

Association of Conservation Engineers

AN INTERNATIONAL ORGANIZATION

OPERATIONS MANUAL

Revised October 2018

Purpose: To provide guidance for Officers and Committee Chairs

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SECTION I

INTRODUCTION

The purpose of this operations manual is to provide a source of information for guidance to officers, committee chairs and others of the Association who have been given specific duties and responsibilities in the organization.

The Bylaws establish the authority for all Association operations. This manual compliments the Bylaws by providing more detailed procedures for orderly management and transfer of duties from one member to another.

The 1970-71 Executive Committee authorized the President to prepare this manual. Executive Committee members and Standing Committee Chairs assisted in its preparation. All past presidents were given the opportunity to review and comment on its contents.

This manual should be revised and expanded whenever appropriate but not without review by the Board of Directors, Committee Chairs and appropriate past officers.

(Revised October 2018)

SECTION II
BYLAWS
OF
ASSOCIATION OF CONSERVATION ENGINEERS
October 2018

(Insert amended bylaws here)

SECTION III

ANNUAL MEETING

The purpose of the annual meeting (conference) is to invite maximum attendance and participation by the general membership in Association affairs. This meeting provides time to conduct Association business and to present technical papers related to Association interests.

GENERAL PROCEDURES

The annual meeting is held at a location pre-selected by the membership, usually in the fall. This is usually a four-day meeting and begins on Monday. The first three days are devoted to business and technical sessions concluding with an awards banquet. The fourth day is used for organized field trips.

A portion of the first morning and first and third afternoons should be reserved for business. The rest of the time during these three days is used generally for technical presentations and all registrants may attend.

In addition to the awards banquet which is held on the third evening, it is suggested that luncheons be planned for two days.

Planning is carried out by the Program Committee and the President. The President will preside at all business sessions. Technical sessions should be moderated by members of the Association. It is suggested that each day's sessions be moderated by a different member to share the work and give more members a chance to participate. It is also suggested that one person oversee audio-visual or electronic media to allow smooth operation of presentations.

The Bylaws specify the items of business to be included but the order is left to the discretion of the President. The following is a suggested order which has generally been followed.

First morning business session:

1. Call to order
2. The President will introduce distinguished guests invited by the Program Chair and welcome them to the conference.
3. The Program Chair will make appropriate remarks regarding the program and accommodations and other general announcements should be made at this time.

4. Roll call of members, spouses and guests.
5. Normally at this time pictures are taken of the conference attendees.
6. Only members and applicants should remain for the rest of the business session. A coffee break will greatly assist in this adjustment.
7. Approval of the previous meeting minutes. The reading can be dispensed with if such a motion is made.
8. The President, Secretary and Treasurer will give their reports.
9. The President will appoint special committees for this meeting. These include Nominating and Time-and-Place Committees. Special and Standing Committees should be instructed to organize and prepare their reports for presentation at the next business session. The President shall also appoint a Parliamentarian. Some Standing Committees should have reports to make at this first business meeting.
10. Act on all new membership applications.
11. Any remaining time should be used for old and new business from the floor and for the good of the order.

Final business meeting:

1. The Secretary will give a final report on meeting attendance and any revised Association statistics. The Treasurer will give a final report on income and expenditures.
2. The Time-and-Place Committee will give a final report followed by appropriate action by the membership.
3. The President-elect will announce committee assignments for the upcoming year.
4. The Nominating Committee will give their report and election of officers will immediately follow.
5. Any of the committees may give a final report as appropriate.
6. Old business should be resolved, new business considered and time given to the good of the order.

Awards Banquet Program Items:

1. Outgoing President presiding
 - a. Guest speaker (optional)
 - b. Presentation of Awards including recognition of long term members.
 - c. Recognition of outgoing Board of Directors members, all past presidents in attendance, all past Baker Award members in attendance, any others to whom special recognition is due.
 - d. Passing the Gavel” (outgoing President to new President).
 - e. Present Past President Pin (new President to outgoing President).

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SECTION IV

BOARD OF DIRECTORS

The Board of Directors transacts all important business of the Association between regular general meetings which is not otherwise specifically provided for and promotes general interest in the Association and its activities.

