



Canadian Society for
Civil Engineering

STUDENT CHAPTER GUIDEBOOK

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TABLE OF CONTENTS

	PAGE
1.0 ABOUT CSCE	1
1.1 Past.....	1
1.2 Present	1
1.3 Future.....	2
1.4 Membership	3
2.0 CSCE FOR STUDENT MEMBERS	4
2.1 Student Member Registration.....	4
2.2 Benefits and Opportunities.....	4
2.3 Student Competitions.....	5
2.4 Scholarships and Awards.....	6
3.0 KEYS TO A SUCCESSFUL STUDENT CHAPTER	7
3.1 Recommended Student Chapter Structure	7
3.2 Working Committees.....	8
3.3 Membership Drive.....	9
3.4 Chapter Programming/Events.....	10
3.5 Support	11
3.6 Annual Report.....	12
3.7 CSCE President's Best Student Chapter Awards Evaluation.....	13

APPENDICES

- A. Role of Faculty Advisors
- B. Role of Practitioner Advisors
- C. Sample Chapter Constitution
- D. Typical Calendar of Events
- E. List of Schools by Region
- F. Annual Report FORMS
- G. Faculty and Practitioner Advisor Certificate of Commendation Nomination Form
- H. Student Member Registration Process

1.0 ABOUT CSCE

1.1 PAST

In 1887, a few prominent civil engineers formed the Canadian Society of Civil Engineers (CSCE) with the following objectives:

- ▲ to facilitate the acquisition and interchange of professional knowledge among its members.
- ▲ to promote the acquisition of that species of knowledge which has special reference to the profession of civil engineering.
- ▲ to encourage investigation in connection with all branches and departments of knowledge connected with the profession.

The CSCE was recast in 1918 as the Engineering Institute of Canada to deal with all engineering disciplines. Then, in 1972, the Canadian Society for Civil Engineering (CSCE) was re-established with the same objectives set forth by the Society in 1887.

For more information about the history of the CSCE and civil engineering in Canada please visit <http://csce.ca/committees/history>.

1.2 PRESENT

The CSCE is the only Canadian organization that brings together civil engineers from all areas of the profession, including both academics and practitioners . It is our national learned society. The CSCE also contributes to the development of the profession and promotes civil engineering and civil engineers to the Canadian public and to our elected Government representatives. There are 20 sections across the country that host technical talks, networking events and other activities for local members. Each of these sections fall under one of five 5 regions. There is also an international branch located in Hong Kong. There are also over 30 student chapters across the country who are the main link between the organization and the students.

The Society is governed by a Board of Directors made up of a group of dedicated individuals from industry and academia who give their time to help guide the Society forward. There are three committees, also run by volunteers, who implement the path set by the Board. They are:

- ▲ **Administration Coordinating Committee** - responsible for business development, financial planning and accounting, honours and fellowships, student affairs, communications and publications, history, and membership services.
- ▲ **Programs Coordinating Committee** - comprised of Technical Divisions & Committees, responsible for the provision of national technical programs and publications, and Technical Programs, responsible for national Career Development Programs, Lecture Tours (NLTs), International Affairs, and Education and Research.
- ▲ **Regional Coordinating Committee** - supports the Local Sections with hosting events, communications, membership initiatives and succession planning.

Click [here](#) to see the CSCE organization chart and [here](#) for a contact list of current CSCE executives.

There is also a small, hard-working group of staff members who assist the board and the committees with their duties. CSCE staff can be reached at:

The Canadian Society for Civil Engineering, 4877 Sherbrooke Street West, Montréal, QC H3Z 1G9

Phone: 514-933-2634 || Fax: 514-933-3504 || info@csce.ca || <http://csce.ca/>

Twitter: @csce2

Facebook: csce.ca

YouTube: https://www.youtube.com/channel/UC9mdlo3V_nFVOyxJ1H9DxDA

LinkedIn Group: “CSCE The Canadian Society for Civil Engineering”

You can also visit <http://csce.ca/about-us/nationaloffice/> for the list of staff and their individual contact information.

1.3 FUTURE

In June 2012 the Board of Directors approved three strategic directions for the CSCE.

Strategic Direction 1: enhanced services to members

CSCE will provide services and benefits to members within all areas of civil engineering activity, targeted to their specific career development needs.

Strategic Direction 2: growing with youth

CSCE will develop programs and benefits that will support students and Young Professionals, targeted to their specific career development needs.

