering and Surveying Society (WES) President's Project of the Year Committee is responsible for soliciting engineering and surveying projects from around the State of Wyoming, reviewing the annual entries, and recommending grand prize and honorable mention awards for the projects to the current WES President. The WES President may then accept the recommendation of the committee or may choose a different project as his/her most outstanding project.

#### **Responsibilities/Duties:**

1. Establish, maintain, and advertise the guidelines and rules for submission of projects and how they will be judged.
2. Solicit submissions from engineering and surveying firms around the State of Wyoming.
3. Gather submissions and judge them for the most outstanding engineering project and/or the most outstanding surveying project.
4. Present awards to the winners of each year's competition at the annual WES meeting.
5. Provide information to the WES website regarding results of each year's judging and a list of previous winners.
6. Promote the projects around the State by displaying them in various locations.

#### COLLABORATION WITH OTHER COMMITTEES:

Publicity Committee: The Project of the Year Committee shall provide the following information to the Publicity Committee:

- Information regarding submission deadlines and guidelines.
- Pictures and information about the winning project(s) so that they can be showcased on the WES Facebook page.

**BUDGET:** The Budget for the Publicity Committee shall be minimal. The judging meeting generally includes a working lunch inside of a 4-5 hour judging meeting. WES will pay for that lunch.

The Project of the Year Committee shall review these guidelines annually, or more frequently, as necessary, to determine what modifications should be made. If it is determined that this committee provides no value to the society or its members, it should be re-formatted or discontinued to ensure that time spent by its volunteers continues to be a benefit to the society's members.

## Appendix F - Publicity Committee

### Publicity Committee Mission, Responsibilities, and Duties January 2022

**Mission:** The Wyoming Engineering and Surveying Society (WES) Publicity Committee is responsible for promoting membership by increasing public awareness of the Society and the yearly convention. The committee shall bolster the prestige of the engineering and surveying professions in Wyoming by the fair promotion of our members, their firms/agencies, and their projects. All actions taken by the committee shall reflect the overall objective of WES.

**Responsibilities/Duties:** The following shall be the charge of the Publicity Committee and its chair:

1. Serve as the main media contact for the organization.
2. Compile and update a list of state newspaper, television stations, and radio station contacts and work to build relationships with these contacts for use in convention coverage and promotion.
3. Promote the Society, Annual Convention and other society events throughout the year using appropriate methods.
4. Keep up-to-date on the variety of media outlets that could be used to promote the society and the convention.
5. Work in conjunction with all society committee chairs to promote their initiatives.;
6. Submit press releases to appropriate news outlets detailing the yearly convention;
7. Take pictures throughout the WES conventions to use for later promotional opportunities.
8. Compile all promotional materials collected at the convention to be used for the following year;
9. Prepare a press release of the recipient of the Engineer of the Year Award, and submit it to their local news outlet describing the award and the admirable attributes for which they were selected. Coordinate with the immediate Past President for information to be included in the press release.

The Publicity Committee shall accomplish the Mission set forth in these guidelines by maintaining a presence for WES utilizing the following social media outlets:

1. Facebook:
  - a. The Facebook page shall be used for updates from other WES committees, simple convention updates throughout the year, networking and volunteering opportunities, recognition of member achievements, publication of member projects, dissemination of pertinent engineering related information, tasteful remembrance of deceased members, and any other information that reflects the overall objective of WES.
  - b. WES will not post job openings for firms, agencies, etc. as the page. Visitors (individuals and other pages) may post job openings to the page.

- c. The WES Facebook page shall remain public and thus open to anyone regardless of their participation in the media outlet or their official membership in the society.

2. LinkedIn:

- a. The LinkedIn group shall be used for members to post job opportunities, network, share engineering related articles and information, and to publicize WES.
- b. WES will not post job openings for firms, agencies, etc. as the page. Visitors (individuals and business/agency pages) may post job openings to the group page.
- c. The group shall be as close to an "auto-join group" as possible, such that anyone requesting to join the group shall be automatically approved.