ORGANIZATION

The Board of Directors consists of the four elected officers (President, President-elect, Secretary and Treasurer), two elected members and the two most immediate past presidents.

MEETINGS

The Board of Directors will meet at least twice each year. The first meeting will immediately follow the annual conference. The Committee will organize, review the budget and expenditures, fix the Treasurer's surety bond amount (If it is determined that a surety bond is needed), review annual meeting actions and unfinished business and hear the President's plans.

The Committee will also meet between three (3) to six (6) months before the annual conference to review conference commitments, budget and expenditures, set the registration fee, and conclude any unfinished business. The Committee should offer items of business for the President to present at the general meeting. Telephone or video-conferencing may provide committee members an excellent chance to "meet" between conferences. It is suggested that the President schedule these meetings well ahead of time.

Meetings may be called by the President, or by a majority of the Committee. A minimum of five (5) members at any meeting or responding to interim correspondence requiring committee action will constitute a quorum. Robert's Rules of Order will be the governing parliamentary law in all cases not specifically provided for in the Bylaws.

Each committee member should actively participate in all discussions and actions of the Committee.

SPECIFIC AUTHORITY

The Board of Directors will act on all membership applications except those received during the annual meeting which are voted on by the general membership, determine honorary or life memberships and investigate and act on all matters of improper conduct by any member.

The Board of Directors will fill all vacancies that occur during the year (between annual meetings) except that of President. The Bylaws provide for presidential succession.

The Board of Directors will approve the bank where Association funds are to be deposited and annually fix the amount of the Treasurer's surety bond (if needed).

The Board of Directors will negotiate, execute, and oversee any contracts that the Association has determined should be performed by outside entities. They may approve increases to the monetary value of the contracts for routine inflation adjustments and minor changes in scope that do not increase the monetary value of the contract. Changes to the scope of services for contracted duties that increase the monetary value of the contracts shall be approved by the membership.

The Board will evaluate on a case by case basis any requests for financial assistance for conference registration and associated expenses for members who are unable to obtain their employer's financial support. Any member requesting assistance shall provide written or electronic notification of need, at least thirty days prior to the conference, specifying that his/her employer declined a request to cover conference costs. The Committee may decide to have the Association cover some of these costs, not to exceed \$1,000 total for all members combined in any given year. Priority shall be given to officers first, then to technical paper presenters with conference expenses considered in the order of registration, travel, motel and misc. expenses as the Committee deems appropriate.

OTHER DUTIES AND GUIDELINES

The President will assign each committee member one or more Standing Committees to look after; to see that the committee is active, has necessary guidance, and that liaison is maintained with the President and Board of Directors.

REFERENCES

BYLAWS: Articles 3a, 3d, 4a, 5d, 6, 7, 8, 10, and 11.

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SECTION V

PRESIDENT

GENERAL

The President is the top-ranking officer in the Association and therefore has general charge and supervision of all Association affairs. The president is responsible to the membership for providing leadership and for stimulating activity at all levels. The bylaws specifically require the President to:

1. Preside at all meetings of the Association.
2. Take general charge and supervise all Association affairs.
3. Appoint special (standing) committees as thereafter authorized.

REFERENCES

Refer to Article 7.

PROCEDURES

Duties:

1. The new President will fill all Standing Committees as soon as practicable. The President may choose to select all members or select chairmen chairs, who in turn will immediately select their committee members. Every effort should be made to select only committee chairs and members who are willing to be actively involved with their committee. The President will announce the committee roster as soon as they can be organized.
2. The President will prepare general comments to present at the first Board of Directors meeting and assign Board of Directors members one or more standing committees to look after.
3. The President will be formally installed at the annual meeting awards banquet. At the banquet the President will introduce the other officers and Board of Directors members, comment on the Association (plans and goals for the coming year, etc.) and adjourn the annual meeting.

4. The President should schedule a minimum of two (2) and any additional Board of Directors meetings as required during the year, using tele-conference or video conference techniques.
5. The President should instruct the Treasurer regarding the method of approving bills, recognizing the need to expedite payment.
6. The President should sign all important correspondence, contracts and other required documents for the Association. Appropriate responsibilities may be delegated to other officers and chairs to expedite handling and action. In most cases it will be necessary for the President and others to provide their own secretarial help.
7. Copies of all Association correspondence should be provided to the President which in turn will be filed by the Secretary.
8. The President assumes an obligation to serve four years on the Board of Directors: as President elect, President, immediate past president, and second past president.
9. The success of the Association depends a great deal on the input of the President. The President, therefore, must be wise in the selection of committee chairmen chairs, and delegate authority wherever possible without relinquishing the office and encourage all members to participate.

