

Mailer 3 - Final Symposium Information
2026 ASCE Northeast Student Symposium
Hosted by Roger Williams University
April 17 – April 19, 2026



March 20, 2026

Dear ASCE Student Chapter of the ASCE Northeast Student Conference:

This is your **2026 ASCE Northeast Student Symposium** Mailer 3, the last of three informational packets to be sent to each of the participating ASCE Student Chapters in our Student Conference.

Please carefully read this information and forward copies to the appropriate members in your ASCE Student Chapter and team members for each team competing at the student symposium. Do not delete this mailer as information given within may not be repeated in subsequent mailers. Enclosed you will find the following information:

- Mailer 3 Confirmation and registration reminders,
- Safety-first culture information,
- Competition safety information,
- Business Meeting information,
- Maps, directions, and parking information,
- Competition presentation and display information,
- Final student symposium schedule,
- Final presentation schedules,
- Final deadlines,
- Student Symposium Paper Competition information,
- ASCE Society Competition eligibility requirements,
- Sponsor recognition, and
- Hotel information.

*Receipt of this mailer should be confirmed by completing the Mailer 3 Acknowledgment Form by March 25, 2026.
Please note the individual registration deadline is March 23, 2026.*

If you have any questions, feel free to contact us at our general student symposium e-mail address, listed below. All symposium information such as events, mailers, policies, rules, etc. will be posted on our website and are also listed below.

We look forward to your participation in the 2026 ASCE Northeast Student Symposium and providing an opportunity to engage with other student chapters and ASCE Region Leadership.

Sincerely,

Jayden Zuber
President, ASCE Student Chapter
Roger Williams University

Nicole Martino
Chair, 2026 ASCE Northeast Student Symposium

ASCE Student Symposium website	ASCE Student Symposium Website
General symposium email address	2026ascenortheast@g.rwu.edu

Mailer 3 Receipt Confirmation & Registration

STEP 1 - Mailer 3 Receipt Confirmation - *required*

Follow the link below to complete the Mailer 3 Receipt Confirmation due no later than March 25, 2026.

Mailer 3 Receipt Confirmation Link – <https://forms.gle/PWfuXnSaSq4xqe2K9>

REGISTRATION REMINDERS

STEP 2 – Individual Registration Form – *required*

Student & Faculty Individual Registration Form is due before March 23rd.

Please visit our symposium website [here](#) to register for the 2026 ASCE Northeast Student Symposium.

The Student & Faculty Individual Registration Form must be filled out by *ALL individuals* attending the symposium including chapter members, team competitors, chapter spectators, guest teams, faculty advisors and staff. The Student & Faculty Individual Registration Form contains liability waiver information required by ASCE that must be reviewed and acknowledged by every individual attending, participating, and/or spectating at the symposium.

***Please note that judges and volunteers have a separate registration form that will be shared from the host university.*

STEP 3 – Individual Registration Payment – *required*

Student & Faculty Individual Registration is \$200 per person. Registration form and payment are due by March 23rd.

To complete all payments, please visit our symposium website [here](#).

If your chapter is not participating in the 2026 ASCE Northeast Student Symposium, please email 2026ascenortheast@g.rwu.edu

Safety-First Culture Information

ASCE and Roger Williams University are encouraging a Safety-First Culture during the student symposium. We encourage all symposium participants to embrace this concept by thinking about safety in their activities coming to, returning from, and while at our symposium. We want **every** symposium participant to return home safe and healthy.

To generate a Safety-First Culture, we have designated Dr. Baldwin and Dr. Thomas as our symposium safety officers. Further, be on the lookout for safety information at or in advance of the symposium, such as the location of first-aid supplies, who in the crowd has first-aid training and Safety Moments.

What is a Safety Moment? A Safety Moment consists of a quick discussion on an activity-specific, site-specific, or general safety topic. The Safety Moment may be presented by the leader of an activity, the symposium safety officer, or a member of the host symposium planning team. We ask that all participants give their undivided attention to the Safety Moment discussion and embrace the safety-first concept.

If an injury does occur during the symposium, it should be reported to the competition head judge, symposium safety officer, or activity leader immediately so that appropriate action can be taken based on the injury. If it is a true emergency, please call 911 first.

Contact information for the symposium safety officer and key host school representatives is listed below. Please keep this list close during the symposium and we encourage you to program the symposium safety officer's phone number into your cell phone.

Symposium Safety Officers

Dr. Baldwin
jbaldwin@rwu.edu

Dr. Thomas
cthomas@rwu.edu

Host School Faculty Advisor

Dr. Martino
nmartino@rwu.edu

Closest Hospital/Urgent Care

South County Hospital
100 Kenyon Ave, Wakefield, RI

As a best practice, we strongly recommend that faculty advisors keep and maintain on-hand a list of emergency contact information for their university and participating students. ASCE and the student symposium host do not collect emergency contact information from registrants.