Strategic Direction 3: leadership in sustainable infrastructure

CSCE will influence how public infrastructure in Canada is planned, designed, constructed and maintained.

You may want to consider these strategic directions when you are planning events and activities for your chapter. However anything you do will be strongly supporting Strategic Direction 2, Growing With Youth because of the nature of your audience.

1.4 MEMBERSHIP

There are a number of different membership categories. You may have noticed that when the CSCE was re-established in 1972 it was the Canadian Society FOR CIVIL ENGINEERING instead of OF CIVIL ENGINEERS. This was to ensure that the Society and its membership reflects all people who contribute to civil engineering including engineers, technologists, and others.

STUDENT (SMCSCE): is a student (graduate or undergraduate) of a university or other institution enrolled full-time in a civil engineering or civil engineering technology program that is approved by the CSCE.

IMPORTANT NOTE: Student membership is automatically renewed very calendar year until your graduation date is reached. You don't need to renew every year. Once you graduate, your membership will be automatically upgraded to the Associate Member grade for the rest of the calendar year to allow you to explore the benefits of membership after graduation such as the CSCE Mentorship Program. At the end of the calendar year you will be asked to renew as an Associate Member, 1st Year Graduate in order to continue your membership.

ASSOCIATE MEMBER (AMCSCE): holds a civil engineering degree recognized by a license granting body but has not yet completed four years of professional experience.

MEMBER (MCSCE): holds a civil engineering degree recognized by a license granting body and has at least four years of professional experience.

TECHNOLOGIST MEMBER (TMCSCE): holds a diploma from an approved Canadian Civil Engineering Technologist program or equivalent. Has the same four year associate membership track and is eligible for MCSCE after 10 years as a full Technologist Member.

AFFILIATE MEMBER: a graduate of a field other than civil engineering from a university or other institution approved by the CSCE whose work is related to or supportive of Civil Engineering.

LIFE MEMBERS: a member who is over 65 years of age AND has been a member for at least 30 years OR a member whose age and years of membership is at least 95.

CORPORATE MEMBERS: company memberships, which include individual memberships for employees depending on the level of membership purchased. This membership category is one way that the CSCE maintains its ties to engineering practice as opposed to the academic side of things.

SUSTAINING MEMBERS: accredited Canadian Universities and Institutions that offer degree programs in Civil Engineering, Construction Engineering or Environmental Engineering who support the CSCE.

View a list of member benefits [here](#) and membership fees [here](#).

2.0 CSCE FOR STUDENT MEMBERS

2.1 STUDENT MEMBER REGISTRATION

Student memberships are valid until the member's graduation date listed in their profile. You do not have to renew each year. Students can sign up online at <https://csce.ca/membership/edi/>. More details about how to use the online form as part of your chapter can be found in the Student Member Registration Process document in Appendix H.

2.2 BENEFITS AND OPPORTUNITIES

- ✦ Opportunities to market your skills and abilities among potential employers through participation in local CSCE section activities. Many members who have been involved with their school chapters and have taken part in local section activities have found the connections they've made very valuable when searching for a job.
- ✦ Right to identify as a CSCE Student Member on professional correspondence (SMCSCE).
- ✦ Eligible to participate in the CSCE Student Paper Competition and Capstone Competition.
- ✦ Eligible for the Donald Jamieson Fellowship, the CSCE Hydrotechnical Engineering Award, and the Dillon Consulting Scholarship.
- ✦ Discounts on registration costs for CSCE-sponsored specialty conferences and the [annual conference](#), as well as national lecture tours, short courses, seminars and workshops dealing with topical technical issues. These events provide great opportunities to network with students and professionals from across the country.
- ✦ Discounts on CSCE merchandise, books and other technical publications, which present the state-of-the-art info in various civil engineering specialty areas.
- ✦ Discount (25%) on orders from the Institution of Civil Engineers (ICE) large library of technical publications. Visit the [CSCE Technical Publications](#) website to order.
- ✦ Discounted rates for membership in the Canadian Geotechnical Society (CGS), the Canadian Society for Engineering Management (CSEM), the Canadian Society for Mechanical Engineering (CSME), and the American Society for Civil Engineers (ASCE).
- ✦ Opportunities to interact with professors (Faculty Advisors) and professionals (Practitioner Advisors) outside of class, which will enrich your university experience.
- ✦ Opportunities to practice soft skills, sought by employers but not necessarily developed in school, by participating in the planning of activities for fellow students.
- ✦ A print subscription to Canada's only magazine devoted exclusively to civil engineering, "[Canadian Civil Engineer](#)", published five times per year, including the opportunity to be published in magazine's "The Student Voice" column, which is dedicated to student activities and announcements. Contact [Charles-Darwin Annan](#), Student Affairs Committee Chair to submit an article idea.