3. Social Media Use:

- a. Social media platforms shall not replace traditional notification and media outlets, but will be used in conjunction in order to promote WES, the Annual Convention, and other WES activities. The Publicity Committee reserves the right to ban participants, hide inappropriate posts, etc. on all social media platforms used by the organization.

VOLUNTEERS:

- Designated volunteers of the committee and members of the Executive Committee (if they wish) shall be made managers of the Facebook page and LinkedIn Group page, and will have the responsibility of monitoring the activity on these platforms to ensure compliance with the society's objective and the purpose of this committee. Members of the Executive Committee will be removed as managers when they have finished their term on the Executive Committee, unless they wish to join the Publicity Committee.
- All volunteers of this committee shall be diligent when commenting or providing information on any media outlet. Members shall know when to comment, post, and/or "LIKE" using their personal or firm profile and when to use the Society's profile. Volunteers shall carefully review public/member comments on social media outlets to ensure that information shared on WES affiliated pages are reflective of the society's objective and the purpose of this committee.

COLLABORATION WITH OTHER COMMITTEES:

Other committees within WES shall be encouraged to provide the Publicity Committee with information to be published that may help them promote their own initiatives and provide information to WES members.

- The Scholarship Committee shall provide information regarding application deadlines and interview dates/times/locations to be posted on the WES Facebook page for students to reference as deadlines approach. After winners are announced, the winners (along with a brief description) can be showcased on the Facebook page with information provided by the Scholarship Committee.
- The Project of the Year Committee shall provide information regarding submission deadlines and guidelines. After the winner is announced, have pictures and information about the

projects showcased on the WES Facebook page. These posts shall be as individual albums (or equal) and allow for “tagging”. The Project of the Year Committee shall provide all pictures submitted in the notebook to the Publicity Committee on CD/DVD/Flashdrive and a brief write-up.

- The Legislative Committee shall provide updates on legislative action taken by the committee, or that may have an effect on the members.
- The Convention Committee, Vice President and/or the Executive Director shall coordinate with the Publicity Committee to advertise for presentations, recruit volunteers and promote the convention.

**BUDGET:** The Budget for the Publicity Committee shall be assumed non-existent until such times as the activities undertaken by the committee’s volunteers is substantial and beneficial enough to the society and convention to warrant allocation of WES funds. Money spent on advertising by volunteers shall be assumed donations to the society unless otherwise approved by the Executive Committee.

The Publicity Committee shall review these guidelines annually, or more frequently, as necessary, to determine what modifications should be made. If it is determined that this committee provides no value to the society or its members, it should be re-formatted or discontinued to ensure that time spent by its volunteers continues to be a benefit to the society’s members.

## Appendix G - Resolutions Committee

### Resolutions Committee Mission, Responsibilities, and Duties January 2022

**Mission:** To inject some humor into the formal process of the Wyoming Engineering and Surveying Society (WES) annual business meeting.

**Responsibilities/Duties:** Make observations before and during the Annual Convention of WES, prepare light-hearted resolutions, and read them aloud to break up the monotony of the WES annual business meeting. Limit presentation to no more than 15 minutes.

# Appendix H - Scholarship Committee

## Scholarship Committee Mission, Responsibilities, and Duties 2022

**Mission:** To solicit and select University of Wyoming Engineering and Surveying students for annual Scholarships and Student Engineer of the Year Awards.

### Overview:

#### Student Engineer of the Year Awards

The awards are offered in the Fall Semester. The top student for each department is selected by assigned UW Faculty within each of the College of Engineering Departments. The selected students submit personal information, achievements academically and personally, work history and career goals through an application process. The Scholarship Committee reviews the applications in addition to references (2) to make initial rankings. Each student is interviewed by the Committee. Final rankings are prepared based on applications and interview results. One Student Engineer of the Year student is selected, while the remaining students are designated Honorees.