In the spirit of a Safety Moment, here are some safe driving habits to keep in mind as you travel to the student symposium:

- Driving at the speed limit has proven to save lives.
- Do not drive when tired. Swap drivers often.
- Minimum of two people awake at all times when wheels are rolling.
- Be aware of how larger/heavier vehicles behave when stopping or turning.
- Be aware of your surroundings when backing up any vehicle, especially trailers. Better yet, avoid backing up at all, if possible.
- Use a spotter to watch when you must back up a vehicle.
- Slow down when the conditions warrant (rain, snow, ice, fog, darkness, pedestrians nearby).
- Perform a circle of safety around your vehicle to identify what is in your blind spots.

Competition Safety Information

Please see the competition rules for full details. If there is a discrepancy between the rules and the information listed below, the competition rules are to be followed.

ASCE Concrete Canoe Competition: Safety gear (closed-toe water shoes and Personal Floatation Device (life jacket)) for each paddler is the responsibility of each team. ([Exhibit 8: Race Regulations & Safety](#))

AISC ASCE Student Steel Bridge Competition: Personal protective equipment is the responsibility of each team. During all construction activities, builders must wear hard hats and protective eyewear or safety goggles ([Section 10.1.6](#)). During all loading activities, competitors must wear hard hats, protective eyewear or safety goggles, work gloves, and steel toe or composite work boots that extend above the ankle. Steel or composite toe caps over leather work boots are acceptable. ([Section 11.2.1.3](#)). The hardhats must meet ANSI standard Z89.1, and the protective eyewear or safety goggles must meet ANSI standard Z87.1

Business Meeting ([Eligibility Requirement](#))

The Business Meeting is scheduled to take place on Friday, April 17th, 2026, at 5:30pm in room G01 of Global Heritage Hall.

The business meeting agenda is shown below]. If you have additional agenda items and/or motions that your student chapter would like to be included in the agenda, please submit them to 2026ascenortheast@g.rwu.edu by March 25th, 2026.

Note that the business meeting is officially the business meeting for the Student Conference Board of Delegates. The Board of Delegates consists of two student delegates (preferably a senior or junior in an ASCE leadership position and a sophomore in or aspiring to an ASCE leadership position) and the faculty advisor from each student chapter. Each student delegate must be a member in good standing with their student chapter and the Society. Each student chapter in the Student Conference has one vote.

At least one member of your ASCE student chapter must participate in the Business Meeting as part of the eligibility requirements to advance to finals for Concrete Canoe, and Steel Bridge.

[Click here for ASCE Eligibility Requirements](#)

Agenda:

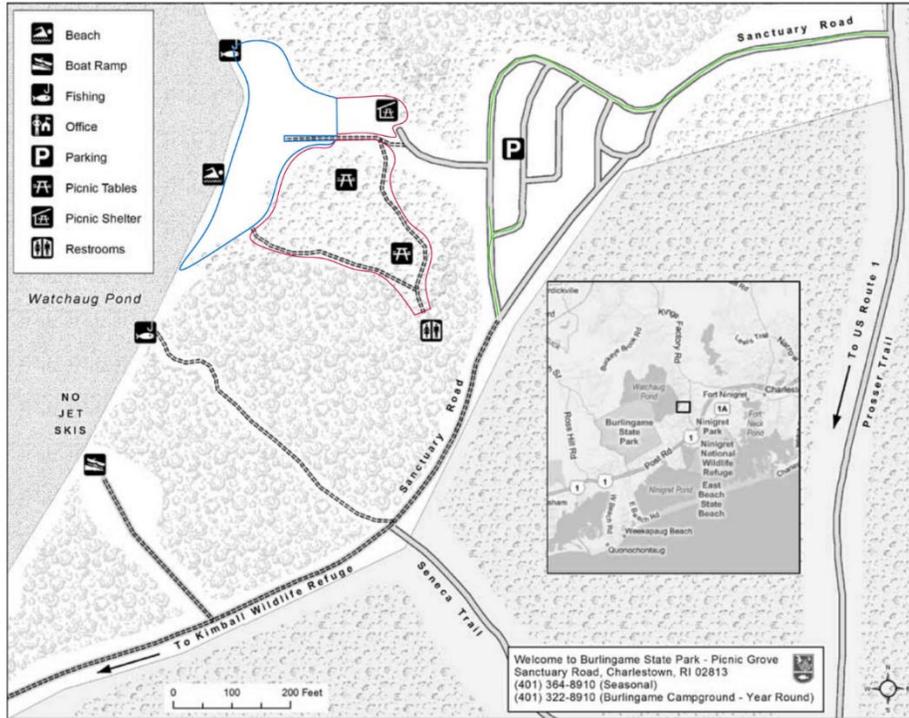
- I. Call to Order by Symposium Student Host
- II. Roll Call
- III. Welcome
 - a. Host
 - b. Region 1 Governor
- IV. CSCC/CSM Representative update
- V. Changes to and approval of Meeting Agenda
- VI. New Business
 - a. Confirmation of the 2027, 2028, and 2029 student chapter hosts
 - b. Topics provided by Chair or Delegates for discussion
 - c. Feedback to current symposium host
 - d. Feedback to future symposium host(s)
 - e. 2027 host (if known prior to symposium) – initial overview of 2027 symposium
 - f. Discuss transfer of any competition equipment
- VII. Adjournment