At the local levels, many student activities are organized such as: competitions, site visits, field trips, conferences, etc. These local activities are opportunities for students to market their skills and abilities and to develop their career and remain competitive in an ever changing environment.

2.3 STUDENT COMPETITIONS

The CSCE supports student development by operating and supporting various national competitions.

CSCE CAPSTONE COMPETITION

This competition is held at the [CSCE Annual Conference](#), usually held in early June, and is organized by the CSCE. Each Civil Engineering Department nominates one team to compete at the national level. The competition consists of a Capstone project report and a presentation by two team members to present their project poster board to a team of judges during the annual conference. Contact your department chair to find out how to enter. To be eligible, team members must be CSCE student members, the department must be a Sustaining Member, and the student chapter needs to have submitted their annual report.

CSCE STUDENT PAPER COMPETITION

This competition is in conjunction with the [CSCE Annual Conference](#). All eligible student-written and presented papers accepted into the conference are part of the competition. Participants are judged on their paper as well as on their presentation at the conference.

GREAT NORTHERN CONCRETE TOBOGGAN RACE

This event is typically held in January and is hosted and organized by a different Canadian school. Visit the [website](#) for further details. The CSCE is proud to be a Gold level sponsor.

CSCE TROITSKY BRIDGE BUILDING COMPETITION

The Troitsky competition is held every year in March at Concordia University in Montreal with registration occurring in January. Schools are able to have more than one team participate in this event. Visit the [website](#) for up to date details. CSCE is proud to be a title sponsor.

CSCE CANADIAN NATIONAL CONCRETE CANOE COMPETITION

The competition is organized by a different school each year and is typically held at the end of May. However, teams are busy preparing for the competition throughout the school year. Visit the competition [website](#) for more information. The CSCE is proud to be a platinum sponsor of this event.

CSCE CANADIAN NATIONAL STEEL BRIDGE COMPETITION

This competition started in 2016 and is held annually in conjunction with the Concrete Canoe Competition. More details are available at <http://steelbridge.csce.ca/>. The CSCE is proud to be a platinum sponsor.

In addition to sponsorship of the above three competitions, the CSCE also invites two members from each winning team to the Annual Conference to accept their award in front of their peers and engineers from across the world and covers their registration and travel.

2.4 SCHOLARSHIPS AND AWARDS

CSCE PRESIDENT'S BEST STUDENT CHAPTER AWARDS

These awards are presented to the best CSCE student chapters as determined by the Student Affairs Committee based on each chapter's annual report (see section 3.4 for report details). There will be one chapter deemed to be the best student chapter and at the discretion of the committee there may be up to three runners-up. Winners will be announced at the Student Awards banquet during the [CSCE Annual conference](#) in the late spring and the top chapter will be invited to send two representatives to accept the award with their conference registration and travel costs covered by the CSCE.

CERTIFICATE OF COMMENDATION FOR FACULTY ADVISORS and/or PRACTITIONER ADVISORS

This may be awarded each year by the Student Affairs Committee based on nominations from the student chapters to a Faculty Advisor and/or Practitioner Advisor who has provided exceptional service and support to their chapter.

CSCE HYDROTECHNICAL ENGINEERING AWARD

Awarded by the CSCE Hydrotechnical Division, this award is presented for the best hydrotechnical Masters thesis in Canada. The award is intended to recognize an outstanding Masters' thesis that demonstrates high quality research technique, high quality presentation of the work, and relevance to water engineering and water management in Canada. Details of the award can be found on the CSCE Honours and Fellowships [webpage](#).

CSCE DONALD JAMIESON FELLOWSHIP

Established in 1987 in honour of the late Donald Jamieson, a prominent and talented structural engineer from Vancouver, B.C., the fellowship is awarded to full-time graduate students in structural engineering at a Canadian University. Winners of the cash prize, funded through donations by CSCE members, are determined by the CSCE Honors and Awards Committee and are announced at the Awards Banquet at the CSCE Annual Conference. Please contact the civil engineering department at your university for application details.

