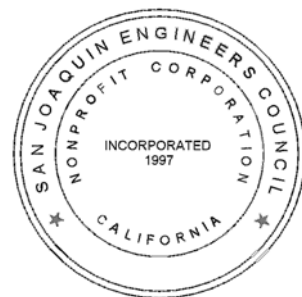


# SAN JOAQUIN ENGINEERS COUNCIL

HANDBOOK



February, 1999

**TABLE OF CONTENTS**

STATEMENT OF PURPOSE ..... 1  
PARTICIPATING SOCIETIES.....2  
ARTICLES OF INCORPORATION ..... 3  
    I ..... 3  
    II ..... 3  
    III ..... 3  
    IV ..... 3  
    VI ..... 4  
    VII ..... 4  
    VIII ..... 4  
BYLAWS ..... 5  
    ARTICLE I -- NAME AND PURPOSES ..... 5  
    ARTICLE II -- MEMBERSHIP ..... 5  
    ARTICLE III - PROCEDURE ..... 7  
    ARTICLE IV - MEETINGS ..... 7  
    ARTICLE V - OFFICERS ..... 7  
    ARTICLE VI - COMMITTEES..... 7  
    ARTICLE VII - FINANCE ..... 8  
    ARTICLE VIII - DUTIES OF COMMITTEES..... 8  
RULES FOR APPOINTMENT OF BOARD MEMBERS ..... 10  
RULES FOR SELECTING ENGINEER OF THE YEAR AWARD ..... 11  
RULES GOVERNING SCHOLARSHIP AWARDS ..... 12  
LIST OF OFFICERS AT DATE OF INCORPORATION ..... 13  
REVISION HISTORY ..... 14  
APPENDIX ..... 15

**HANDBOOK  
OF  
SAN JOAQUIN ENGINEERS COUNCIL**

\* \* \* \* \*

**STATEMENT OF PURPOSE**

San Joaquin Engineers Council (SJEC)  
is a non-profit corporation  
whose membership is drawn from the local branches  
of the engineering societies and organizations serving  
San Joaquin, Stanislaus, Calaveras, and Tuolumne Counties.  
The primary purpose of SJEC is to provide  
the means and organization whereby cooperative action  
can be undertaken and maintained  
by various engineering organizations  
toward the advancement of the art and science of engineering  
for the comfort, health, safety and welfare of humanity.

\* \* \* \* \*

## **SAN JOAQUIN ENGINEERS COUNCIL**

### **PARTICIPATING SOCIETIES**

American Public Works Association -- APWA

American Society Of Civil Engineers -- ASCE

American Society Of Heating, Refrigerating,  
And Air-Conditioning Engineers -- ASHRAE

California Society Of Professional Engineers -- CSPE

Institute Of Electrical And Electronic Engineers -- IEEE

Institute Of Transportation Engineers -- ITE

Professional Engineers In California Government -- PECG

### **PARTICIPATING ORGANIZATIONS**

Engineering Department University Of The Pacific -- UOP

Engineering Department San Joaquin Delta College -- SJDC

Engineering Department Modesto Junior College -- MJC

**ARTICLES OF INCORPORATION  
OF  
SAN JOAQUIN ENGINEERS COUNCIL**

**I**

The name of this corporation is San Joaquin Engineers Council.

**II**

This corporation is a non profit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

**III**

The purposes of this corporation are:

1. The general and primary purpose is to provide the means and organization whereby cooperative action can be taken and maintained by various societies and associations of engineers toward the advancement of the art and science of engineering for the general welfare of humanity.
2. The specific purposes and powers are:
  - a) To promote cooperation among the various branches of engineering and science;
  - b) To conduct research and studies in engineering areas and to promote dissemination of knowledge and information on the various fields in engineering and science;
  - c) To foster public recognition of the engineering professions;
  - d) To maintain a high professional standard among member societies of the corporation;
  - e) To inform and educate students about the rewards of engineering as a profession and to work for the advancement of engineering education;
  - f) To grant scholarship awards to students pursuing academic education in engineering.
  - g) To provide a medium for cooperative action by engineering and scientific societies whose members comprise the corporation on matters beyond the scope of their individual organizations;
  - h) To solicit, receive, disburse or hold funds, securities and property, both real and personal, from whatever source derived, only for the purposes stated herein

