

2.0 THE EWRI STRUCTURE

2.1 Membership

Membership in EWRI is open to any individual who is a member in good standing of ASCE or any other individual or organization interested in advancing the objectives of EWRI. Specific categories of membership and other criteria are described in Article IV MEMBERSHIP of the EWRI Bylaws. Enrollment by non-ASCE members is accomplished by calling ASCE Central at 1-800-548-ASCE (2723) or by electronic submission of the membership form available on the EWRI website www.EWRIInstitute.com. ASCE members may do likewise or may join by checking the EWRI Institute box on the ASCE annual dues forms.

2.2 Organizational Structure

The EWRI structure, reflecting its management concepts and range of activities, is shown on the Organization Chart in Appendix A. The sole purpose of the EWRI organizational structure is to serve the objectives of the organization. The EWRI Governing Board (GB) can alter the structure of the organization at any time to better serve the objective.

2.3 Governing Board

As shown, a Governing Board (GB) exists to set policy and to oversee the activities of the EWRI. The GB consists of:

- A President,
- A President-elect,
- A Vice President,
- Three non-officer members who represent the Member Service, Products & Marketing and Technical areas of the EWRI activities,
- An at-large member appointed by the ASCE President.
- In addition to these seven voting members, the EWRI President appoints a non-voting EWRI Treasurer.

The duties, terms of office and procedures for electing and appointing the various members of the GB are explained in the EWRI Bylaws.

The EWRI GB generally holds its annual business meetings in January and July, sufficiently in advance of the ASCE Board of Direction (BOD) meetings to allow time to prepare reports for presentation to the ASCE BOD.

At the discretion of the GB, and as otherwise called for in the EWRI Bylaws, the EWRI GB may schedule meetings and conference calls at other times to address immediate concerns and/or pressing action items.

2.4 GB Committees

The two primary GB committees are the Finance Committee and the Nominating Committee. The duties of the Finance Committee, consisting of the President, President-elect, Vice President, Treasurer and EWRI Executive Director, are explained in the EWRI Bylaws. The duties of the Nominating Committee, chaired by the immediate EWRI Past-President, are also explained in the EWRI Bylaws.

The GB establishes various other GB committees, such as those shown on the current Organization Chart, as it deems necessary to support the technical, educational and professional activities of the EWRI.

2.5 Executive Committees

2.5.1 Executive Committee Duties

The EWRI Executive Committees (EXCOM) are responsible for the operation of the EWRI. They manage the Member Services, Products & Marketing and Technical Activities of the EWRI. Each EXCOM reports directly to the EWRI GB through its GB representative.

2.5.2 Executive Committee Membership

An EXCOM consists of five EWRI members, one of which is the GB representative. All except for the secretary are voting members.

The GB representative serves as Chair of the EXCOM. The other four members are normally expected to serve rotating terms.

A new EXCOM member is appointed annually. The councils/committees reporting to the respective EXCOM provide the EXCOM with their recommendations. The EXCOM makes a selection and forwards it selection to the GB for concurrence. Nominations for the following fiscal year must reach the EWRI GB in time for approval at its summer meeting.

Excepting the GB representative, EXCOM members serve four-year terms with new members starting on October 1 each year. EXCOM members may serve in any rotation suitable to the EXCOM provided the total consecutive term is four years or less.

Extensions to a full normal four-year EXCOM term are not permitted except by GB approval. A full normal term should lapse between the time an EXCOM member's appointment expires and when he/she is eligible to serve another term.

2.5.3 Executive Committee Vacancies

Excluding the secretary and GB representative positions, if an EXCOM vacancy occurs prior to term expiration, the EXCOM may fill the vacancy according to the best judgement of the remaining members. The selection is still subject to GB concurrence.

2.6 Councils and Committees

There are two factors that distinguish EWRI councils from EWRI committees. Councils report directly to an EXCOM. Committees generally do not report directly to an EXCOM, although an EXCOM is not precluded from establishing committees for limited, specific purposes, primarily of short duration. Councils deal with broad areas of activity and are constituted by the chairs of committees that report to them; committees are formed to deal with focused issues or a specific task.

2.6.1 Committee/Council Functions

Committees/Councils are established, altered, or discontinued by the appropriate EXCOM. Committees/councils become effective upon approval by the EXCOM responsible for managing the area of activity. When starting a new committee/council, the EXCOM appoints the initial committee/council chairperson. The chairperson selects the rest of the committee/council membership in consultation with the appropriate EXCOM. Subject to limitations expressed elsewhere in this document or the EWRI Bylaws, the committee/council is free to establish its own rules of operation and membership succession.

Membership of councils/committees may include any EWRI individual member. Subject to limitations expressed elsewhere, non-EWRI members may serve as members of EWRI committees/councils. Nonmembers are classified as advisors and so listed in the *ASCE Official Register* (Unless or until EWRI elects to publish its own register). Committees/Councils may appoint task committees and/or subcommittees to consider special topics or activities.

2.6.2 Committee/Council Finances

Committees/councils and their members may incur no financial obligations chargeable to EWRI or to ASCE unless specifically authorized by the GB. No liability incurred, other than as herein provided, is binding upon the EWRI or ASCE.

2.6.3 Limit of Authority

A committee/council may not take any action deemed to express an attitude or action of the EWRI or ASCE as a whole. Resolutions or recommendations of this nature may be addressed to the EWRI GB for consideration, approval and promulgation.

2.6.4 Dissolution or Suspension

The responsible EXCOM, acting on its own discretion or the recommendation of the committee/council chair, may remove any member of a committee/council at any time. The EXCOM may also release committee chairs. Such actions may be appealed to the GB by the individual member or committee/council chair for reconsideration at the next regularly scheduled meeting of the GB.

The EXCOM secretary informs the committee/council member, committee/council chair and the staff EWRI coordinator of any such releases. The EXCOM secretary notifies the released chair and the staff EWRI coordinator of such action.

2.6.5 Core Groups

With the exception of subcommittees, each committee/council has a "Core group" of no fewer than three members and no more than ten members depending on the choice of the committee/council chair. The Core group has continuing committee/council administrative responsibility. The committee/council chair is always a member of the Core group. The remaining Core group personnel are normally selected according to the committee/council standard operating procedures. The committee/council chair, subject to the approval of the next higher level committee/council, selects or approves the Core group. Only Core group members may receive expense reimbursement for committee/council activities as prescribed in the Handbook. The eligibility for reimbursement requires proper advance authorization and is limited to those items and those purposes identified elsewhere in this Handbook.