3.0 KEYS TO A SUCCESSFUL STUDENT CHAPTER

3.1 RECOMMENDED STUDENT CHAPTER STRUCTURE

While the structure may vary from Chapter to Chapter, it is recommended to have an executive committee that includes the positions discussed below. The tasks are suggestions. Find what works best for your chapter. It's okay if positions and duties change slightly over time or depending on the individuals making up the committee. There is no right or wrong, as long as you are creating value for members and organizing engaging events. PLEASE NOTE: All executives and committee members must be CSCE Student members and all chapters are REQUIRED to have a Faculty Advisor and a Practitioner Advisor.

FACULTY ADVISOR: A faculty member involved with the Civil Engineering Department who is passionate about helping civil engineering students acquire early professional consciousness and is also interested in promoting CSCE activities; often chosen by the Head (or Chair) of the Department; generally acts in an advisory capacity; assists students in organizing chapter programs and activities provides continuity within the chapter as students change. Faculty advisors should consult Appendix A for more details about their role.

PRACTITIONER ADVISOR: A local CSCE member who is involved in civil engineering outside of academia and who is interested in sharing their experience in the industry with students. You are encouraged to look to your local CSCE Section to find a practitioner advisor as they will have a strong network of local engineers that may be interested in getting involved with your student chapter. Practitioner advisors may be members of the local section executive. You may want to consider your local CSCE [Young Professionals representative](#) for this role as well as a more senior professional. Practitioner Advisors should consult Appendix B for more information about their role.

PRESIDENT: Responsible for the operations of the Student Chapter; chairs Executive Meeting; is a member ex-officio of all Committees; responsible for preparing the Annual Report but can delegate to or seek assistance from other executives or a working committee.

VICE-PRESIDENT: Generally the "right hand" of the Chair and executes the Chair's responsibilities in his or her absence. To help with succession planning, may want to have the vice-chair be the stepping stone to becoming chair, so it is always known who the next chair will be.

SECRETARY: Responsible for maintaining all records of the Student Chapter and for handling the correspondence; may be the person who has access to the online member database (contact National Office to get your database log in set up).

TREASURER: Responsible for the financial business of the Chapter; accounting for allotment of funds; can be a co-signer, along with the Chair for all cheques issued by the Chapter; prepares the financial statement, which is part of the Annual Report to be submitted to the Student Affairs committee and National Office.

YEAR REPS: It is wise to include students from all years on the Executive and working committees (discussed below). The experience of these students will ensure continuity of CSCE leadership and activity in the following years.

You may want to have a chapter constitution to help lay out positions and duties among other items. See Appendix C for a sample chapter constitution from the American Society of Civil Engineers Student Guidebook. Feel free to use this to get started or come up with your own format entirely.

3.2 WORKING COMMITTEES

Working Committees can be set up to assist the executive in carrying out particular tasks and can allow more students to be involved in the planning work of the Chapter. It is also possible that members of these committees also hold an executive position. Some committees that you may want to consider are discussed below.

MEMBERSHIP COMMITTEE: Responsible for recruiting student members and organizing annual member drive at the beginning of the school year; keeps an active up-to-date membership list; usually most active at the beginning of the school year.

NOMINATING COMMITTEE: Generally meets only once a year to propose a slate of officers for next year's Executive; may have to meet mid-year if a vacancy on the Executive arises.

PROGRAM COMMITTEE: One of the most active committees since it organizes all Chapter meetings; arranges for speakers, films, refreshments, etc.; assists in organization of meetings co-sponsored by a sister society. Since the workload of this Committee is heavy, it should consist of a large number of members.

PUBLICITY COMMITTEE: Aids the Program Committee in advertising meetings and relevant local, regional, and national events such as field trips, community service projects, competitions, and conferences. You may want to consider using social media and email newsletters for communications. This committee can also consider promoting raising awareness for civil engineering by publishing articles in "The Student Voice" column in "[Canadian Civil Engineer](#)", a national magazine published five times per year and distributed to CSCE Members. Contact [Charles-Darwin Annan](#), Student Affairs Committee Chair to submit an article idea. Depending on the activity, you may want to write up a press release to submit to your school paper as well as other local papers. Remember to include all relevant information (who, where, what why, when, and how) as well as a contact.

