

ASCE COMPUTING DIVISION

DATA, SENSING AND ANALYSIS (DSA)

COMMITTEE BYLAWS

1. GENERAL

- 1.1. **Name.** The name of this body shall be the Data, Sensing and Analysis (DSA) Committee of the American Society of Civil Engineers (ASCE) (hereinafter referred to as the DSA Committee).
- 1.2. **Purpose.** The purpose of the DSA Committee is to advance research, education, and practice in the areas of sensing and data analysis for addressing important civil engineering questions, and to keep the Society membership aware of developments in this rapidly growing field. The committee's scope includes, but is not limited to sensing; data, processing, fusion, and analytics; intelligent search and information retrieval; information and knowledge management; and knowledge discovery.
- 1.3. **Use of Name and Marks.** The use and publication of the ASCE and DSA Committee names and marks shall be in accordance with the ASCE's and DSA Committee's governing documents and official policies.

2. BYLAWS ADOPTION

- 2.1. **Purpose.** The purpose of the Bylaws is to establish the operating policy of the DSA Committee, and to provide a framework for its operation and management.
- 2.2. **Approval.** The Bylaws will take effect after the approval by two-thirds (2/3) of the DSA Committee voting members in attendance.

3. MEMBERSHIP

- 3.1. **Eligibility.** Membership in the DSA Committee is free and open to all current and prospective ASCE members, who are currently employed in full-time academic or industrial positions. Students currently enrolled in graduate or undergraduate programs are also eligible to join as non-voting members as described in Sub-article 3.2.
- 3.2. **Grades.** There are two general membership grades: voting and non-voting. To be eligible for a voting-member grade, a person must hold a full-time academic or industry position, and be an active ASCE member in good standing. Students can

join the Committee only as non-voting members. Upon completing his/her studies and meeting the requirements for becoming a voting member, any non-voting member shall follow the procedure described in Sub-article 3.3 of the Bylaws to upgrade their membership to the voting grade.

- 3.3. **Membership Initiation and Upgrade.** New members are accepted into the DSA Committee on a yearly basis during the DSA annual meeting. In order to join the DSA Committee or upgrade membership, a prospective member must send name, affiliation, ASCE membership number if seeking the grade of voting member, a 2-page bio, and their nominator's contact information to the DSA Secretary, during the time period specified in the notice of call for the DSA annual meeting. No nomination on the floor during the annual meeting shall be accepted. A summary of all nominations will either be posted on DSA's website or circulated to DSA mailing list prior to the annual meeting.

In order to complete the process, each prospective member must also attend the DSA annual meeting. The current DSA voting members in attendance will then formally vote on any new membership nomination during said meeting.

- 3.4. **Membership Termination.** A member can request the DSA Secretary in writing to terminate his/her membership at any time. In other cases, failure to attend a DSA annual meeting in three consecutive years will automatically terminate one's membership in the DSA Committee. In order to rejoin the Committee, the procedure described in Sub-article 3.3 of the Bylaws must be followed. In general, the Committee reserves the right to terminate a person's membership if they are in violation of any of the DSA Committee's governing documents and official policies.
- 3.5. **Membership Rights.** All DSA members (voting and non-voting) will be added to the DSA online group and can participate in Committee's discussions, and ongoing activities and initiatives. Voting members can cast votes in Committee's matters and internal elections. Voting members can run for election to become DSA Officers.
- 3.6. **Division-Level Members.** Unless otherwise specified, current members of the ASCE Computing Division Executive Committee (ExCom) automatically receive voting memberships in the DSA Committee.

4. GOVERNING BODY

- 4.1. **Leadership.** The Committee shall be governed by DSA Officers who are responsible for the supervision, control, and direction of the DSA Committee and shall manage the affairs of the DSA Committee in accordance with DSA Committee's governing documents and official policies. Upon consensus by the Committee's Leadership, an officer can delegate tasks to sub-committees and

taskforces that are formed to facilitate the Committee's ongoing activities, initiatives, and internal affairs, as described in Article 5 of the Bylaws.