**IV**

The name and address in the State of California of this Corporation's initial agent of service of process is:

Laurence L. Test, RCE  
~~1113 West Fremont Street (See the Appendix for revision)~~  
~~Stockton, California, 95203.~~

**V**

This corporation is organized and operated exclusively for charitable, educational and scientific purposes and in furtherance thereof will carry out the activities and purposes enumerated above. This corporation notwithstanding anything heretofore

contained, shall not engage in any activity which is not educational, scientific or charitable within the meaning of Section 501(c)(3) of United States Internal Revenue Code.

**VI**

No substantial part of the activities of this corporation shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the corporation shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

**VII**

The property of this corporation is irrevocably dedicated to charitable, educational and scientific purposes and no part of the net income or assets of this corporation shall inure to the benefit of any director, officer, or member thereof or to the benefit of any private person.

**VIII**

Upon dissolution or termination of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Dated  
October 2, 1996

/s Laurence Test  
Laurence L. Test

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

/s Laurence Test  
Laurence L. Test

*The San Joaquin Engineers Council was incorporated on January 14, 1997, in the State of California, Corporation No. 1998216.*

**BYLAWS  
OF SAN JOAQUIN ENGINEERS COUNCIL**

**ARTICLE I -- NAME AND PURPOSES**

1. The name of this organization is San Joaquin Engineers Council.
2. Its purposes are:
  - a) To advance the art and science of engineering for the general welfare of humanity;
  - b) To promote cooperation among the various branches of engineering and science;
  - c) To develop recommendations regarding public policies wherein the application of the art and science of engineering will contribute to the general welfare of humanity;
  - d) To encourage research and studies in engineering areas and to promote dissemination of knowledge and information on the various fields of engineering and science;
  - e) To foster public recognition of the engineering profession;
  - f) To maintain a high professional standard among its members;
  - g) To inform and educate students about the rewards of engineering as a profession and to work for the advancement of engineering education;
  - h) To grant scholarship awards to students pursuing academic education in engineering;
  - i) To provide a medium for cooperative action by its members on matters beyond the scope of their individual organization.
3. Notwithstanding anything heretofore contained, the San Joaquin Engineers Council shall not engage in any activity which is not educational, scientific, or charitable, within the meaning of Section 501(c)(3) of the 1954 United States Internal Revenue Code, as amended. No substantial part of the activities of the San Joaquin Engineers Council shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the Council shall not participate in or intervene in any political campaign (including the publishing or distributing of statements) on behalf of any candidate for public office.

**ARTICLE II -- MEMBERSHIP**

1. Engineering has been defined as the profession in which a knowledge of mathematical and physical sciences, gained through study, practice and experience, is applied with judgment to the known materials and forces of nature for the comfort, health, safety, and welfare of humanity.
2. Participating Societies: National and Local engineering societies of recognized professional standing which have branches or operate within San Joaquin, Stanislaus, Calaveras, and Tuolumne Counties, and whose chief objectives are the advancement of the theory and practice of engineering and the maintenance of high professional standards, and which agree substantially with the above definition, as

evidenced by their law, actions, roster or reputation, will be classed as professional engineering societies. A professional society, after recognition by a majority vote of the Governing Board, may become a Participating Society by appointing a member to the Governing Board. Each participating Society shall be entitled to one seat on the Governing Board. Participating Societies are not bound by action of the Governing Board.