Attachments:

- I. Conference Bylaws
- II. Conference Policies and Procedures
- III. Minutes from 2025 Symposium

Maps, Directions, and Parking Information

Map of Burlingame State Park



- TEAM**
- TENTS/DISPLAY SETUP AREA**
- PICNIC TABLES/ SEATING**
- PARKING AREA**

Maps, Directions, and Parking Information

RWU Campus Map

Roger Williams University CAMPUS MAP

Parking Permit Identification:

- **Blue Permit:** Administration, Professional Staff and Full-Time Faculty Staff and Part-Time Faculty
- **Red Permit:** Commuter
- **Green Permit:** Law, Graduate
- **Silver Permit:** Resident (including Baypoint and Almeida)
- **Orange Permit:** Visitor (Lot 1 and 11)
- **Yellow Permit:**

Map Key:

1. Parking and Information
2. Alumni and Admission Center
3. Cummings School of Architecture
4. Administration Building
5. School of Engineering, Computing and Construction Management
6. Feinstein College of Arts and Sciences and School of Justice Studies
7. Stonewall Terrace
8. Willow Hall
9. Cedar Hall
10. Center for Student Development
11. Fine Arts Center
12. Maple Hall
13. Mario J. Gabelli School of Business
14. Global Heritage Hall
15. University Library
16. The Commons
17. Global & Community Engagement
18. Marine and Natural Sciences Building
19. Richard L. Bready Mount Hope Bay Sailing & Education Center
20. Bayside Courts (Whitecap, Tidewater, Sea Breeze, Driftwood)
21. Mail Room
22. Campus Recreation Center
23. ELS Language Center
24. School of Law, Education Department and Law Library
25. Performing Arts Center
26. North Campus Residence Hall
27. Performing Arts Annex
28. Richard L. Bready Applied Learning Laboratories
29. Facilities, Purchasing, Public Safety Headquarters and Human Resources
30. U.S. Sailing Association Headquarters
31. Intercultural Center
32. Queer and Trans Resource and Advocacy Center (QTRAC)

Questions? Email: parking@rwu.edu

OFFICE OF UNDERGRADUATE ADMISSION
 Roger Williams University
 One Old Ferry Road • Bristol, RI 02809 USA
 (401) 254-3500 • admit@rwu.edu



PARKING LOCATED IN LOT D ONLY

Metacomb Ave (Route 136)

North Entrance

Main Entrance

To Baypoint Residence and Conference Center
To Newport, RI

Lot A, Lot B, Lot C, Lot D, Lot E, Lot F (30 minute parking), Lot G, Lot H, Lot 1-32, Lot 2A, Lot 3, Lot 4, Lot 5, Lot 6, Lot 6A, Lot 7, Lot 8, Lot 9, Lot 10, Lot 11, Lot 12, Lot 13, Lot 14, Lot 15, Lot 16, Lot 17, Lot 18, Lot 19, Lot 20, Lot 21, Lot 22, Lot 23, Lot 24, Lot 25, Lot 26, Lot 27, Lot 28, Lot 29, Lot 30, Lot 31, Lot 32

Dining Areas & Snack Bars
 Bookstore
 Citizen's Bank ATM
 Santander Bank ATM
 Bank of America ATM
 Emergency Phone
 Campus Shuttle Stops
 Electric Vehicle Charging Station

Competition Presentation & Display Information

All Competitions: Each student team that presents is required to bring their digital presentation on a USB. The host will provide laptop and projector equipment.

Please see the competition rules for full details. If there is a discrepancy between the rules and the information listed below, the competition rules are to be followed.

ASCE Concrete Canoe Competition: Teams are responsible for providing all necessary materials for the display portion of the competition. ([Section 7: Prototype Display Requirements](#)).

AISC ASCE Student Steel Bridge Competition: Teams are responsible for providing all necessary materials for the aesthetic display portion of the competition. ([Section 6.2.1](#))

Student Symposium Paper Competition: See above in red

Final Student Symposium Schedule

Drug and Alcohol-Free Events

The use of drugs and alcohol is prohibited at all ASCE Student Symposium events.