The college scholarship representative completes all communication and coordination with faculty and students from gathering applications to scheduling interviews. The WES Scholarship Committee Chair coordinates with college scholarship representatives including initiating the process in early fall, providing application and supporting documents; scheduling interview dates with committee, distributing applications to the Committee, etc.

Awards are funded directly from the WES operating budget on an annual basis. Historic awards for Student Engineer of the Year Award are \$2,500.00; Honorees receive \$1,250.00. These awards are presented to Students at the Annual Convention, payments are made directly to the student via check. Total award payout is generally \$12,500.00.

#### Scholarships

Scholarships are offered in the Spring semester for award during the next school year. Students enrolled in the College of Engineering and who will graduate in the following school year, Fall, Spring or Summer, (Juniors) or students with at least 30 credit hours towards an Engineering Degree (Sophomores) are solicited to apply. The College scholarship representative emails all eligible students within the College, receives and pre-screens applications before providing to the WES Scholarship Committee. The applications request personal information, achievements academically and personally, work history and career goals. Applications are reviewed by all Committee members and final rankings are provided to the Committee Chair. Selections are made based on rankings, student status and available scholarship funds. Historically, the following scholarships were awarded:

- WES Past President (Juniors) \$2,500

·	6 total WES General Scholarships (Juniors)*	\$2,000
·	Carl Oslund Memorial Scholarship	\$1,500
·	Total	\$14,000**

\*At least one WES General Scholarship is reserved for a surveying student, if none apply, engineering majors are selected.

\*\*Total funds available will vary year to year.

Scholarships are completely funded by two endowments managed by the University of Wyoming Foundation. Total funds available are determined by the Foundation and provided through an annual report to the WES Executive Director. Total scholarship awarding may need to be increased or decreased in future years. Addition or subtraction of WES General Scholarships have been used to award funds available. Per the endowment memorandum of agreement between WES and the Foundation, a committee of up to ten (10) members including WES members and a minimum of three (3) University of Wyoming representatives, including the College Dean, comprise the committee for two year terms.

**Responsibilities/Duties:**

1. Advertise and provide information to UW students regarding available WES scholarships/awards, application needs, and deadlines through coordination with UW College of Engineering and Applied Science representatives.
2. Accept scholarship applications.
3. Organize an opportunity for the committee along with the Executive Committee to gather to judge and select scholarship recipients.
4. Set-up interviews with the committee and the Executive Committee and the students submitted by their college of discipline for student engineer of the year and honorees.
5. Notify the President of the Society of the scholarship recipients, student engineer of the year, and honorees.
6. Assist the President with obtaining bio's for the award winners and photos to prepare a presentation for the Scholarship Luncheon to recognize and honor the annual winners.

# Appendix I - Site Selection Committee

## Site Selection Committee Mission, Responsibilities, and Duties January 2022

**Mission:** To select sites around the state to host the WES convention on an annual basis.

**Responsibilities/Duties:** Select acceptable communities and venues to host the WES convention utilizing the following criteria:

### **General:**

1. The Wyoming Engineering and Surveying Society (WES) convention is typically held on the first Wednesday and Thursday of February, with registration beginning Wednesday morning.
2. The Host Facility shall be one building capable of accommodating all of the functions of WES that are defined below. An adequate number of sleeping rooms for WES participants is the exception to this requirement, as defined below.

### **Meeting Rooms:**

1. Three large meeting rooms are required. Each of the rooms is to have a capacity to seat 150 people theater style. Two of the rooms are to be combined into a single large room with a capacity to seat 300 people theater style for joint sessions, then divided into the two smaller rooms. Meeting rooms need to be “acoustically” separate.
2. Two separate smaller rooms are required for meetings involving 25-30 people each, theater style.
3. Meeting rooms need to be equipped with audio presentation equipment, with other A/V equipment such as slide, overhead and computer video projectors, screens, etc., available for rent.
4. A Spouse Hospitality room with about ten 8-place round tables, with refreshment serving capabilities.
5. Meeting rooms are to be provided at no cost.
6. Meeting rooms that will be utilized as dining areas will be rapidly converted.