3. Participating Organizations: Other participating organizations that operate within San Joaquin, Stanislaus, Calaveras, and Tuolumne Counties, and whose chief objectives are the advancement of the theory and practice of engineering and the maintenance of high professional standards, and which agree substantially with the above definition, as evidenced by their law, actions, roster or reputation, will be classed as professional engineering societies.
4. The participation of a Society or Organization may be terminated by favorable action of an absolute majority of the Governing Board. Proposed termination shall have been made at a prior meeting and all Participating Societies and Organizations and Governing Board Members shall be notified in writing that such termination is to be voted upon at the next stated meeting of the Governing Board.
5. Council Membership. The Council shall consist of Governing Board Members and Affiliate Members. The Governing Board shall conduct the business of the Council.
6. Governing Board
  - a) The governing board shall consist of one member from each of the participating Society and Organization representing that Society or Organization and four at-large members.
7. Governing Board Members.
  - a) A Governing Board Member shall be a member in good standing of the appointing society or organization and may be appointed by only one Society or Organization at any given time.
  - b) A nominee becomes a Governing Board Member when written notice of appointment is received by the Secretary of the Council.
  - c) The normal term of office shall be two years and approximately one half of the appointees of each participating Society or Organization shall be appointed each year.
  - d) The term of office shall expire June 30 of the appropriate year.
  - e) Vacancies shall be filled for the unexpired term by the participating Society or Organization.
  - f) A participating Society or Organization may replace their Governing Board Member under Paragraph 7b, above, at any time whatsoever.
  - g) The Executive Committee shall have the right to ask a participating Society or Organization to replace their Governing Board Member for failure to participate in the activities of the Council. The Governing board may request the replacement of a Board Member who misses three consecutive meetings or eight meetings of the Governing Board during the Member's term.
  - h) At-large Board Members shall be appointed by action of the Governing Board.
8. Affiliate Members. All persons in good standing in Participating Societies shall be Affiliate Members.

### **ARTICLE III - PROCEDURE**

1. Bylaws. These Bylaws may be amended or new Bylaws may be adopted by a favorable action of an absolute majority of the Governing Board. Proposed amendments or new Bylaws shall have been read at a prior meeting and all Participating Societies and Governing Board Members shall be notified in writing that such amendments are to be voted upon after that stated meeting of the Governing Board.
2. Quorum. A quorum shall exist when at least one-half of the Governing Board members are present.
3. Order. Robert's "Rules of Order" shall govern all questions of order that are not otherwise covered in the Bylaws.

### **ARTICLE IV - MEETINGS**

1. Meetings of the Council shall be at the call of the Chair or their designated representative. Also, the Chair shall call a meeting of the Council if requested in writing by the Governing Board members from at least one-fourth of the participating Societies. Meetings shall be held at least quarterly and the annual meeting shall be held during National Engineers Week in February of each year.

### **ARTICLE V - OFFICERS**

1. The officers of this organization shall be a Chair, a Vice Chair, a Secretary, and a Treasurer. They shall be elected at the annual meeting by the members of the Governing Board to serve a one-year term starting July 1. They shall perform the duties normally incumbent upon these officers. Any vacancies occurring among the officers shall be filled by action of the Governing Board for the unexpired portion of the term. Any officer may be removed for cause by action of an absolute majority of the Governing Board.
2. An officer of the Board, whether already serving or just elected, shall not be displaced from office nor from the Governing Board by action of the appointing participating Society or Organization. If the officer's membership in the Participating Society has been terminated, or if the participating Society or Organization fails to re-appoint the officer, or if the officer is replaced by the participating Society or Organization, the officer becomes a member-at-large of the Board with voting privileges for the remainder of their term of office.
3. Nominations to office will be with prior advice and consent of nominees.

### **ARTICLE VI - COMMITTEES**

1. The Executive Committee shall consist of the officers of the Council, and the most recent available past-chair who is a Governing Board Member. This committee shall

conduct the routine business of the Council and report its activities to the Council for approval. The Executive Committee shall act for the Council in the case of pressing need.