Friday 4/17 – Welcome!		
Arrival	4:00pm	Parking in Lot D
Registration	4:00-6:30pm	Global Heritage Hall Lobby
Business Meeting	5:30pm	Global Heritage Hall G01
Welcome Ceremony	6:30pm	Global Heritage Hall Atrium
Saturday 4/18 – Concrete Canoe!		
Registration	7:00-8:00am	Burlingame State Park
Captain's Meeting	7:30am	
Continental Breakfast	8:00am	
Concrete Canoe Judging & Races	8:00am-4:00pm	
Lunch	Noon	
Career Fair	6:00-7:00pm	Upper Gym
Banquet/Awards Ceremony	7:00pm	
Sunday 4/19 – Steel Bridge and Concrete Canoe Presentations!		
Registration	7:00-8:00am	Longplex, Tiverton, RI
Captain's Meeting	7:30am	
Steel Bridge Judging and Loading	8:00am-5:00pm	
Continental Breakfast	8:00am	
Concrete Canoe Poster Presentation & Judging	8:00am-12:00pm	
Lunch	Noon	
Concrete Canoe Oral Presentations	12:00-5:00pm	
Mead Paper Presentations	8:30am-12:00pm	

Final Presentation Schedules

Lake Day Schedule Date: 4/18	
Drop-Off/Set Up Lake	6:00am
Canoe Captain's Meeting	7:30am
Product Judging	8:00am
Breakfast	8:00am
Swamp Testing	9:30am
Sprint Races	11:30am
Lunch	12:00pm
Endurance Races	12:00pm

Concrete Canoe Presentations Date: 4/19	
<u>School</u>	<u>Timeslot</u>
Worcester Polytechnic Institute	12:15
Norwich University	12:30
Roger Williams University	12:45
UMass Amherst	1:00
University of Connecticut	1:15
Northeastern University	1:30
Ecole de Technologie Supérieure	2:00
University of Rhode Island	2:15
University of New Haven	2:30
Université Laval	2:45
Wentworth Institute of Technology	3:00

UMass Lowell	3:15
UMass Dartmouth	3:30
University of New Hampshire	3:45

Student Symposium Paper Presentations	
Date: 4/19	
<u>School</u>	<u>Timeslot</u>
Merrimack College	8:30
Worcester Polytechnic Institute	8:40
Western New England	8:50
University of Rhode Island	9:00
University of New Haven	9:10
University of Vermont	9:20
Norwich University	9:30
UMass Dartmouth	9:50
UMass Lowell	10:00
University of New Hampshire	10:10
Tufts University	10:20
Roger Williams University	10:30
University of Connecticut	10:40
UMass Amherst	10:50
Université Laval	11:00
Wentworth Institute of Technology	11:10
Northeastern University	11:20
Ecole de Technologie Supérieure	11:40

Final Deadlines

We highly recommend that you share this information with your chapter, including any competition captains.

March 1 – <i>past due</i>	Student Symposium Paper Competition submission due to 2026ascenortheast@g.rwu.edu
March 20	Mailer 3 (final) sent to each student chapter.
March 23	Final Date for Individual Registrations and Payments
March 25	Mailer III Receipt Confirmation due from each student chapter.
April 17-19	2025 ASCE Northeast Student Symposium

Student Symposium Paper Competition

The ASCE Student Symposium Paper Competition emphasizes the importance of being able to write and present a paper as essential communication skills for all engineers and often necessary for advancement in your career. The competition consists of a paper submission and a presentation at the student symposium.

The topic for the **2026 ASCE Northeast Student Symposium** Paper Competition: Daniel W. Mead Prize for Students Topic – click here for topic.

- **Deadline: Due March 1st**
 - *Papers submitted after the March 1st deadline will be accepted and permitted to present at the student symposium. Late submissions may be subject to a deduction and will not be eligible for consideration for the National Daniel W. Mead Prize for Student Competition, regardless of final placement at the student symposium. Late submissions may be subject to a deduction.*
- **Submission email/link is:** 2026ascenortheast@g.rwu.edu
- **Rubric:** [Click here for the 2026 Student Symposium Paper Competition Rubric](#)
- **Time Limit for Presentations: 10 minutes – 5 min for presentation, 5 min for questions**

****All papers must have a statement at the bottom attesting that, except where otherwise cited, the submission is the work of the student author and not AI or NLP. Submissions without this statement will not be considered for recognition.**

For student chapters participating in their regional student symposium, papers must be submitted to the student symposium host by **March 1, 2026**, using the host's preferred submission process as outlined above. A separate submission to ASCE is not required for the Daniel W. Mead Prize for Students Competition, as the student symposium submission will serve as the official entry for both the Student Symposium Paper Competition and the Mead Paper Competition. The winning paper from each student symposium will advance to the Society competition for final review, with the official national winner announced in May 2026.