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SECTION VI
PRESIDENT-ELECT

GENERAL

The President-elect is the second-ranking officer in the Association. The primary duty of the President-elect is to assume the office of President in the absence or disability of the President. The President-elect shall automatically progress to President and therefore, should be familiar with the duties and responsibilities of that office.

The President-elect is a member of the Board of Directors and therefore concerned with all business of the Association. The President-elect will also be assigned one or more Standing Committees to look after and should feel free to offer suggestions and assistance to the President in all matters of concern to the Association.

REFERENCES

Refer to Bylaws, Article 7.

SECTION VII

SECRETARY

GENERAL

The Secretary is the third ranking officer of the Association and is elected each year at the annual conference. The Secretary can be re-elected to this position to serve consecutive terms if so desired, nominated for President-elect or removed from the Board of Directors and is therefore concerned with all business of the Association. The Secretary will also be assigned by the President to one or more of the standing committees to act as liaison member and should feel free to offer suggestions and assistance to the President and President-elect in all matters of concern to the Association.

REFERENCES

Refer to Article 7.

PROCEDURES

Duties:

1. Answer and record correspondence and send copies to the President.
2. Collect all new membership applications received during the year to be presented at the annual conference for approval by the membership.
3. Sign all approved membership certificates and forward them to the new members along with a welcome letter and other appropriate materials.
4. Provide the past year's conference Proceedings to all members.
5. Annually update the membership roster and provide to all members.
6. Provide any revised Bylaws to the membership.
7. Attend annual conference and all Board of Directors meetings. Take complete minutes of meetings, obtain approval of minutes by the Board of Directors, and then provide the minutes to all members.
8. Submit yearly report at annual conference.

9. At conclusion of annual conference, develop new (electronic) letterhead and provide to each member of the Board of Directors and other Standing Committees upon request.
10. Serve as a liaison member to one or more of the Standing Committees as assigned by the President.
11. At the final afternoon business session of the annual conference, the Secretary shall give a final report on meeting attendance and any revised Association statistics.
12. Maintain a file of all Association past correspondence.
13. With the assistance of the Communications Committee, shall compile the proceedings of the annual conference and arrange for posting on the website.
14. Perform any other duties which are not listed but are incidental to the office.

(Revised October 2018)

SECTION VIII

GENERAL

TREASURER

The Treasurer is the fourth ranking officer of the Association and is elected each year at the annual conference. The Treasurer can be re-elected to this position to serve consecutive terms if so desired, nominated for President-elect or removed from the Board of Directors and is therefore concerned with all business of the Association. The Treasurer will also be assigned by the President to one or more of the standing committees to act as liaison member and should feel free to offer suggestions and assistance to the President and President-elect in all matters of concern to the Association.

REFERENCES

Refer to Article 7.

PROCEDURES

Duties:

1. Send out annual dues notices as of January 1 of each year and upon receipt of the dues, deposit the money into the ACE bank account.
2. Assist the Secretary with the maintenance of the membership roster annually to have an up-to-date listing of current, dues-paying members, Life members and eligible Life members, and honorary members.
3. Attend annual conferences and all Board of Directors meetings. Collect dues payments, deposit all money received into the ACE bank account and coordinate conference funding/payments with the Program Committee.
4. Submit financial reports and updates at annual conference and at meetings of the Board of Directors. A minimum of two reports shall be prepared each year with the following reporting periods;
 - a. Pre-conference to Pre-conference
 - b. Year end to Year end (Conference closeout)
5. At the final afternoon business session of the annual conference, the Treasurer shall submit the financial reports for the year.

6. Serve as a liaison member to one or more of the standing committees as assigned by the President.
7. Pay all bills in a timely manner and in accordance with the Bylaws.
8. Shall file all State and Federal reports as required for the Association including an Income report to the Internal Revenue Service.
9. Perform any other duties which are not listed but are incidental to the office.