These meeting rooms need to be available throughout the convention from Wednesday morning through Thursday afternoon.

### **Sleeping Rooms:**

1. 150 rooms in Host Facility with another 150 rooms in facilities close to the Host Facility.
2. Reasonable room rates available to all convention participants regardless of time of registration.
3. Complimentary rooms for dignitaries, speakers, students, etc.

### **Convention Registration Facilities:**

1. Separate room conveniently located near the meeting rooms that can be locked at night.
2. Room to have electricity.
3. Registration room available from Tuesday afternoon before the convention through Friday morning after the convention.

**Meals:**

1. The local Arrangements and Entertainment Committee is responsible for selecting locations and caterers for meal events. These events are not necessarily held at the Host Facility.
2. Preparation for meals can't interfere with activities in the meeting rooms.
3. Possible functions that could be held at the Host Facility include:
  - Wednesday buffet lunch – 150 people
  - Thursday morning Past Presidents' Breakfast – 20 people
  - Thursday member lunch – 300 people
  - Thursday evening Hosted Reception – 250 people

**Exhibits:**

1. 45 - 50 exhibitor booths in a central location each requiring an 8-foot table.
2. Host Facility will arrange for security of the exhibits area and WES will pay the additional cost.
3. Electricity provided to each vendor booth.
4. Availability of poles and drapes to divide booths.

**Vendor Hospitality Rooms:**

1. 5 to 6 rooms are required in close proximity to each other.
2. Direct contract with vendors; WES not involved.
3. Maximum flexibility afforded sponsors of hospitality rooms:
  - Host Facility offers catering and liquor sales to sponsors at competitive prices. Liquor sales to sponsors will be on a "cost plus" basis.
  - Sponsor allowed to utilize outside caterers and furnish their own liquor.

**Local Participation:**

Any offering made by Host Facility may include local members of WES who are willing to participate on the planning committees.

**Other:** Any offering made by Host Facility to increase the enjoyment of convention participants:

1. Local transportation for members and guests.
2. Refreshments for exhibitors' break and membership meeting.
3. Ideas for local activities for member and spouse programs.

## Appendix J - Executive Director

### Executive Director Responsibilities and Duties

January 2022

**Mission:** To oversee and or manage the administration, programs, financial operations, ensuring tax compliance, advising the board of directors on organizational activities, and overseeing and streamlining daily operations. Reports to the Board of Directors.

#### Responsibilities/Duties:

1. Serve as the central point of contact for WES – receive and handle inquiries.
2. Maintain membership records – over 700 members. The current roster is maintained using a sixteen-field Microsoft Access database.
3. Maintain communication with members through newsletters and other email correspondence.
4. Prepare and present reports at the annual membership meeting.
5. Prepare and mail a newsletter/dues invoice to all members.
6. Maintain the Society website which is hosted by Potomac Digitech.
7. Administer financial accounts: 1) checking; 2) reserve investment; and, 3) UW trust fund.
8. Collect membership dues and administer accounts receivable.
9. Administer accounts payable.
10. Provide data for annual financial review performed by the Finance and Budget Committee.
11. Provide data for annual financial review performed by the Secretary-Treasurer.
12. Prepare and file annual reports: Wyoming Secretary of State; IRS Form 990.
13. Perform additional tasks assigned by the executive committee.
14. Lead a team of local committee volunteers to plan, arrange, and execute an annual convention consisting of technical presentations, society meetings, vendor exhibits, and entertainment; attended by 400-500 members, spouses, and guests. Specific convention duties include, but are not necessarily limited to, the following:
  - A. Negotiate and execute contracts with the convention host facility, caterers, and other vendors and providers.
  - B. Meet with the local committees; distribute job descriptions, provide direction, answer questions, etc.
  - C. Prepare and distribute a convention announcement newsletter around the first of October.
  - D. Provide exhibits committee with a draft letter and invitation along with contact information for potential exhibitors. Registration for exhibitors will be routed through Cvent.
  - E. Order registration gift selected by General Convention Chairman.
  - F. Work with WySPE, ACEC, ASCE, and PLSW to coordinate participation by national officers.
  - G. Program online registration through Cvent.
  - H. Prepare and program registration information in Cvent which normally include: 1) welcome page; 2) registration system; 3) tentative program description; 4) additional programming (e.g., spouses program, field trips, etc.); 5) description and registration for the ASCE continuing education program (prepared by ASCE).
  - I. Prepare and assemble documents and deliver them to the printer to produce the convention program booklet.

