



**PITTSBURGH SECTION  
STUDENT AWARD FOUNDATION  
BY-LAWS**

1. **PURPOSE.** The By-laws are to aid in the administration of the Student Award Foundation (SAF). The By-Laws do not supersede any provisions in the Student Award Foundation Trust Agreement.
2. **OFFICERS.** The officers of the Student Award Foundation are the Chair, Co-chair, Treasurer and Secretary. The officers shall be trustees of the Student Award Foundation. The officers' specific duties include:

**2.1. Chair.** The term of the Chair is three years. The responsibilities of the Chair include:

- a) The Chair presides at the Student Award Foundation meetings. The Chair is responsible for preparing a meeting agenda and disseminating information related to action items prior to the meetings. The Chair announces meetings and is responsible for inviting the trustees of the Student Award Foundation.
- b) The Chair is a voting member of the Student Award Foundation.
- c) At the first meeting after the induction of new trustees, the Chair distributes the Trust Agreement and By-laws of the Student Award Foundation to the new trustees.
- d) The Chair represents or appoints a representative to present the Student Foundation Award during the Engineer's Week Dinner.
- e) The Chair is one of the two people responsible for signing checks from the Trust Accounts.

**2.2. Co-Chair.** The Co-Chair is an elected position. The Co-Chair is elected prior to the beginning of the third or final year of the Chair's term. To be nominated Co-Chair, a nominee must have served at least two years on the Board of Trustees within the previous five years of taking office. The term of the Co-Chair is one year. The responsibilities of the Co-Chair include:

- a) The Co-Chair presides over the Student Award Foundation meetings in the absence of the Chair. The Co-Chair is responsible for assisting the Chair in preparing a meeting agenda.
- b) The Co-Chair is a voting member of the Student Award Foundation.
- c) The Co-Chair is to be knowledgeable of the clauses in the Trust Agreement and the By-Laws.
- d) The Co-Chair is a member of the nominating committee.
- e) The Co-Chair assumes the office of Chair after one year of service, or sooner, in the event the Chair resigns.

**2.3. Treasurer.** The term of the Treasurer is three years. The Treasurer shall also not serve as Chair or Co-Chair. The responsibilities of the Treasurer include:

- a) The Treasurer is responsible for balancing the Student Award Foundation bank accounts.
- b) The Treasurer is to monitor the Trust's investments and notify the Board at every board meeting of the status of the investments. The Treasurer is not to make changes to financial investments without the consent of the Board.

- c) The Treasurer is responsible for making financial records available during audits authorized by the Board.
- d) The Treasurer is responsible for preparing tax statements, if required, and assuring that the Foundation's "nonprofit" status as permitted under the laws of the Commonwealth of Pennsylvania is maintained.
- e) The Treasurer is one of the two people responsible for signing checks.

**2.4. Secretary.** The Vice-President-Elect of the Board of Directors of ASCE, Pittsburgh Section, shall serve as the Secretary of the Student Award Foundation and as a liaison for both boards. The term of the Secretary is one year. The Secretary shall not serve as Chair or Co-Chair. The responsibilities of the Secretary include:

- a) The Secretary is responsible for recording minutes during the Student Award Foundation meetings and distributing the minutes prior to the next meeting.
- b) The Secretary is to update the Board of Directors of ASCE, Pittsburgh Section, on the activities of the Student Award Foundation Board of Trustees.

### 3. COMMITTEES.

**3.1. Communications Committee.** The Communications Committee shall inform the membership and the Board of Directors of ASCE, Pittsburgh Section of the Leadership award and SAF activities at least once a year through the ASCE newsletter blog, website, email and/or monthly meetings.

The Communications Committee shall submit an announcement of the current year's award recipient to the news media.

**3.2. SAF Selection Committee.** The SAF Selection Committee is chaired by the ASCE Section Student Member Committee Chair. The SAF Selection Committee shall consist of five members whose selection have been approved by the Student Award Foundation Board of Trustees and whose membership fit in the following categories as described below:

- a) Two are members of the Student Award Foundation Board of Trustees
- b) Two are members of the Board of Directors of the Pittsburgh Section of ASCE
- c) One is a member of the Pittsburgh Section

**3.3. Ad-hoc Committee.** The Chair may nominate an ad-hoc committee to perform a specific task. The ad-hoc committee shall be approved by the Student Award Foundation Board of Trustees.

**3.4. Nominating Committee.** The nominating committee is responsible for nominating trustees to the vacancies on the Board. The SAF Board is responsible for appointing the chair of the SAF Nominating Committee.

If needed, the nominating committee shall annually nominate several qualified people to the Board to ensure a minimum of 10 trustees as required by the Trust Agreement. Every third year, the committee shall nominate at least one candidate for the Co-Chair position.

The nominating committee shall present a list of candidates to the Board of Trustees during the meeting held in the spring. The Board is to vote for the new members during the spring meeting. The Chair is to notify the newly elected trustees that their term begins in May, corresponding to the beginning of the officers' terms on the Board of Directors of ASCE, Pittsburgh Section.

**4. AWARD.** The main award is called a "Leadership Award." The amount of the "Leadership Award" is determined according to Trust Agreement provisions. Other awards of lesser value may also be given. These awards are called "Achievement Awards."

**5. AWARD CRITERIA AND SELECTION PROCESS.** Applications are rated independently by each member of the SAF Selection Committee evaluating the applicants in the following categories:

- Scholastic Achievement
- Letters of Recommendation
- Extra-Curricular Activities
- Honors and Awards
- Personal Essay

The awardee is selected prior to the first of February and will be recognized at the Annual Awards Dinner.

**6. BY-LAW MODIFICATIONS.** By-Laws should be reviewed every two years for updates. By-Laws are guidelines and can be changed by a quorum of trustees.