FUNDRAISING COMMITTEE: seeks sponsorship to fund events from the community, school, and the local CSCE section or region when needed. May want to touch base with the local section before getting in touch with corporate and community sponsors to coordinate efforts and to make sure these companies aren't getting bombarded with requests from various groups in the CSCE.

ANNUAL REPORT COMMITTEE: ensures both the interim and final Annual Reports get completed and submitted on time. May make sense to have the treasurer on this committee as the person responsible for completing the financial report to be included in the annual report.

OTHER COMMITTEES: Standing or ad hoc - may be formed as the need arises, perhaps to organize a special event or as a result of sub-dividing the duties of an existing committee.

3.3 MEMBERSHIP DRIVE

The recruitment program should take place very early in the academic year. A membership drive should be started at the beginning of the term. Here are a few ideas for recruitment events:

- ▲ Ask professors for permission to speak at the beginning of a class to share information about the CSCE and how to become a member. You may want to consider including your Faculty and/or Practitioner Advisors.
- ▲ Host a BBQ for students and professors and collect membership registration info from them right there. You could also have a brief presentation during the BBQ to introduce the CSCE and your Chapter Executive.
- ▲ Hold a presentation on campus and invite students and professors. You can also collect registrations and introduce your executive and the CSCE. The presentation could be by a professor or local engineer on a topic of general interest to civil engineers. Your practitioner advisor and members of the local section can be a great resource for speakers. You may also want to invite the local Section Chair or Regional VP to come and speak on behalf of the CSCE and how their membership has benefited their career. Many chapters include refreshments or a light lunch or dinner in the event.

RECRUITMENT RESOURCES

Click [here](#) to download a Power Point presentation that you can use and modify as necessary.

Click [here](#) to access a 1 page flyer that you can print out and use for your membership drive.

These resources are a work in progress and we hope to add more in the future. If you have ideas for materials that would benefit your chapter, please get in touch with National Office.

There are also promotional postcards that you can request from National Office.

STUDENT MEMBERSHIP REGISTRATION PROCESS

Chapters will need to input member information online. **Be sure to read all of the steps in Appendix H** before starting the process to make sure there are no hold ups and all students receive the membership benefits as soon as possible.

3.4 CHAPTER PROGRAMMING / EVENTS

The Program Committee and the Chair are responsible for organizing the Student Chapter events throughout the academic year, and it is advisable to have a number of events planned before the school year starts. Most successful Student Chapters planned their initial programs at the beginning of the year or over the preceding summer so that they could begin activities immediately in the fall. See Appendix D for a general calendar of events that may help with your event planning.

Regular meetings can vary considerably in content and style. The program may feature a guest speaker, student speaker, technical film, field trip, plant tour, panel discussion, community service project, or other. The choice of format depends to a large extent on local conditions, but generally, meetings should be held at least once a month. Remember that your local section can be a good resource for speakers and field trips. It is also a good idea to advertise your events to local CSCE members through your local section. It is a great benefit to give students and local professionals opportunities to network.

Many chapters have been able to find site visits and speakers who don't charge a fee but you still may want to offer them a small honorarium or gift (gift cards, CSCE merchandise, etc.). CSCE merchandise can be purchased through the [online store](#). You will need to log in to the CSCE website to access it.

EVENT IDEAS

Feel free to add to this list and be as creative as you can! Remember to look to the CSCE staff, your school, local section, and to other student chapters for ideas.

- ⤴ Career Panel: invite professionals from different aspects of civil engineering (different disciplines, public sector, private sector, academia, etc.) to discuss their career paths and experiences. May have a moderator to ask questions and guide discussion or could have each panelist introduce themselves then open it up for students to ask questions.
- ⤴ Graduating Student Banquet: this should be in cooperation with the local section and YP rep and provides an opportunity to celebrate the achievements of the graduating class as well as introducing them to the local section and the benefits of staying involved with the CSCE.
- ⤴ The Promise to Future Generations (<http://www.ptfg.org/>): host a signing ceremony.
- ⤴ Yellow Fish Road (<http://www.yellowfishroad.org/>): a community service project that raises awareness about pollution entering water bodies through storm drains. Could also be a good outreach project to do with elementary or highschool students or another school-age group.
- ⤴ Community Service Projects: shoreline or park cleanups, tree planting, Habitat for Humanity, etc. Contact your municipality and community groups to see if there are any projects that they need volunteers for.
- ⤴ Outreach Activities: connect with elementary and highschool kids and promote civil engineering. Host a popsicle stick bridge or similar competition. Host Engineering Week activities or an activity day during March Break.