- 4.2. **Officers.** The officers of the DSA Committee shall be a Chair, a Vice-Chair, a Secretary, a Member-at-Large, and a Past-Chair. Roles and responsibilities of each Officer position are described in Article 5 of the Bylaws. To avoid conflict of interest and maximize the use of officers' time, the officers of the DSA Committee shall not serve, at the same time, as officers of other committees under the ASCE Computing Division.
- 4.3. **Officer Election and Succession.** Each Officer is elected for a 2-year appointment (starting October 1 of the election year) by voting members. A DSA Officer will automatically be promoted to the next level upon the completion of the current 2-year appointment period, unless circumstances arise, such as an officer elected to the ASCE Computing Division's ExCOM or an officer resigns or is removed. If an existing DSA Officer is not available to fill a vacant Leadership position, an election shall be planned and administered at the next available DSA annual meeting.
 - A. All DSA voting members can run for the vacant position providing that they are active voting members of DSA. Nominations for the vacant position are accepted by email to the DSA Secretary during the time period specified in the notice of call for the DSA annual meeting. A current DSA voting member can nominate an interested candidate by sending the nominee's name, affiliation, an updated 2-page NSF-style bio, and a 1-page nomination statement to the current DSA Secretary. No nomination on the floor will be accepted.

To be considered for the open Officer position, the nominated persons must attend the DSA annual meeting during which the election will take place. At the meeting, each nominator shall briefly introduce their nominee.

- 4.4. **Officer Resignation and Replacement.** If a DSA Officer resigns or is removed by the consensus of the DSA Leadership, the DSA Chair (or the Vice Chair, if the Chair is resigning or removed) in coordination with the remaining Officers shall fill the vacant position with an interim appointment which will be valid until the next election cycle.

5. DSA OFFICER POSITION RESPONSIBILITIES

- 5.1. **Chair.** The DSA Chair shall establish goals for the Committee as a whole, lead the DSA leadership team, and delegate tasks to DSA Officers, when appropriate. The Chair is the liaison of the DSA Committee with ASCE and the ExCom. The Chair shall call and lead Committee meetings, and establish agendas. The Chair shall work with Conference organizers and ExCom to schedule DSA annual meetings. The Chair shall provide the ExCom with Committee activity plans, budget estimate, and an annual report, as needed.

- 5.2. **Vice-Chair.** The Vice-Chair shall work with the Chair in executing goals established for the Committee. The Vice-Chair shall assist the Chair in providing reports to the ExCom, as needed. The Vice-Chair shall lead the voting process for new members and new officers during the DSA annual meeting. The DSA Vice-Chair shall maintain the DSA bylaws. If the Chair cannot fulfill their duties in a specific meeting, the Vice-Chair shall fulfill the duties as specified in Sub-article 5.1 of the Bylaws.
- 5.3. **Secretary.** The DSA Secretary shall maintain the Committee's online document repository and public domain content. The Secretary shall also take minutes during all meetings, and distribute minutes to Committee members for review and comment. Upon the approval of such minutes, they shall become part of the official DSA Committee documents and made available to all DSA members by the DSA Secretary. The Secretary shall send out notice of call for all meetings to the DSA membership, as well as solicit Committee membership and officer nominations. The Secretary is also responsible for preparing voting ballots, as necessary. If the Vice Chair cannot fulfill their duties in a specific meeting, the Secretary shall fulfill the duties as specified in Sub-article 5.2 of the Bylaws.
- 5.4. **Member-at-Large.** The DSA Member-at-Large shall maintain the DSA Committee membership roster, and assist the DSA Secretary to maintain the Committee's online document repository and public domain content. If the Secretary cannot fulfill their duties in a specific meeting, the Member-at-Large shall fulfill the duties specified in Sub-article 5.3 of the Bylaws.
- 5.5. **Past-Chair.** The DSA Past-Chair shall serve as an advisor to DSA Officers and transfer procedural and historical organizational knowledge as needed in any of the Committee efforts.
- 5.6. **DSA Leadership Team.** The entire DSA Leadership Team works to plan and carry out activities to achieve the objectives of the DSA committee. When a sub-committee or taskforce is organized to carry out an activity, a designated DSA Leadership Team member shall oversee the activity and serve as the liaison with the DSA Leadership Team.