*****SOCIETY-WIDE FINALS ELIGIBILITY REQUIREMENT*****

Both the Student Symposium Paper Competition submission and the presentation are mandatory for any ASCE Student Chapter participating in the **2026 ASCE Northeast Student Symposium** that wishes to be eligible to advance to ASCE Society-wide finals competitions and the SSBC National Finals. Competitions **requiring** participation include:

- ASCE Concrete Canoe Competition
- ASCE Sustainable Solutions Competition
- ASCE UESI Surveying Competition, and
- AISC/ASCE Student Steel Bridge Competition.

Note: Any papers/presentations created for any other competition do not count as an entry into the Student Symposium Paper Competition.

ASCE Society Competition Eligibility Requirements

Competitions that advance to an ASCE Society-wide Finals Competition include the ASCE Concrete Canoe Competition, ASCE Sustainable Solutions Competition, and ASCE UESI Surveying Competition. The AISC/ASCE Student Steel Bridge Competition advances to the SSBC National Finals and follows the eligibility requirements below. See [SSBC Rules](#) for more information.

The purpose of student competitions is to provide student members career-enrichment opportunities to gain hands-on, practical experience and leadership skills. Society Competitions are an important and special opportunity to showcase the engineering and professional skills of student teams. As such, mutual respect is required for all stakeholders, including competitors, judges, hosts, and guests. Invitations to the Student Symposia and the Society-wide finals competitions/ASCE Civil Engineering Student Championships are a privilege, not a right. Failure to act professionally can result in sanctions, disqualifications, and loss of invitations. Please note that the requirements for eligibility for Society-wide finals competitions are more stringent than the requirements for participation at the student symposia competitions.

ELIGIBILITY FOR STUDENT SYMPOSIUM COMPETITION

The following qualifications are required of all ASCE Student Chapters to compete at the Student Symposia Competitions:

An ASCE Student Chapter must:

1. Be in good standing with ASCE:
 - a. Have paid their annual dues, as received by ASCE, **no later than the start of their Student Symposium.**
 - b. Have submitted their student chapter's full Annual Report or EZ Annual Reporting Form **no later than February 1, 11:59 p.m. EST.**

ELIGIBILITY FOR ASCE SOCIETY-WIDE FINALS COMPETITION

The following qualifications are required of all ASCE Student Chapters in order to advance to the ASCE Society-wide Finals Competition:

An ASCE Student Chapter must:

1. Be in good standing with ASCE:
 - a. Have paid their annual dues, as received by ASCE, no later than February 1, 11:59 p.m. EST.
 - b. Have submitted their student chapter's **full Annual Report, no later than February 1, 11:59 p.m. EST, and have received a minimum score of 25 points out of a possible 100. Student Chapters that submit an EZ annual reporting form do not qualify** to advance to finals competition; and
2. Attend and participate in their assigned Student Symposium as shown through their school's:
 - a. On-time attendance and active participation by a member of the ASCE Student Chapter at the Student Symposium Business Meeting.
 - b. Participation in the Student Symposium Paper Competition, including submission and presentation by a member of the ASCE Student Chapter. Note that any papers/presentations created for any other competition do not count as an entry into the Student Symposium Paper Competition.

Questions regarding eligibility should be directed to student@asce.org.

Thank you to our sponsors!



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REGION 1

DiPrete Engineering



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AECOM

Hotel Information

A few suggested hotels near Roger Williams University and other symposium locations are listed below, along with their respective websites and addresses.

Hampton Inn South Kingston

- [website linked here](#)
- 20 Hotel Dr, South Kingstown, RI 02879

Aqua Blue Hotel

- [website linked here](#)
- 1 Beach St, Narragansett, RI 02882

Holiday Inn

- [website linked here](#)
- 3009 Tower Hill Rd, Saunderstown, RI 02874

Motel 6

- [website linked here](#)
- 249 JT Connell Hwy, Newport, RI 02840

Quality Inn and Suites

- [website linked here](#)
- 936 W Main Rd, Middletown, RI 02842

**THE BYLAWS OF THE
NORTHEAST STUDENT CONFERENCE
OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS**

ARTICLE 1. GENERAL

- 1.1 Name.** The name of this organization shall be the Northeast Student Conference of the American Society of Civil Engineers (hereinafter, the Student Conference).
- 1.2 Establishment.** The Student Conference was established under the authority of the Region 1 Board of Governors. All actions of the Student Conference shall be consistent with the governing documents of Region 1 and the Society.
- 1.3 Objective.** The objective of the Student Conference shall be to foster desirable relations among the student chapters and to further the knowledge of the standards and ethics of the civil engineering profession, in a manner consistent with the purpose of the American Society of Civil Engineers (hereinafter, the Society).
- 1.4 Definitions.** The term “Conference” refers to the association of student chapters, while the term “Symposium” refers to the annual event where student chapters of the Student Conference gather.