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SECTION IX
CONTRACTED DUTIES

GENERAL

In the interests of efficient operation of the Association it has been determined that some activities should be contracted to an outside party. While these duties are contracted, it is still the responsibility of the officer assigned responsibility for these duties to ensure that they are done correctly.

Contracted Duties:

1. Management of the Association web site, including making changes in content of the web site.
2. Registration of attendees at the annual conference and collection of registration fees for the conference.
3. Posting of conference registration information, conference proceedings, newsletters, meeting minutes, membership roster, treasurer's reports, updates to Operational Manual and Bylaws on the Association web site.
4. Maintaining and updating the Association membership roster.
5. Sending out annual membership renewals to members and collection of membership renewal fees.

(Added October 2018)

SECTION X

STANDING COMMITTEES

A. BYLAWS

GENERAL

The Bylaws Committee is a standing committee which has official custody of the Bylaws and will normally consist of a chair and several members plus one Board of Directors liaison member.

It is the responsibility of this committee to review and evaluate all suggested bylaws changes which they receive from the membership. Those changes which they believe are in the best interest of the Association should be submitted to the Board of Directors. If the Board of Directors approves the suggested changes, then they are circulated to all voting members in accordance with the Bylaws.

When changes are approved by a majority vote of the voting members, the Chair of the Committee shall submit a typed (electronic) revised copy of the Bylaws to the Secretary. The Secretary will then make the new Bylaws available to each member, either by emailing to members or posting on the website.

At the conclusion of its function, the Committee shall pass on to its successors all files and correspondence pertaining to the activities of the Committee.

REFERENCES

Refer to Bylaws, Article 10

(Revised October 2018)

B. AWARDS

GENERAL

The Awards Committee shall make recommendations to the Board of Directors for the awards and recognitions presented by the Association no later than sixty days prior to the annual meeting. Awards shall be presented at the annual meeting.

REFERENCES

Refer to Bylaws, Article 11, Recognition of Achievements and Article 12, Committees.

PROCEDURES

1. **OUTLINE OF COMMITTEE PROCEDURES FOR EUGENE BAKER AWARD, PRESIDENT'S AWARD, AND CONSERVATION PROJECT ENGINEERING AWARD.**
 - a. It is not mandatory that an award be conferred each year. Conversely, the Committee may recommend and nominate more than one individual for an award. The Awards Committee has great latitude in their recommendations of nominees for awards. Any potential conflict of interest shall preclude a member from serving on the committee.
 - b. Select a closing date for nominations (preferably not later than 60 days prior to the conference date). Advise the membership of the closing date either through the Secretary or in the Association Newsletter or by any other suitable convenient means.
 - c. Nominations for awards submitted (by ACE members only) to any member of the Awards Committee should be promptly referred to the Committee chair who will, after thorough study by that committee, forward the majority selection(s) to the Board of Directors for that group's review and concurrence. This should be accomplished not later than 60 days prior to the conference. Nominations must be accompanied by background and support information on the candidate.
 - d. Upon notification of Board of Directors approval of a nominee for an award, the chair of the Awards Committee should promptly forward to the Secretary the name of the nominee(s) with the inscription for the plaque. The Secretary should receive this not later than 45 days prior the conference. The inscription on the plaque should briefly and concisely state the reasons for the award to the individual selected.
 - e. The President shall verify the attendance of the award winner at the annual conference and banquet. If necessary, the President will inform the award winner(s) of their selection and formally invite the winner(s) to attend the annual Association Awards Banquet to receive the award. The President arranges all other matters relating to the presentation.

2. PAST PRESIDENT PIN

The new President shall present a past-president's pin to the past president at the Annual Awards Banquet. The Awards Committee shall design and purchase past-president's pins.

Initial Reference: Executive Committee Meeting minutes August 26, 1979.

3. CARL V. ANDERSON CONSERVATION PROJECT ENGINEERING AWARD

The Conservation Project Engineering Award was named after member Carl V. Anderson who worked in the years prior to his passing developing the idea of the award competition. Carl joined ACE in 1977 and was president in 1996-1997.