2. The Chair shall appoint the following standing committees: Awards, Engineers Week, Fundraising, Publicity, and Scholarship. In addition, the Chair may appoint other committees or task forces. Committee Chairpersons or members may be appointed annually by the Chair from members of the Governing Board or from the Affiliate Members. The Chairperson shall be an ex-officio member of the Council committees.

#### **ARTICLE VII - FINANCE**

1. Dues for each Governing Board member shall be established by the Governing Board.
2. No dues shall be paid by Affiliate Members.
3. Dues for Governing Board Members shall be levied against the Participating Societies.
4. Dues are payable July 1, delinquent October 1.
5. The Executive Committee may terminate the participation of a Society if dues become more than one year delinquent.

#### **ARTICLE VIII - DUTIES OF COMMITTEES**

Some committees have specific tasks, but most of them act within a broad field, on their own initiative and/or special assignments. For these it will be more appropriate to define the field of activity.

1. **STANDING COMMITTEES**
  - a) **EXECUTIVE** - Authorized to act between meetings in which the Council has expressed its policy.
  - b) **AWARDS** - Receives nominations for Engineer Of The Year, evaluates supporting documentation, and makes selection of candidate to receive Engineer Of The Year Award.
  - c) **ENGINEERS WEEK** - Organize, direct and report on activities of Engineers Week (the week including February 22 of each year), following tradition and subject to general approval and financial control by the Governing Board.
  - d) **FUNDRAISING** - Develop a list of possible contributors and solicit contributions for scholarships and other activities of the Council.
  - e) **PUBLICITY** - Prepares and releases news items and promotes publication in the public press, especially for Engineers Week.

- f) SCHOLARSHIP - Distributes scholarship applications to eligible and participating schools; interviews and reviews qualifications of candidates for scholarships, and makes recommendations regarding scholarship awards to the Governing Board.

## RULES FOR APPOINTMENT OF BOARD MEMBERS

The Governing Board shall consist of one member each of the participating Societies and Organizations and three at-large members:

### Engineering Societies

1. American Public Works Association
2. American Society Of Civil Engineers
3. American Society Of Heating, Refrigerating, And Air-Conditioning Engineers
4. California Society Of Professional Engineers
5. Institute Of Electrical And Electronic Engineers
6. Institute Of Transportation Engineers
7. Professional Engineers In California Government

### Educational Organizations

1. Engineering Department Modesto Junior College
2. Engineering Department San Joaquin Delta College
3. Engineering Department University Of The Pacific

### At-Large Members

1. Any member of any of a participating Society or Organization so appointed by the Governing Board.

The Chair, shall be appointed from the Engineering Associations on a rotating basis as follows:

APWA		<del>1997</del>	<del>2005</del>	2012
ASCE		<del>1999</del>	<del>2006</del>	2013
ASHRAE	<del>1998</del>	<del>2001</del>	2007	2014
CSPE	<del>1994</del>	<del>2002</del>	2008	2015
IEEE	<del>1993</del>	<del>2000</del>	2009	2016
ITE	<del>1996</del>	<del>2003</del>	2010	2017
PECG	<del>1995</del>	<del>2004</del>	2011	2018

The Vice Chair shall be from the next association in line and shall act as Chair the following year.

The Secretary, Treasurer, and remaining members shall be appointed from the remaining Governing Board Members.

The duties of Chair shall consist of acting as the chief officer and organizing the Engineers week banquet.

The duties of the Vice Chair shall consist of coordinating all standing committees.