3.5 SUPPORT

STUDENT AFFAIRS COMMITTEE

This committee is part of the Administration Coordination Committee that reports to the CSCE Board of directors. The committee chair is Charles-Darwin Annan (Charles-Darwin.Annan@gci.ulaval.ca) and he is your liaison to the CSCE Board. Charles and his committee are also there to help you with any issues related to running your chapter that may come up. Let's work together to make sure every chapter has the resources and knowledge to have a successful year.

CSCE LOCAL SECTIONS

Meetings of the local CSCE Section are generally publicized in the Student Chapters. Students are most welcome at these meetings, and are encouraged to attend; these occasions provide a further opportunity for students to network with senior engineers. The executives from the local section can be a great resource to find site visit contacts, speakers, etc. Local sections are encouraged to have a student representative on their executive so feel free to get in touch if this is not currently happening and you'd like to get this set up. The sections may also be a source of financial support. If you need funding for an event or an initiative, submit a proposal to your local section.

CSCE REGIONAL COUNCILS

The country is divided up into 5 regions and in addition to the executives on the local sections there is also a regional executive. Regions also may be able to provide funding for student events and initiatives and can be a great resource for planning regional events and getting in touch with other sections and chapters in your area.

SCHOOL AND CIVIL DEPARTMENT

Your school and Civil Engineering department can be a great resource as well. Don't be afraid to approach either group for assistance. They may be able to provide some financial support, meeting space, opportunities to showcase your chapter and Civil Engineering. Your Faculty advisor should be your first stop when looking to seek assistance from your school or department.

REGIONAL AND NATIONAL STUDENT COUNCILS

Student leaders will organise and run these groups with help of Student Affairs Committee. There will be a National Committee with a student rep from each region (Atlantic, Québec, Ontario, Prairie, Western) who will have teleconference meetings throughout the year. These reps will both bring info from and share info back to their regional committee. Regional committees can meet as often as they like either in person or via teleconference and can also communicate online using social media or other methods. Regional committees are also encouraged to put together regional events such as field trips/site visits, conferences, etc for a number of schools in a region. Regional Student Conferences could include a Regional Student Committee meeting, competitions and technical presentations/sessions. See Appendix E for the list of schools by region to find out where you fit in. Participation of chapter executives in a regional or national student council should be mentioned in your annual report.

3.6 ANNUAL REPORT

New this year, we are introducing an annual report to be submitted by all CSCE student chapters. It should be a fairly simple task to complete and will help you to stay organized while ensuring your focus is on activities that result in professional and personal development for you and your members. The report will also provide extremely valuable information to the CSCE to continue to ensure we are meeting the needs of our student members.

Chapters are encouraged to work with or to be affiliated with Civil Engineering Student Society/Civil Club/or civil engineering students' related club. However, the annual report should only cover the activities run through the CSCE student chapter. If the CSCE chapter is coordinating with another Civil Engineering student society for certain events or initiatives, you may include them and outline the role of CSCE student chapter on those functions very clearly.

The report has two submission deadlines. You will need to submit an interim report by January 31 and a final report by March 31. Both reports will use the same forms which are found in Appendix F. The interim report will contain information on events to date as well as future events that are already planned and the final report will contain the information for the entire school year.

Please email a pdf of your report to Charles-Darwin Annan, Chair of the Student Affairs Committee at Charles-darwin.annan@gci.ulaval.ca. Reports must be received by 5pm EST on the deadline day. Please make sure that your Faculty Advisor, Practitioner Advisor and a representative from your department all have a copy of your final report. Confirm with them whether they'd prefer digital or hard copies.

Reports must be submitted on time and completed in full in order for your school to be eligible to compete in the Capstone Competition and to qualify for any National funding that may be available.

The annual report is also the application for the CSCE President's Student Chapter Awards, removing the need to fill out any additional paperwork and making it easy for all sections to be considered.

Feel free to get in touch with the Student Affairs Committee at any time throughout the year if you have any questions about how to complete the annual report. It is strongly recommended that you keep this information and fill in the forms as events occur instead of trying to track all the information down just before the deadline. This will become planning document and record for your chapter and will be a very useful tool to keep you on track throughout the year.