PURPOSE

The purpose of the design awards competition is to give recognition to those members and/or their department whose work, as judged by their peers and associates, best exhibits the goals and objectives of The Association of Conservation Engineers.

ELIGIBILITY

Entrant:

Any governmental agency or private organization, or its selected consultant, engaged in the fields of recreation, wildlife preservation, tourism, and/or conservation of the natural environment is eligible for participation in this awards program.

Project:

The project entered must be the completed work of the governmental agency or private organization making the submission.

More than one project can be submitted by each participant.

The project must have been completed within the 24 months preceding its submittal.

PROJECT CATEGORY A: STUDIES/RESEARCH PROGRAMS

Non-design services including, but not limited to: Pilot/experimental projects; bioengineering; electrical heating; new products and materials; basic research on new technology; fuels and water; properties and uses of fuels; research in natural resources; hazardous waste studies; resource recovery; environmental impact studies; soils and other subsurface geotechnical investigation and evaluation; damage correction; computer services; technical papers. All of the entries in Category A are involved with non-construction document design services.

PROJECT CATEGORY B: CONSERVATION/ENVIRONMENTAL

Energy generation, transmission, distribution, conversion, conservation and storage-mitigation
Dams (water supply, irrigation, flood control, recreational, fisheries management)
Drainage systems
Incineration
Mine Reclamation
Resource recovery
Waste treatment facilities
Water resources and supply
Wetlands treatment

PROJECT CATEGORY C: SPECIAL PROJECTS:

Any project that does not fit into other categories including, but not limited to:

Erosion protection and control
Recreation-theme parks, zoos, marinas, aquariums
Site development
Structure of buildings
Historical restoration

HOW TO ENTER PROJECTS:

The Awards Committee will each year set up guidelines and forms for prospective projects to be entered on. These forms will be provided by the Awards Committee as requested.

(Revised October, 2018)

C. HISTORY

GENERAL

The History Committee is a standing committee which is appointed by the President and has a member of the Board of Directors as a liaison member. It is the responsibility of this committee to keep the history documents (paper and digital) of the Association and to keep the history section of the web site up-to-date with news releases, pictures of conference meetings, banquets, members, etc. The website should also include copies of each conference program, modified Bylaws and any other items which the Committee believes would be of interest and importance relative to a continuing chronological history of ACE. Due to the volume of material archived, the History Committee should try to bring the immediate past conference records to the next meeting. If possible, selected Association history documents should be provided at the annual conference for viewing by the membership.

The proceedings and minutes of each conference shall be filed by the Secretary with the History Committee.

REFERENCES

(Revised October 2018)

D. MEMBERSHIP COMMITTEE

GENERAL

The Membership Committee Chair will be appointed by the incoming President. The President should endeavor to appoint at least one member of the Committee from each geographical region. The appointment shall be made as soon as the new president is elected to give the Committee time to have a meeting before the end of the conference. The Chair of last year's Membership Committee should attend the meeting. After the meeting, the Chair shall report to the new president their proposed program so the President can make recommendations or give approval. The Committee shall advise the President which states they will concentrate on to obtain new members. A calendar shall be set up to show the action the Committee will take during the year in carrying out their responsibilities and obligations such as the contacts to be made, on what level the contacts will be made, the exact time the Committee will make reports to the President, etc.

Contact should be made to administrative and executive levels of state government. Contact should be made direct to prospective members also.

To maintain continuity the Committee prepares a written concise report on the contacts made such as the names, addresses and a tabulation of the results so that the information can be passed on to their successors. The Chair or member of the Committee will at the next Annual Conference attend the first meeting of their successors and present them with a copy of the report and be prepared to answer questions.

(Revised October 2018)

E. PROGRAM

GENERAL

The Program Committee Chair will be appointed by the President after the Time & Place Committee report at the general business session and the approval of this report by the membership in attendance.

The Program Committee shall consist of a Chair for the host state, who shall be a member in good standing, and at least two other members or associate members who shall be appointed by the President or Chair.

The committee shall make recommendations for locations of the upcoming conference as well as for future conferences at least one year beyond the next annual meeting. The selections must be reported to the membership during the annual conference.

The committee will usually make its selection of future conference sites from invitations the Association receives. Selection of next year's site will usually amount to a confirmation of last year's tentative selection. It is always possible that the committee will have to select the site from more than one invitation in which case all factors must be carefully considered and discussed with members from these locations.