- J. Ensure computer equipment is available for individuals to register at the convention and obtain a badge. Ensure extra gifts are available based on historical numbers of registration that occur on site.
- K. Process registrations as received: 1) add individual to registration spreadsheet; 2) add check to deposit spreadsheet; 3) update membership roster database; 4) contact registrant, preferably by email, to resolve issues.
- L. Assign and schedule meeting rooms.
- M. Arrange for requested A/V equipment.
- N. Program and prepare convention materials which normally include: 1) name badge(s); 2) program booklet; 3) honor ribbons; 4) membership card for current year (on request); 5) event (meal) access; 6) drawing (raffle) tickets
- O. Have plaques prepared for student scholarship and award recipients, project entries, tour appreciation, engineer of the year, and others as necessary.
- P. Prepare instructions for the registration committee and conduct a training session for the committee.
- Q. Process on-site registrations.
- R. Prepare and mail invoices.
- S. Prepare and mail receipts.
- T. Prepare and mail refunds to cancellations.
- U. Prepare and mail items to “no-shows” if so requested.
- V. Process and pay convention bills.
- W. Prepare and distribute convention financial reports to the executive committee.

## Appendix K - Past Presidents Committee

### Past Presidents Committee Mission, Responsibilities, and Duties January 2022

**Mission:** The purpose of the Wyoming Engineering and Surveying Society (WES) Past Presidents Committee is to provide a mechanism by which the Past Presidents of WES can be a resource to the officers and executive director in the operations of the Society. All Past Presidents will be considered members of this committee. The most immediate Past President (as of the start of the annual WES Convention) shall act as the chairman of the committee for the period of one year.

**Responsibilities/Duties:** The following shall be the charge of the Past Presidents Committee and its chairman:

#### GENERAL:

1. Conduct a meeting at the WES annual Convention with invitations extended to the executive director and all officers. The purpose of the meeting is to provide input to any business as may be deemed appropriate by the executive director, officers, or any Past President. This meeting will be led by the committee chairman with guidance (in terms of agenda) by the executive director and the officers.
2. Conduct any other meetings (presumably by phone or online) as necessary throughout the year to perform its responsibilities.
3. Per Article II of the WES Constitution and Bylaws, select one or more Honorary Members at the annual WES Convention.
4. Have responsibility for annually reviewing WES governance documents – including, but not limited to, the Constitution and Bylaws. It is envisioned that an initial review would be conducted by a group chosen by the chair rather than the full Past Presidents Committee. This group may include non-Past Presidents. After discussion by the Past President's Committee, modifications to these documents, if any, will be first presented to the WES officers for review and then to the WES membership for final approval at the annual WES Convention.
5. Provide a mechanism for camaraderie among the Past Presidents.

#### COLLABORATION WITH OTHER COMMITTEES:

1. No direct collaboration with other WES committees is anticipated, but, if requested, the committee may provide input to issues put forth by the executive director, officers, or any other standing committees.

#### BUDGET:

1. There will be no budget for this committee. The costs of any scheduled meetings shall be paid for by the attendees of that meeting, including the Past Presidents breakfast held at the annual WES Convention.

The Past Presidents Committee shall review these guidelines annually, or more frequently, as necessary, to determine what, if any, modifications should be made. If it is determined that this committee provides no value to the society or its members (as determined by a vote of the WES membership), it should be re-formatted or discontinued to ensure that time spent by the past presidents provides value to the society's members.