

Civil Engineering Academy of Distinguished Graduates Policies and Guidelines

(Adopted Nov. 7, 2008)

1.0 Purpose. This document presents policies adopted during Academy meetings to help govern Academy activities. Also presented are guidelines typically developed by Academy committees or leaders to help them perform their duties efficiently and provide reference to new leadership as responsibilities transition annually to new committee chairman and officers. The information is captured in this document to facilitate policy and guideline access and maintenance.

2.0 Definitions

Policies. An Academy policy is an Academy principle, plan or course of action that is adopted or revised by Academy action during a Membership Meeting. Unlike the structure and rules provided by the By-Laws, Policies are not mandatory; however, the success of the Academy's Mission and Goals generally depends on its members following Academy policies.

Guidelines. An Academy guideline is established by an Academy committee or leader to streamline a task or process which is the responsibility of that committee or leadership position. Guidelines can be developed or revised by the Academy member currently responsible for the function the guideline addresses.

3.0 Membership

3.1 Policies - none

3.2 Guidelines

3.2.1 Notification (Larry Mrazek). Academy members should receive biographies of proposed new Academy members at least 90 days before the annual fall meeting.
Responsible: Membership Committee Chairman (Note: alternatively, the bios could be placed on the Academy web site)

4.0 Nominating

4.1 Policies

4.1.1 Nominating Form. Use the [Active Member Nominating Form](#) or the [Honorary Member Nominating Form on the Academy web site](#) for submitting nominations for new members to the Secretary-Treasure. *Responsible: All Academy members*

4.2 Guidelines - none

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5.0 Budgeting and Finance

5.1 Policies

5.1.1 Contribution Letters (2007). Send letter to members for contributions no earlier than mid October as most members want to contribute late in the year. Letter should challenge, but not require members to contribute at least \$500 annually. *Responsible: President*

5.1.2 Minimum Account Balance (2007). The amount in the academy account should not be allowed to fall below \$30k. *Responsible: Budgeting and Finance Committee Chairman*

5.2 Guidelines - none

6.0 Communication and Meetings

6.1 Policies

6.1.1 Notification of Deceased Members (2006). Protocol regarding the passing of members follows. *Responsible: Communications and Meetings Committee Chairman*

- a) Be alert to deaths of Academy members --
 - Members report death notices promptly to Secretary.
 - Members and staff monitor death notices in College and Campus correspondence, alumni news, and other sources.
- b) Express official condolences to family –
 - Written note, or
 - Appropriate card, from
 - Secretary or President or both
- c) Notice to members –timely email or regular mail with
 - Death notice (Obituary), if available, or
 - Biography from Academy files, and
 - Picture, if available.
- d) Acknowledge member's death at next Academy business meeting –
 - Brief bio highlighting contributions to profession, College and Academy
 - Moment of silence
 - Note deceased members in membership roster by asterisk (*) or other symbol

6.1.2 New Academy members press release (2006). Protocol for new Academy member press release follows. *Communications and Meetings Committee Chairman*

- a) Follow general protocol for press releases by the College and Campus Administration
- b) Compile from individual nomination form and as reasonably available from recipients:
 - i. High school and home town
 - ii. College degrees and honors with dates

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- iii. Career affiliations and achievements
 - iv. Professional licenses, organizations, offices and honors
 - v. Civic and community activities
 - vi. Family
- c) Post on Academy web site
- d) Engage College of Engineering media office to announce new members in
- i. College's electronic newsletter and other publications
 - ii. Campus press
 - iii. MU Alumni Association
 - iv. Columbia press, radio and TV
 - v. Employer, home town, current community, as appropriate

6.1.3 Academy Meeting Date Planning. Football weekends were desirable, but homecoming weekend should be avoided if possible. *Responsible: Communications and Meetings Committee Chairman*

6.2 Guidelines - none

7.0 Scholarship and Student Support

7.1 Policies

7.1.1 Scholarship Application Announcement:

The MU Civil Engineering Academy Scholarship is available to outstanding transfer students entering the under-graduate Civil and Environmental Engineering program at MU. Preference is given to students with strong Missouri ties transferring from community or junior colleges and four-year colleges with appropriate credentials for enrollment at MU as a third-year or junior-level student (about 60 credit hours completed). Selection will be based on demonstrated academic achievement, including grade point average (GPA) and indicators of likely success as an engineer as demonstrated in the scholarship application letter. High grades in math and physics receive strong consideration.

Academy scholarships are \$4,000 toward academic fees over two years pending sustained academic performance indicated by at least a 3.0 GPA.

An application letter with statement of career goals and a copy of your college transcript should be submitted preceding enrollment at MU.

Responsible: Scholarship Committee Chairman

7.1.2 Scholarship Sponsor Policy (2007). We encourage any person(s) to sponsor a scholarship for a deserving transfer student in the State of Missouri, with preference to a U.S. citizen. If that person(s) would like to place a special condition to be considered by the Civil Engineering Academy Scholarship Committee, it should be in writing at the same

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time the person(s) advises that a scholarship will be available from them. When the Committee reviews the applicants for the Academy Scholarship they will take into account the conditions of the extra scholarship and award it from the applicants received for the Academy Scholarship who have met the minimum academic requirements set forth by the Department of Civil and Environmental Engineering. *Responsible: Scholarship Committee Chairman (2007 meeting minutes say a statement is to be added requiring the scholarship be for a minimum of \$2000 for two years. Also, that the Scholarship Committee will re-draft the policy statement and submit it to the Executive Committee)*

7.1.3 Scholarship Naming (2006). One year scholarships can be awarded in the name of a deceased Academy member. *Responsible: Scholarship Committee Chairman*

7.2 Guidelines

7.2.1 Candidate Selection. (Larry Mrazek) The Scholarship and Student Support Committee should receive the list of candidates with their applications before Labor Day. This committee should also receive instructions on the number of new and carry-over candidates allowed for that particular year. *Responsible: Scholarship and Student Support Committee Chairman*

8.0 By-Laws and Planning

8.1.1 Policies and Guidelines Maintenance. Tasks include:

- a) Identify Membership Meeting decisions that satisfy the policies and guideline definitions presented in this document, review the decisions for conflict with or redundancy to the By-Laws, develop appropriate language for insertion to the Policies the Guidelines document, and send edits to the Secretary-Treasure with instructions for updating the Policies and Guidelines document. *Responsible: By-Laws and Planning Committee Chairman*
- b) Develop guidelines that streamline committee or other Academy leadership tasks and provide them to the By-Laws Committee Chairman for addition to or modification of the Policies and Guidelines document. *Responsible: Committee Chairman or other Academy leaders*
- c) Review potential guidelines developed by Committee Chairman and other Academy leaders for conflict or redundancy to the By-Laws, develop appropriate language for insertion to the Policies the Guidelines document, and send edits to the Secretary-Treasure with instructions for updating the Policies and Guidelines document. *Responsible: By-Laws and Planning Committee Chairman*
- d) Update and maintain the Policies and Guidelines document on the Academy web site in accordance with instructions from the By-Laws Committee. *Responsibility: Secretary-Treasure*

8.2 Guidelines - none