ARTICLE 2. CONFERENCE MEMBERSHIP

- 2.1 Membership.** The membership of the Student Conference shall consist of the following ASCE Student Chapters:

Central Connecticut State University
École de technologie supérieure
Massachusetts Institute of Technology
Merrimack College
Northeastern University
Norwich University
Polytechnique Montréal
Quinnipiac University
Roger Williams University
Tufts University
United States Coast Guard Academy
Université Laval
University of Connecticut
University of Hartford
University of Maine
University of Massachusetts Amherst
University of Massachusetts Dartmouth
University of Massachusetts Lowell
University of New Hampshire
University of New Haven
University of Rhode Island
University of Vermont
Wentworth Institute of Technology

- 2.2 Admission to Membership.** New student chapters will be assigned to the Student Conference by the ASCE Region 1 Board of Governors following review and approval by the Society's student conferences committee (hereafter, "Society Administrator"). Article 2.1 of these Bylaws will be updated without the requirement of a vote of the current membership of the Student Conference when a new student chapter is added. The new student chapter should be officially welcomed at their first business meeting.
- 2.3 Separation.** Any student chapter wanting to no longer be a member of the Student Conference may petition to switch to another Student Conference. Inability to attend meetings of the Student Conference is not considered to be a sufficient reason for such action. The petition will be reviewed in accordance with the Society's Bylaws and Rules of Policy and Procedure.
- 2.4 Suspension.** The Society Administrator has the authority to suspend for due cause a student chapter from the Student Conference. Until the suspension is lifted, a student chapter cannot participate in any Student Symposium.
- 2.5 Disestablishment.** If a student chapter is disestablished, the student chapter will no longer be a member of the Student Conference.
- 2.6 Dues.** There shall be no entrance fees or dues for membership in the Student Conference.

ARTICLE 3. CONFERENCE GOVERNANCE

- 3.1 Governance.** The governing body of the Student Conference shall be a Board of Delegates. The Board of Delegates shall be responsible for the supervision, control, and direction of the Student Conference, and shall manage the affairs of the Student Conference in accordance with the provisions of the Bylaws of the Student Conference and the Society.
- 3.2 Board of Delegates.** The Board of Delegates shall consist of two student delegates (preferably a senior or junior in an ASCE leadership position and a sophomore in or aspiring to ASCE leadership position) and the faculty advisor from each student chapter. Each student delegate must be a member in good standing with their student chapter and the Society. Each student chapter in the Student Conference shall have one vote.
- 3.3 Chair.** The annual Chair of the Board of Delegates shall be a member of the Board of Delegates from next year's Student Symposium host. If the host has not been identified, the Chair will be appointed by the Society Administrator.
- 3.4 Policies and Procedures of Student Symposium.** The Student Conference shall develop and maintain a Policies and Procedures document that contains supplemental information specific to the organization and operation of the Northeast Student Symposium.

ARTICLE 4. MEETINGS

- 4.1 *Annual Board Meeting.*** The Board of Delegates shall have an annual board meeting as a component of the Northeast Student Symposium (see *Policies and Procedures of Northeast Student Symposium*) for the purpose of transacting any business brought before it in accordance with Section 4.4.
- 4.2 *Virtual Board Meetings.*** Special virtual board meetings may be called by the Chair, or at the request of any two student chapters, to discuss business that needs to be addressed in advance of the next Annual Board Meeting, and it shall be the responsibility of the Chair to organize and schedule virtual board meetings of the Student Conference. Notice of a virtual board meeting shall be provided to each student chapter at least seven (7) days in advance.
- 4.3 *Quorum.*** A quorum shall be required to conduct business at any meeting of the Board of Delegates, which shall be defined as having at least one student member in attendance from not less than sixty percent of the student chapters.
- 4.4 *Parliamentary Authority.*** All meetings of the Board of Delegates shall be governed by *Robert's Rules of Order, Newly Revised*, except where these rules are not applicable or are inconsistent with the governing documents of the Society or the Student Conference.

ARTICLE 5. COMMITTEES

- 5.1 *Committees.*** The Board of Delegates may establish standing or task committees to carry out the work of the Student Conference. The Board of Delegates establishes the membership of the committees, which can include participation of non-delegates, and the scope of work.

ARTICLE 6: ADMINISTRATIVE PROVISIONS

- 6.1 *Limitations on Political Activity.*** No substantial part of the activities of the Student Conference shall be engaged in attempts to influence legislation. The Student Conference shall not participate in or intervene in, including the publishing or distribution of statements, any political campaign on behalf of or in opposition to any candidate for public office. The Student Conference shall not carry on any activities prohibited by the provisions of the governing documents of the Society.
- 6.2 *Conflict of Interest.*** A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the Student Conference or the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Student Conference or the Society. Any interested individual must disclose the existence of any actual or possible conflict of interest and all material facts to the Board of Delegates of the Student Conference. Action to address the conflict shall be taken by either the interested individual or the Board of Delegates.