If you wish to nominate your Faculty Advisor and/or Practitioner Advisor for the Certificate of Commendation, please make sure to include the completed nomination forms with your Final Report submission. The nomination form can be found in Appendix G.

3.7 CSCE PRESIDENT'S BEST CHAPTER AWARDS EVALUATION

As mention previously, the Annual report will serve as the application for the CSCE President's Best Chapter Awards. There will be one winner and may be up to three runners up, at the discretion of the Committee. Reports will be evaluated based on four areas.

1. CHAPTER MEMBERSHIP AND ACTIVITIES (60%)

a) Membership

- ▲ percentage of members vs total students
- ▲ percent increase in membership over the previous year

b) Chapter Activities

- ▲ number of events and average attendance
- ▲ variety of event types
- ▲ participation/representation in regional and national events (annual conference, regional and national councils, etc.)
- ▲ community and media (local, online, etc.) presence

c) Succession Planning

- ▲ whether or not you have a plan to ensure continuity for the next year (including a process to determine who next year's executives will be).

d) Financial Statement

- ▲ do your funds meet the needs of your section and it's events?
- ▲ are you operating so that there are necessary funds to start the next year?
- ▲ are you exploring various sources (member-funded events, sponsors, department/school funding, CSCE local sections or region)?

2. CHAPTER GOALS (10%)

- ▲ are your goals SMART (specific, measurable, attainable, relevant, and time-bound)? Consider making them SMARTER by continually evaluating and re-evaluating.
- ▲ do you have an action plan?
- ▲ did you achieve or exceed the expected results?

3. SPECIAL PROJECTS (15%)

- ▲ this criteria is to allow the evaluation committee to reward chapters that have undertaken remarkable projects that would be considered over and above the expected (e.g. a service project that benefits other parties other than the chapter and its members.)

4. REPORT PRESENTATION (15%)

- ▲ Is the report complete?
- ▲ Is the report presented in a professional manner? Easy to read and understand?

LATE POLICY

Reports are due by 5pm EST and will be considered received based on the email timestamp on the receiving end. Reports submitted after the due date will lose ten points for each day late. After 10 days, you will not be eligible to win a President's Best Chapter Award but you still need to submit your report for your school to be eligible for the Capstone competition and to be eligible for any National Office funding that might be available.

APPENDIX A Role of Faculty Advisors

The Faculty Advisor is appointed by the Chair of the department of the student Chapter. The Faculty Advisor serves as (a) *a mentor to the Chapter leadership* (b) *a representative of the CSCE* and (c) *an advocate for CSCE in his/her faculty and university*.

(a) The Faculty Advisor's mentoring role involves:

- Being informed about available resources both within the university and the CSCE
- Assisting student chapter leaders to plan and organise chapter activities, including the membership drive
- Helping stimulate an early professional consciousness in chapter leadership
- Meeting regularly with chapter leadership
- Assisting Chapter leadership in organising Regional Student Leaders Council activities
- Supervising transition between chapter leaderships
- Helping chapter leadership promote chapter activities and raise funds for chapter activities
- Providing guidance to chapter leadership in the preparation of Chapter Annual Report and REVIEWING Chapter Annual Report before submission
- Mentoring the Chapter leader in his/her participation in Regional Council activities

(b) As a representative of CSCE, the Faculty Advisor:

- Communicates with the Student Affairs committee and the CSCE on behalf of the Chapter
- Is a link between the Chapter, the local and regional CSCE sections
- Participates in Chapter meetings and activities as often as possible
- Attends and participates in the National Student Chapter Leadership Workshop during the annual general conference of the CSCE
- Works in collaboration with the Practitioner Advisor

(c) As an advocate for the CSCE, the Faculty Advisor

- Participates in the annual membership drive of the Chapter
- Encourages the student body to become members of the CSCE and participate in Chapter activities
- Involves the entire faculty in Student Chapter activities
- Promotes the interest of the Student Chapter and the CSCE in his/her university

APPENDIX B Role of Practitioner Advisor

The Practitioner Advisor is a member of the CSCE and a practicing engineering professional (a non-faculty member). The Practitioner Advisor is appointed by consultation between the local CSCE section, the Department of the Chapter and the Faculty Advisor. The Practitioner Advisor is expected to bring to the Chapter a practicing perspective of the civil engineering profession.