It is desirable to meet in as many member states as possible before repeating. The Program Committee will be appointed from the host state.

The Program Committee shall determine the exact location (city in the host state) and the meeting dates. The membership shall be advised of the location and dates as soon as practicable but in no event later than four months prior to the date for the proposed annual meeting. This is to provide travel and budget data for all members.

The Program Committee shall be responsible for arrangements for the meeting place, rooms, banquets, luncheons, and conference meeting rooms. They shall arrange the program for the conference so that it will be of interest to as many as possible of the attendees. Solicitations for papers from the general membership is strongly urged. This solicitation should be made at or before the same time as the notification on dates and location. Follow-up on the above item is usually mandatory.

Arrangements by the Committee shall include a photographer of professional competence to record the group in attendance, officers, award recipients, and other notable persons and events. Photos shall be made available to the Historian and others at the request of the Board of Directors.

Guest speakers from outside activities at the technical sessions should be limited to those who have a message for the membership.

The Program Committee shall be responsible for the timing of the program for the entire conference allowing adequate time for business sessions as well as technical presentations. A tentative program, including luncheon and banquet prices shall be forwarded to the President for review and approval at least six weeks prior to the conference convening date. After receiving the President's approval, the Program Committee shall have adequate programs printed for the conference.

It is suggested that the Program Committee provide the general membership a copy of the tentative program along with hotel/motel reservation cards, descriptive literature and other items of interest to attendees, prior to July 1, so that members may budget for attendance.

The Program Committee Chair will meet with the Board of Directors at the first Board of Directors meeting of the conference to apprise them of costs incurred, changes in agenda, general information and other items regarding the conference. The Program Committee Chair shall function as liaison between the attendees and the conference site manager.

The Program Chair will be expected to make appropriate remarks at the opening business session regarding the program, accommodations and items of special or general interest.

The Program Chair will be responsible for determining the arrangements, including menus for luncheons and banquets. This shall include but not limited to establishing advance ticketing and fund accountability, keeping the management advised in advance of probable participation at these functions and arranging for coffee at designated coffee breaks.

The Program Chair shall also be responsible for the collection at the conference of registration fees and other fees as may be required.

The Program Chair shall always keep accurate records of funds expended and received. On the last day of the conference, the Program Chair shall meet with the Treasurer and the outgoing President to discuss the schedule for closing the books for the conference. The Program Committee for a conference will be dissolved after this meeting. However, all records, reports, correspondence and other valuable material shall be turned over to the new Program Chair.

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F. COMMUNICATIONS

GENERAL

The Communication Committee is appointed by the President at the first general business meeting of the annual conference. The President may appoint the entire committee. This is a standing committee; therefore, the President shall make appointments only as necessary to fill vacancies or to increase or decrease the size of the committee or to make such personnel changes in the committee as may be deemed necessary.

This Committee shall be responsible for the reproduction of that Association material selected for printing or copying and distribution. Generally, this shall consist of printing of the Newsletter, Proceedings, and any other material deemed of interest to the membership, and maintenance of the ACE web site. After printing or copying, this material shall be presented to the appropriate committee or the Secretary for distribution to the membership.

The Committee will normally consist of a Chair and two members. The bulk of the work will fall on the member who has possession and responsibility for the material to be published. An index shall be prepared of all material on file. This index shall be kept current and distributed to the membership at least once a year preferably with the ACE Newsletter.

The Committee shall meet as early as possible during the annual conference to prepare discussion of any publication matters that might require presentation to the general membership during the business session.

F.1. Newsletter sub-committee:

The Newsletter sub-committee may be appointed by the President at the first general business session of the annual conference or by the Communications Committee. The President or Communications Committee may elect to appoint the entire Newsletter sub-committee or appoint the Editor who, in turn, will appoint the committee members. To provide continuity, the President or Communications Committee shall make appointments only to fill vacancies or to increase or decrease the size of the sub-committee or to make such personnel change as may be deemed necessary.

The sub-committee shall normally consist of an Editor and three assistants selected from different regions of the country to maintain better coverage in collecting news items.

The purpose is to gather news and general information from the Association members and other sources and distribute this information in the form of a semi-annual newsletter.