ARTICLE 7. AMENDMENTS

- 7.1 *Amendments to the Bylaws.*** These Bylaws can only be amended by the Society Administrator. However, the Board of Delegates of the Student Conference with approval from three-quarters of the student chapters present at an annual or virtual board meeting with a quorum of student chapters present can recommend amendments for consideration to the Society Administrator.
- 7.2 *Amendments to Policies and Procedures of Northeast Student Symposium.*** The Board of Delegates of the Student Conference will approve amendments to the Policies and Procedures of Student Symposium with an affirmative vote of three-quarters of the student chapters present at an annual or virtual board meeting with a quorum of student chapters present, subject to the approval by the Society Administrator.

**THE NORTHEAST STUDENT CONFERENCE
OF THE AMERICAN SOCIETY OF CIVIL ENGINEERS**

**POLICIES AND PROCEDURES
OF NORTHEAST STUDENT SYMPOSIUM**

Administrative Note: The sections highlighted in yellow can be modified (or deleted if not applicable) by the Student Conference in accordance with the Bylaws.

- 1) **Host.** The Northeast Student Symposium (hereinafter, the Student Symposium) shall be hosted on a rotating basis with each student chapter participating as a host or co-host. Smaller student chapters or student chapters with limited on-campus facilities are encouraged to partner with other student chapters in their student conference. These partnerships could be ad-hoc or established within the host rotation schedule. At the Student Symposium, the host student chapters for the upcoming year and the following year should be confirmed. While the student chapter host for the upcoming year is responsible for the immediate planning efforts, the following year student chapter host will be invited to participate in planning meetings to help them understand the process and begin to organize their efforts.

The role of the Student Symposium host(s) is:

- 1) Coordinate with the other student chapters and Region leadership when selecting Student Symposium dates. See the “Administration and Financing” section below.
- 2) Plan the Student Symposium agenda including the selection of competitions (Society-sponsored and local) and engagement activities (e.g., networking opportunities, career fair, professional and leadership development opportunities, and meals). The Student Symposium agenda must include a Business Meeting for the Board of Delegates and a Student Symposium Paper Competition. The host should use this document to assist with the development of the agenda.
- 3) Communicate and solicit information on a periodic basis to/from the invited student chapters. ASCE provides templates that can be used for most of these communications and solicitations.
- 4) Work with their Region Champion Support Team (RCST) to engage Region 1 leadership in the planning process and on-site hosting needs.
- 5) Secure required on-campus and off-campus event and competition venues for the Student Symposium. Some venues may need to be rented and the cost factored in the Student Symposium budget.
- 6) Take fiscal responsibility of the Student Symposium so that the revenue from registration fees, donations, and sponsorships covers the associated expenses.
- 7) Maintain records of the Student Symposium and complete the post-event ASCE Student Symposium report.

The host rotation schedule is:

2022 – Univ. of Vermont / Univ. of Massachusetts Dartmouth / Univ. of Connecticut

2023 – Northeastern Univ. / Wentworth Institute of Technology
2024 – Univ. of New Hampshire
2025 – Univ. of Massachusetts Amherst
2026 - Roger Williams University
2027 - Univ. of Massachusetts Lowell
2028 – Univ. of Hartford / Quinnipiac Univ. / Univ. of New Haven
2029 – Univ. of Vermont / Norwich Univ.
2030 - Norwich Univ. / Univ. of Vermont
2031 - Massachusetts Institute of Tech. / Northeastern Univ. / Tufts Univ. /
Wentworth Institute of Tech.

The position of a new student chapter assigned to the Northeast Student Conference (hereafter, the Student Conference) in the Student Symposium host rotation schedule shall be decided by a two-thirds vote of the Northeast Student Conference Board of Delegates (hereinafter, the Board of Delegates), including representation from the new student chapter, at the first Student Symposium following the assignment.