The following are some roles that a Practitioner Advisor can play:

- Be the main link between the chapter and the CSCE local section and encourage Chapter members to participate in section activities
- Assist Faculty Advisor to mentor and develop students.
- Help stimulate an early professional consciousness in Chapter leadership
- Meet regularly with Faculty Advisor and Chapter leadership
- Help Chapter leadership define subjects and identify seasoned speakers (please note that the student leadership are to make contact with speakers and invite them)
- Participate in Chapter meetings and activities as often as possible
- Assist Chapter leadership in organising Regional Student Leaders Council activities
- Attend and participate in the National Student Chapter Leadership Workshop during the annual general conference of the CSCE
- Encourage graduating Chapter members to advance to associate membership.
- Help with mentoring Chapter leader in his/her participation in Regional Council activities
- REVIEW the Chapter's Annual Report before submission

APPENDIX C Sample Constitution

Click this link to view a sample constitution:

<http://csce.ca/custom-content/uploads/2013/10/ASCE-Sample-Student-Chapter-Constitution.pdf>

Please note that this sample constitution is taken directly from the American Society of Civil Engineers Student Organization Handbook and as such is meant to be an example only. You will need to do some editing for this to make sense for your chapter and for the CSCE.

A CSCE friendly sample will be coming soon but this can be used as a starting point in the meantime.

APPENDIX D
Typical Calendar of Events

SEPTEMBER

Chapter Membership Drive

OCTOBER

NOVEMBER

DECEMBER

JANUARY

Back to school!

Submit Interim Annual Student Chapter Report

Great Northern Concrete Toboggan Race (<http://gnctr2014.com/>)

FEBRUARY

Troitsky Popsicle Stick Bridge Building Competition at Concordia University in Montreal (<http://troitsky.ca/>)

MARCH

Engineering Week

APRIL

Submit Final Annual Student Chapter Report

MAY

Canadian National Concrete Canoe Competition (<http://www.concretecanoe.ca/>)

CSCE Annual Conference in Halifax, NS (<http://www.csce2014.ca/>)
incl. Capstone Competition

APPENDIX E

List of Schools by Region

ATLANTIC REGION

SCHOOL	SECTION
University of New Brunswick	West New Brunswick
Université de Moncton	East New Brunswick & Prince Edward Island
Memorial University	Newfoundland
Dalhousie University	Nova Scotia

QUEBEC REGION

SCHOOL	SECTION
Concordia University	Montréal
École Polytechnique	Montréal
Ecole Tech. Superieure (ETS)	Montréal
McGill University	Montréal
Université Laval	Québec
Université de Sherbrooke	Sherbrooke

ONTARIO REGION

SCHOOL	SECTION
Carleton University	National Capital
University of Ottawa	National Capital
Queen's University	Durham Northumberland
Royal Military College	Durham Northumberland
Lakehead University	Northwestern Ontario
Ryerson University	Toronto
University of Toronto	Toronto
University of Waterloo	Hamilton Niagara
University of Guelph	Hamilton Niagara
McMaster University	Hamilton Niagara
Western University	London and District
St. Clair College	London and District
University of Windsor	London and District

PRAIRIE REGION

SCHOOL	SECTION
University of Manitoba	Manitoba
University of Regina	South Saskatchewan
University of Saskatchewan	Saskatoon

WESTERN REGION

SCHOOL	SECTION
University of Calgary	Calgary
University of Alberta	Edmonton and Northern Alberta
NAIT	Edmonton and Northern Alberta
British Columbia Institute of Technology (BCIT)	Vancouver
University of British Columbia - Okanagan	Vancouver
University of British Columbia	Vancouver
University of Victoria	Vancouver Island

APPENDIX F Annual Report Template

Click here for the most current version of the template:

<http://csce.ca/custom-content/uploads/2013/11/CSCE-Annual-Report-Template.pdf>

Remember that an interim version of the report is due on January 31 and the final report is due on April 15.

APPENDIX G
Faculty and Practitioner Advisor Certificate of Commendation
Nomination Form

Click here for the most current version of the Nomination Form:

<http://csce.ca/custom-content/uploads/2013/10/Advisor-Commendation-Nomination-Form.pdf>

Remember that nominations are due on April 15 and should be submitted with your Annual Report.

APPENDIX H Student Member Registration Process

Please visit the Documents tab on the Student Affairs Committee webpage (<http://csce.ca/committees/student-affairs>) for the current edition of the document.