6. MEETINGS AND ELECTIONS

- 6.1. **Annual Meeting.** The DSA Committee will meet annually on the sidelines of one of the major ASCE conferences/events. Traditionally, DSA annual meetings have been held in odd years during the ASCE International Workshop (Conference) on Computing in Civil Engineering, and in even years during an International Workshop (Conference) selected in advance by the Committee and approved by the ExCom. Notice of call for the annual meeting as well as a meeting agenda shall be sent to all DSA members in advance of the meeting date by the DSA Secretary.

- 6.2. **Annual Meeting Attendance.** DSA annual meetings are open to all voting and non-voting members as well as non-members. DSA voting members can choose from different methods for joining the meeting (e.g., in-person, remote) arranged by the DSA Leadership. Regardless of their attendance method, all attending voting members have the same rights during the annual meeting.
- 6.3. **Officer Meetings.** DSA Leadership will meet on a monthly basis (typically via tele- or video-conference) to discuss ongoing Committee affairs. Time and location of such meetings shall be determined in a manner that helps maximize the participation of all DSA Officers.
- 6.4. **Other Meetings.** Other meetings shall be called at the discretion of the DSA Leadership. If the presence of all DSA members is necessary, notice of call for such a meeting as well as a meeting agenda shall be sent to all DSA members via e-mail, by the DSA Secretary, in advance of the meeting date .
- 6.5. **Meeting Documentation.** All meetings should be documented via meeting minutes which clearly summarize the discussions and decisions made during the meetings. Meeting minutes, once approved, shall become part of the official DSA Committee documents and made available to all DSA members.

7. SUB-COMMITTEES AND TASKFORCES

- 7.1. **Purpose.** Sub-committees or taskforces may be formed (on a temporary or permanent basis) by the DSA Leadership to facilitate carrying out the objectives of, and to promote interest in the DSA Committee, and to provide to DSA members a better opportunity for participation in the Committee's ongoing activities, initiatives, and internal affairs.
- 7.2. **Governing Rules and Reporting.** A sub-committee or taskforce must function in accordance with the ASCE's and DSA Committee's governing documents and official policies. Unless otherwise specified, each sub-committee or taskforce shall report to the DSA Officer(s) directly overseeing the activities of that sub-committee or taskforce.

8. FINANCES AND REPORTING

- 8.1. **Expenditure.** Each year, the DSA Committee Chair prepares (in coordination with DSA Leadership) an annual budget request for submission to the ExCom by December 15. DSA annual budget shall cover the cost of activities directly related to advancing the objectives and promoting the interests of the Committee.
- 8.2. **Annual Report.** Each year, the Computing Division compiles an annual report to be submitted to the ASCE by October 31. The DSA Committee shall compile a 1-page summary of annual activities to submit to the ExCom prior to the ExCom

annual meeting. DSA leadership should also assist with compiling high-level accomplishments and plans for the annual report.

9. AMENDMENTS

- 9.1. **Proposal.** An amendment to this Bylaws may be proposed by DSA Leadership, or by a written petition (containing the text of the amendment, signed by not less than five DSA voting members) submitted to the DSA Secretary.
- 9.2. **Approval.** The proposed amendment shall be reviewed and approved by the DSA Leadership before being voted upon by the voting members. Upon initial approval, the proposed amendment shall be distributed to the DSA voting Members who shall be given the opportunity to vote the at the next available DSA annual meeting. To become effective, the proposed amendment shall receive an affirmative vote of not less than two-thirds (2/3) of the DSA Committee voting members in attendance.

10. ADMINISTRATIVE PROVISIONS

- 10.1. **Conflict of Interest.** A Conflict of Interest shall be herein defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interest of the ASCE or the DSA Committee, or in which the interests of an individual or another organization have the potential to be placed above those of the ASCE or the DSA Committee. Any individual interested in running for a DSA Officer position must disclose the existence of any actual or possible conflict of interest and all material facts to the DSA Leadership. Action to address the conflict shall be taken by either the interested individual or the DSA Leadership.
- 10.2. **Limitations on Political and Lobbying Activity.** No substantial part of the activities of the DSA Committee shall involve carrying on propaganda or otherwise attempting to influence legislation, and the DSA Committee shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office. The DSA Committee shall not carry on any activities prohibited by the provisions of the ASCE's governing documents and official policies.