## **RULES FOR SELECTING ENGINEER OF THE YEAR AWARD**

1. At the Engineers Week Awards Banquet each year, the Joint Engineers Council will award a perpetual trophy and a personal plaque to an engineer in the San Joaquin Valley Area. This award will be for meritorious and altruistic service to their professional organization and community. This award will designate the recipient as "Engineer of the Year" for the preceding calendar year.
2. Nominees shall be sponsored by one of the member professional organizations.
3. All nominees shall work or reside within the SJEC jurisdiction.
4. Nominations shall be made using the official nomination form.
5. The nomination form and supporting data shall show that the nominee is a graduate or registered engineer and has given freely of their services for the benefit of their professional organization and community without expectation of financial reward.
6. The Committee on Awards will give timely notice to members of the Board of their privilege to nominate and the rules therefore by announcement at the December and January meetings.
7. Nominations by members of the Board may be made on personal initiative, but members are encouraged to present and support proposals of their sponsoring Societies or the officers thereof.
8. Nominations by members and Official Nominees of the Committee on Awards will be kept strictly confidential.
9. The Official Nominees will be selected by the Committee on Awards from nominations received from Member Societies on or before January 1. Each name will be accompanied by details supporting meritorious service.
10. The award recipient will be selected by approval of Governing Board in executive session at its January Meeting, on "Official Nominees" presented by the standing Committee on Awards.
11. The outgoing Committee on Awards shall serve through February before being relieved by the succeeding Committee, at which time it may, at its discretion, destroy its record of nominations or forward all or part to the succeeding Committee.

## **RULES GOVERNING SCHOLARSHIP AWARDS**

1. Applications for scholarships shall be made on forms provided by the Committee on Scholarships.
2. The Committee on Scholarships will distribute scholarship application forms to High School and Junior Colleges within SJEC jurisdiction.
3. Qualifications and selection of candidates shall be as determined by the standing Committee on Scholarships. All applicants for Scholarship shall be pursuing higher education in one of the fields of engineering science.
4. At the Engineers Week Banquet each year, the Council will award a plaque and scholarship to high school and junior college students.
5. The plaques shall be a plate on a rectangular frame attested by the emblem of the Council. The text of the plaque shall include:
  - a) A list of the participating societies;
  - b) The full name of the recipient;
  - c) The year;
  - d) The citation.
6. The award recipients will be selected by approval of Governing Board from recommendations by the standing Committee on Scholarships.
7. Scholarship award recipients shall provide evidence that they are enrolled in an engineering curriculum in order to claim their scholarship award.
8. Award recipients not providing satisfactory evidence that they are enrolled in an engineering curriculum within four (4) years of the date of award shall forfeit the Scholarship.
9. Scholarship awards forfeited, if any, shall be redistributed to future recipients in future years.
10. Scholarship recipients shall keep the Committee on Scholarships informed of their mailing address and academic pursuits until such time as the award is made.

**LIST OF OFFICERS AT DATE OF INCORPORATION  
(Jan. 14, 1997)**

Chair:

Bob Biffel, CSPE

Vice Chair:

Laurie Jurgens, PECG

Treasurer:

Laurence Test, At-Large (ASCE)

Governing Board Members

Gabriel Karam, APWA

Sam Sherman, ASCE

Tim Clark, ASHRAE

Carl Geib, IEEE

Kathy Tomura, ITE

Curtis Beitz, PECG

Helm Haas, SJDC

Gary Martin, UOP

Daniel Bui, At-Large (PECG)

Miller Keplinger, At-Large (CSPE)

## REVISION HISTORY

The original draft copy of this handbook was prepared in October 1992.  
Revisions to the draft were made as follows:

Rev.	Date	Purpose
Draft	Oct. 15, 1992	Original Draft
No. 1	Aug. 15, 1993	Misc.
No. 2	Sept. 13, 1993	Misc.
No. 3	May 6, 1994	Gender Wording
No. 4	August 2, 1994	Articles of incorporation
No. 5	May 25, 1995	Converted to Word 6.0
No. 6	July 28, 1995	Misc. Spelling, etc.
No. 7	May 15, 1996	Appointment of Board Members

By-Laws adopted by Board & Member Societies July 12, 1996.