- 2) ***Inability to Host.*** If a student chapter determines that it is unable to serve as host for the Student Symposium in accordance with the host rotation schedule, this student chapter may elect to be passed over by submitting a letter outlining the circumstances to the Board of Delegate members and signed by their delegates. Upon receipt, the Board of Delegates will convene a meeting to discuss the request and agree upon a modification to the host rotation schedule. The Board of Delegates will notify the Society Administrator of this change and request an update to the host rotation schedule contained in the Policies and Procedures of the Student Conference. Changes to the host rotation schedule should only be used for exceptional situations because of the impact that changes have on the other student chapters, especially if a change results in the new host having a short planning window.
- 3) ***Administration and Financing.*** The student chapter host(s) shall be solely responsible for organizing and financing the Student Symposium. This does not preclude Region, Section, and Branch leadership from having an identified role in the organization and financing of the Student Symposium. The student chapter host(s) should in consultation with all other student chapters in the Student Conference and Region leadership select a date mid-March through the end of April that allows for the largest possible participation. The student chapter host(s) may charge a reasonable registration fee for participating student chapters and/or individual attendees. The student chapter host(s) are encouraged to work with the ASCE Region Champion Support Team to help with their planning efforts and securing of required resources. The Society will proactively support the planning efforts and provide resources, tools, and limited financial funding.
- 4) ***Region Champion Support Team.*** The ASCE Committee on Student Conferences and Competitions (CSCC) will establish the initial members of the Region Champion Support Team for the Student Symposium. CSCC will arrange for an introduction meeting around the beginning of the fall semester and subsequent monthly meetings to be sure that each host is ready to send out the standard communications at the appropriate time in the planning cycle.
- 5) ***Student Conference Owned Equipment.*** Each student conference is in possession of equipment needed for the Concrete Canoe Competition and equipment provided by

AISC for the Student Steel Bridge Competition. There may be additional equipment that has been provided to/purchased by the Student Conference that is needed for other competitions and/or events. All of this equipment is listed in **Appendix A** and should be inventoried at the time of transfer of the equipment from one student chapter to the next. The student chapters involved in a transfer should be in communication and determine if the transfer occurs at the conclusion of a Student Symposium or at an agreed-upon later date.

- 6) ***Student Symposium Events.*** (This section can be used to provide a list of both Society-wide competitions and Student Symposium specific events and competitions.)
- 7) ***Student Symposium Awards.*** (This section can be used to provide information about awards distributed at the Student Symposium and the criteria for winning each award.)

2025 ASCE Northeast Symposium
Business Meeting
4/17/25

ROLE CALL- all present

Connecticut

Ecole de technologie superieure

Hartford

Merrimack

New Haven

Northeastern

Norwich

Quinnipiac

Roger Williams

Tufts

UMass Amherst

UMass Dartmouth

UMass Lowell

UNH

Universite Laval

URI

Vermont

FUTURE HOSTING PLANS

2026 Symposium

- UMass Dartmouth potentially hosting concrete canoe
- Roger Williams University potentially hosting steele bridge?
- Norwich willing to help with logistics and support, wouldn't host anything in house but can assist
- Eva said regional ASCE is super willing to help coordinate the communication
 - Motion to move forward with this (tentative) plan:
 - Merrimack (first to motion), WPI (second) to motion hosting next year, all agreed

-2027 Symposium

- UMass Lowell planning on hosting

-2028 Symposium

- UHartford, Quinnipiac raised hands for interest
- University of New Haven said they would be willing to cohost with Quinnipiac (located down the road from each other)
- someone suggested that for 2026/2027 symposiums we keep Hartford/ future hosts in the loop so that when they take over in 2028 it's a smoother process

-2029 Symposium

- UVM and Norwich could cohost?

-Lavale approved this motion for potential future hosts/cohosts, Merrimack College seconds this motion, all agreed.

ADDING A 2ND BUSINESS MEETING IN FALL

-would be virtual, would occur in September

-Norwich said this should be hosted by the following host school for the year

-WPI motions to approve, Merrimack college seconds this, all in favor.

QUESTION- different schools have different timelines, last year was also mid April, could we keep this?

-Wentworth classes done this past Tuesday (4/15) we should do it middle April again to ensure everyone is still on campus

CONTACT INFO- INFORMATION SPREADSHEET

-Recommendation to gather everyone's contacts to make an information spreadsheet

- Gathering chapter email, president, faculty advisor,
- WPI, Northeastern agreed, all agreed
- Will be gathered before end of symposium

TRANSFER OF EQUIPMENT

-transfer of shared steele bridge equipment (testing materials) up for discussion

-RWU didn't have enough equipment to even store their own canoe, may not be able to store shared equipment in the future

-mention that it could be possible to do a shared storage container and keep it there

-Brad (region director) can take this idea back to section government and see if they can figure out a common storage space for the whole region

UPDATING FUTURE ROTATION

Eva has a recommendation:

-after 2029, rerandomize the list for the following years, still invite cohosts (encourage sharing responsibility)

-motion to approve randomizing: Norwich approved, Northeastern approved, all agreed

QUESTION

- is it required for faculty advisor to attend all meetings/ can it be required?

-3 representatives for each meeting- upperclassmen, underclassmen, faculty advisor (not required, highly recommended), this is laid out in section 3.2

-Might not be requirement that can be made officially, although recommended

-Gonzales suggested that students should at least speak w faculty advisor before and after meetings to make sure they all have at least an understanding of what others think

-Brad said 1 vote per school as a whole, therefore the 3 delegates must understand role & responsibility as a delegate in meetings

MEETING ADJOURNMENT

-WPI Motion to adjourn meeting, UNH second, all agreed.