The Newsletter shall contain news of members, conference minutes, brief book reviews (on conservation matters), the President's column, news about the next conference and any other general or technical information that, in the opinion of the sub-committee, would be of interest to the readers.

The sub-committee shall meet as early as possible during the annual conference to prepare discussion of any Newsletter matters that might require presentation to the general membership during the business sessions.

F.2. Web Site sub-committee:

The Web Site sub-committee may be appointed by the President at the first general business session of the annual conference or by the Communications Committee. To provide continuity, the President or Communications Committee shall make appointments only to fill vacancies or to increase or decrease the size of the sub-committee or to make such personnel change as may be deemed necessary.

The sub-committee shall update, correct or add information, forms, photos, etc. to the association's web site as necessary to provide members as well as the public with current, useful information. Information shall include (at a minimum) what ACE is, how to become a member, how to apply for the student scholarship, about the Project Awards, current officers, and current conference information.

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G. OPERATIONS MANUAL

GENERAL

It will be the responsibility of this committee to make the Operations Manual available electronically available to the membership, to annually recommend revisions, to provide manuals to all Board of Directors members and chairmen of all standing and special committees.

Typically, the committee will solicit and review suggestions for revisions to the manual from the various committees. Those suggestions which seem to improve and update the manual will be consolidated and referred to the Board of Directors at the first session of the annual meeting.

Those revisions approved by the Board of Directors will be included into the manual by the Operations Manual Committee and a new revision date added to the cover page.

It is anticipated that the chairmanship of this committee will rest in the hands of a responsible member for several years duration.

(rev. April 2007)

H. PAST PRESIDENTS

GENERAL

The Chair of the Past Presidents Committee will be the third past president (the first year a past president is off the Board of Directors).

The Past Presidents Committee will provide assistance and make recommendations to the Board of Directors on Association business during the year and at the annual meeting. By drawing on the expertise of the Past Presidents, in their years of service to the Association, this committee will help the organization grow and provide continued interest in the Association.

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I. SCHOLARSHIP

GENERAL

The James (Jim) Schalk Memorial Association of Conservation Engineers Scholarship.

PURPOSE

The purpose of this program is to promote the Association of Conservation Engineers (ACE) and the continued study and learning required for the conservation of our natural and renewable resources in the areas of preservation and recreation.

ELIGIBILITY

Entrant:

Applicants shall be junior and senior students of an undergraduate study program or students of a graduate study program, enrolled in an accredited course of college, directed toward a BS or MS degree in engineering, any of the natural sciences, ecology, or agriculture.

Applicants shall be a full-time student and carry a full course of study.

Application:

The student shall submit a technical paper of 1250 words maximum but not less than 750 words written in essay form. The paper's topic shall relate to the conservation and/or preservation of natural, cultural or renewable resources.

In addition to the technical paper, the student shall submit a recommendation letter, on university letterhead, from one of the student's instructors.

AWARD

The value of the scholarship shall be at the discretion of the Executive Committee and be based on the recommendation of the Scholarship Committee. In recent years one scholarship for \$1500.00 has been awarded.

The award is to be paid directly to the recipient and can be spent at the recipient's discretion.

Reference: Bylaws, Article 11, Recognition of Achievements.

SECTION XI

SPECIAL COMMITTEES

A. NOMINATING COMMITTEE

GENERAL

The Nominating Committee shall be composed of three members in good standing selected from attendees at the Annual Meeting. All shall be Past Presidents. They shall be appointed during the first business session at the annual meeting. The Committee shall set a time and place for receiving names of prospective officers from the members present. Only the names presented during this time shall be considered for office. All candidates must be active members in good standing.

The Nominating Committee shall screen those names to determine their qualifications to serve in the prospective office. The Committee shall contact the qualified nominees to determine their willingness to stand for election and to serve the Association if elected.

After all nominees have been screened, the Nominating Committee shall present the names of all candidates for each office to the members at the appropriate business meeting for election. The President-elect shall automatically be nominated for President.

Only active members in good standing present at the Annual Meeting shall be able to vote in the election. Officers shall be elected by a simple majority. If more than one candidate is presented for a single office, then that office shall be filled by secret written ballot. Should a tie develop, then a runoff election of the tied candidates shall be held by secret written ballot. A single candidate for an office may be elected by a voice vote.