### Subsequent Revisions:

No. 8	August 20, 1996	Revisions req'd for incorporation by Secretary of State
No. 9	December 20, 1996	Minor revisions required by Secretary of State
No. 10	February 9, 1999	Minor grammar revisions
No. 11	February 26, 2004	Update format to Word 2002. Add duties of Treasures & Fundraising Chair
No. 12	July 1, 2004	Name and address of agent of service
No. 13	November 29, 2008	Add duties of chair persons to Appendix

The name and address in the State of California of this Corporation's agent of service of process is:

Laurence L. Test, RCE  
P O Box 4561  
Stockton, California, 95204

End of Handbook

## APPENDIX

The general duties of committee chair persons are generally described as follows:

### **1. STATEMENT OF DUTIES OF CHAIR OF THE BOARD**

*(To be completed at a later date)*

### **2. STATEMENT OF DUTIES OF TREASURER**

The following is a list on the minimum duties to be performed by the Treasurer on a chronological basis:

DATE	TASK
July 1	Begin Fiscal Year
July 15	Annual report for prior Fiscal Year
November 10	Prepare list of past contributors & deliver to fundraising chair
December	Make deposits as necessary
December 30	Mid-year financial report
January 10	Provide scholarship chair with estimate of contributions
February 20	Engineers week banquet
March	Make deposits as necessary
March 15	Prepare report of deposits received from Fundraising Chair
April	Tax reporting
June 30	End of Fiscal Year

### **3. STATEMENT OF DUTIES OF FUNDRAISING CHAIR**

The following is a list on the minimum duties to be performed by the Fundraising Chair on a chronological basis:

DATE	TASK
July 1	Begin Fiscal Year
October 1	Get mailing lists from Societies, etc.
October 15	Update master mailing list
November 1	Prepare fundraising solicitation letter
November 10	Fundraising solicitation letter to past contributors
December	Transmit contributions to Treasurer as necessary
February 20	Engineers week banquet
March 15	Thank you letters to contributors
June 30	End of Fiscal Year

#### **4. STATEMENT OF DUTIES OF SCHOLARSHIP COMMITTEE CHAIR**

The following is a list on the minimum duties to be performed by the Scholarship Committee Chair on a chronological basis:

DATE <i>APPROX</i>	TASK
July 1	Begin Fiscal Year
September	
October	Set up Scholarship Committee Update Scholarship Application Form Update School Contact/ Mailing List & Prepare Mailing
November	Distribute Applications letter to schools Submit press release Transmit Scholarship Application Form to Webmaster for posting on web site
December 30	Application Deadline
January 15	Coordinate with Treasurer for the number and amount of scholarships
January 25	Complete scoring and selection of recipients
January 28	Notify recipients by letter Transmit scholarship recipient name, address, school, etc. to Treasurer to update Scholarship Recipient database Transmit names of recipients to Webmaster for posting on the web site
February 5	Prepare and submit article with names of recipients to Publicity Chair Transmit press releases to recipients hometown newspaper
February 14	Prepare Scholarship certificates and procedures for claiming scholarship to be handed out at Awards Banquet
February 20	Coordinate introductions at the night of the banquet
June 50	End of Fiscal Year

## **5. STATEMENT OF DUTIES OF ENGINEER OF YEAR AWARD CHAIR**

The following is a list on the minimum duties to be performed by the Engineer of the Year Committee Chair on a chronological basis:

DATE	TASK
December	Solicit volunteers to review nominations
January 10	Send out the attached announcement to the community
January 25	Review nominations and make determination
February 1	Notify recipient. a. They should be encouraged to invite family and friends. <i>(All must buy a ticket if they want to attend.)</i> b. Will be welcome to introduce family and friends. c. May offer 10-15 minutes of remarks
February 1	Determine who will present the award at the banquet
February 5	Develop introduction of the recipient for the banquet.
February 14	Submit article with picture to Stockton Record.
February 14	Update perpetual plaque and create small one for recipient to keep permanently.
February 20	Introduce recipient and award trophies to the person the night of the banquet

## **6. STATEMENT OF DUTIES OF DISTINGUISHED SERVICE AWARD CHAIR**

The following is a list on the minimum duties to be performed by the Distinguished Service Awarded Committee Chair on a chronological basis:

DATE	TASK
December	Solicit volunteers to review nominations
January 10	Send out the attached announcement to the community
January 25	Review nominations and make determination
February 1	Notify recipient. a. They should be encouraged to invite family and friends. <i>(All must buy a ticket if they want to attend.)</i> b. Will be welcome to introduce family and friends. c. May offer 2-3 minutes of remarks
February 1	Determine who will present the award at the banquet
February 5	Develop introduction of the recipient for the banquet.
February 14	Submit article with picture to Stockton Record.
February 14	Update perpetual plaque and create small one for recipient to keep permanently.
February 20	Introduce recipient and award trophies to the person the night of the banquet

## **7. STATEMENT OF DUTIES OF AWARDS BANQUET CHAIR**

*(To be completed at a later date)*

**8. STATEMENT OF DUTIES OF PUBLICITY/NEWSLETTER PUBLISHER**

The following is a list on the minimum duties to be performed by the Newsletter Publisher on a chronological basis:

DATE	TASK
July 1	Begin Fiscal Year
November 15	Get list of past year’s contributors from Treasurer, add to draft newsletter Get photos from last year’s event & replace those in Newsletter Prepare draft newsletter, use past year’s newsletter as a template Transmit draft newsletter to Board for comments
Dec 15	Get information, event dates, photos, etc. from Banquet, Math counts, DAS, & EOY committee chairs.
Jan 10	Finalize news letter Transmit final draft to Board
Jan 10	Transmit final newsletter to Webmaster in .doc form and .pdf form for posting on web site
Jan 15	Get mailing list from Treasurer and mail count
Jan 15	Transmit .pdf version of newsletter to Gary Martin @UOP for retransmission to UOP contacts
Jan 15	Get newsletter printed (typically a Stockton Blue donation)
January 20	Get deposit check from Treasurer for postage, etc. Take newsletter and mailing list to PreSort Center for mailing.
Feb 10	Pick up extra copies of news letter from PreSort Center
February 20	Engineers week banquet
June 30	End of Fiscal Year

Rev 1/28/08

**9. STATEMENT OF DUTIES OF WEB MASTER**

The following is a list on the minimum duties to be performed by the Webmaster on a chronological basis:

DATE APPROX.	TASK
July 1	Begin Fiscal Year
Nov. 15	Splash Screen - Update logo for current year
	Downloads Tab - Update link to Scholarship Application Forms.
	<i>Note, this link should be available only from Nov 15 through Jan 15</i>
Nov. 15	
Dec. 15	Activities Tab - Verify and update County Science Fair Date
	Scholarships Tab - Update total amount and number of
	scholarships given, overall with info. from Treasurer
	Scholarships Tab - Update colleges lists, if any new added with
	info from Treasurer
	Scholarships Tab - Update Scholarship Application with info from
	Scholarship Chair
Jan. 1	Awards Tab - Update Awards Banquet information
Jan. 15	Splash Screen - Set up timed forward to html newsletter
	Activities Tab - Update link to current year's news letter
	Awards Tab - Update Engineer Of The Year name, etc
	Awards Tab - Update Past EOY table
	Awards Tab - Update Distinguished Service Award name, etc
	Awards Tab - Update Past DSA table
	Downloads Tab - Add link to current year's newsletter
Feb. 1	Awards Tab - Update Student Scholarships, recipient names,
	schools, etc, with info from Scholarship Chair
Feb. 15	Scholarships Tab - Update current year's Scholarships number and
	amount with info from Scholarship Chair
Mar. 1	Splash Screen - Remove timed forward
	Fundraising Tab - Update names of SJEC donors under each
	category with info from Treasurer
	Fundraising Tab - Update names of W/S donors with info from
	Treasurer
As needed	Mission Tab - Update as may be needed
	Directors Tab - Update if participating societies change
	Downloads Tab - Update Board History with new directors with info
	from Secretary
	General - Evaluate and update entire web site as needed
June 30	End Fiscal Year

Rev. 11/29/08