This committee will be dissolved at the end of the annual conference.

REFERENCES

Refer to Bylaws, Article 6.

(rev. Apr., 2007)

SECTION XII

APPENDIX

A. EUGENE BAKER AWARD HISTORY

Mr. Eugene Baker was Chief Engineer of the Nebraska Game and Parks Commission. His early leadership efforts to organize an association of state engineering personnel employed by agencies of state governments whose principal endeavor was the broad field of recreation-conservation resulted in his election as first president of the new organization. This occurred at the formal organization meeting in Washington, D.C., on March 6, 1961.

The first annual conference of the Association was held in St. Louis, Missouri, June 1st and 2nd, 1962. Mr. Baker became ill just prior to this conference and was unable to attend. Mr. William E. Owens of Ohio, Vice-President, presided at the St. Louis conference in Mr. Baker's absence. Mr. Baker never attended an annual conference of the Association he had so diligently worked to help organize. He passed away December 8, 1962.

The first recorded intent of the Association to create an award to memorialize Mr. Baker appears in Item 10 of the Minutes of the Executive Committee meeting in Columbus, Ohio, on January 15, 1963. The Executive Committee directed Mr. Ed Shaw of Colorado who was Program Chairman for the upcoming Fort Collins, Colorado conference in June of 1963 to include on the agenda of that conference an item for the membership's consideration to establish an appropriate memorial to Mr. Baker.

No mention appears in minutes of the Fort Collins conference in June, 1963, concerning consideration of the award by the Association, but at the Executive Committee meeting in Lansing, Michigan, January 14, 1964, Mr. Donald C. Hays, Kentucky was named first chairman of the Eugene Baker Award Committee by then President H.C. Hanes of Michigan with the authority to choose two other members to assist him in carrying out the award development and selecting the recipient.

From the minutes of the Lansing Executive Committee meeting are the following quotes:

"Sentiment was expressed that since Mr. Baker was the founder of our organization and ACE came into being largely because of his efforts and since he was now deceased, it would be particularly appropriate to develop an Eugene Baker Conservation Engineering Award to be given to that engineer whom the Award Committee would select for outstanding conservation engineering contribution" - continuing from the minutes - "It was agreed that the man receiving the award would not necessarily have to be a member of the Association of Conservation Engineers if he were a state employee working in the conservation

engineering field. However, nominations for the award made to the Committee must be by an ACE member.”

At the Louisville, Kentucky, conference on October 29, 1964, President Hanes named Donald C. Hays, C.E. Hooker, and R.M. Heagler to the Standing Committee for the Eugene Baker Award and at the annual conference banquet on October 30th, the first Eugene Baker memorial award was presented to Mr. William E. Owens of Ohio by President Hanes.

The next formal discussion of the Baker Award is found in Item 14 of the Minutes of the Executive Committee meeting in Lincoln, Nebraska, on March 19, 1965. The basic award nominee's qualifications as stated from the minutes of the Lansing, Michigan, Executive Committee meeting were reviewed and agreed upon and the following amplifications were added: "This Award is an honor which is bestowed upon an individual and it is not expected that the award will be presented every year. When an award is made, it will be awarded to an individual for a history of outstanding conservation engineering work.

At the Boise, Idaho, conference in 1965 the Baker Award was not presented. Item 17 of the minutes of the Boise conference is a report of the Eugene Baker Award Committee by Mr. Don Hays. The Committee report states, in essence, that the nature of the award required that the candidate's qualifications must be screened by the Award Committee; that the Award Committee's nomination must be reviewed by the Executive Committee and that all of this must be accomplished far enough in advance of the annual conference so that the plaque can be suitably engraved for presentation bearing the recipient's name and the reason for his award.

Thus, from the foregoing official actions of the Association have evolved the somewhat loosely developed rules for the award. These rules are not held to be inviolate, but at this point in time are adhered to traditionally in the spirit that prompted creation of the award. It is respectfully suggested that if any member of ACE, whether serving on the Award Committee or not, believes the rules governing the award should be modified or changed, that he plead the change or modification in a business session of the Association of an annual conference.