

Appendix-A

Executive Committee and Board of Directors

Executive Committee

President:

Thakur P. Dhakal, P.E., Vice President: Sanjaya Gajurel, Ph.D.

General Secretary: Surya Thapa, P.E.

Joint Secretary:

Madan Baral, P.E., PMP

Information Secretary:

Srijana Khatiwada Sharma, MS IT

Treasurer:

Mangal Maharjan

Immediate Past President:

Uppendra Karna, D.Eng. P.E.

Members-at-Large:

Om Dahal, Ph.D., P.E. (IN)

Manoj Karkee, Ph.D. (WA) Narayan

Pokhrel, P.Eng. (Canada)

Nipesh Pradhananga, Ph.D., P.E. (FL) Roshan

Prasain, P.E. (CO)

Board of Directors (BOD):

Thakur P. Dhakal, P.E. (VA) -Chair Ananta Baidya, P.E. (CA)

Madan Baral, P.E., PMP (IL) Rabin

Bhattarai, Ph.D. (IL) Om Dahal, Ph.D.

P.E. (IN)

Purna Dahal, P.E. (VA) Sanjaya

Gajurel, Ph.D. (OH) Jagannath

Ghimire, P.E. (TX) Bijay Giri, Ph.D.

(MI)

Sukh Gurung, Ph.D., P.E. (NY) Kaushal

Jha, Ph.D. (TX)

Raju Joshee PMP (MD) Manoj

Karkee, Ph.D. (WA)

Govinda Karki, Ph.D., P.E. (NM) Uppendra

Karna, D.Eng. P.E. (NJ) Pradeep Khanal

(CA)

Prakash Khanal, P.E. (MD) Mangal

D. Maharjan (MD)

Prakash B. Malla, Ph.D., F. TAPI (GA) Dilli

Neupane, P.E. (VA)

Jiwan L. Ninglekhu, Ph.D. (PA) Chhabi

Pandey (OH)

Narayan Pokhrel, P.Eng. (Canada) Nipesh

Pradhananga, Ph.D., P.E. (FL) Roshan Prasain,

P.E. (CO)

Srijana Khatiwada Sharma, MS IT (GA) Rajendra

K. Shrestha, Ph.D., (TX) Deshraj Sonyok, Ph. D.

(VA)

Surya Thapa, P.E. (OH)

American Society of Nepalese Engineers (ASNEngr) - a non-profit

organization with IRS 501(c)(3) tax-exempt status – aims at providing a platform for Nepalese, and their friends, in engineering and closely related scientific and technical areas to come together, exchange ideas, and support each other for their and the larger society's common good. The Society also strives at promoting engineering and technological advancement in Nepal.

BOD's Zoom Meeting

Date: February 27, 2022

Time: 9:00 PM- 11:00 PM (EST-USA)

Location: [Join Zoom Meeting:](#)

Meeting ID: 251 231 7040 and Passcode: 712742

One tap mobile: +19292056099,,2512317040#,,,712742#

Dial by your location: +1 929 205 6099

Board of Directors		Committee Chair (C) and Vice Chair (VC)*			
Thakur Dhakal (VA)	P	Award & Grant		Shyam Sharma (CA)	A
Ananta Baidya (CA)	P			-	
Madan Baral (IL)	P	Bylaws		Ramesh B. Malla (CT)	P
Rabin Bhattarai (IL)	P			-	
Om Dahal (IN)	A	Fund Raising Finance		Santosh Dhakal, P.E.	P
Purna Dahal (VA)	A			-	
Sanjaya Gajurel (OH)	P	Liaison		Kul Acharya (MD)	A
Jagannath Ghimire (TX)	A			-	
Bijay Giri (MI)	P	Magazine		Jiwan Ninglekhu (PA)	A
Sukh Gurung (NY)	P			-	
Kaushal Jha (TX)	P	Membership Review		Deependra Pokharel (VA)	A
Raju Joshee (MD)	A			-	
Manoj Karkee (WA)	A	Nepal Liaison		Ananta Baidya (CA)	P
Govinda Karki (NM)	A				
Upendra Karna (NJ)	P	Newsletter		Purna Dahal (VA)	A
Pradeep Khanal (CA)	A				
Prakash Khanal (VA)	A	Outreach & Membership		Bishnu Phuyal	P
Mangal Maharjan (MD)	P			-	
Prakash Malla (GA)	A	Student		Bishal Khadka (VA)	A
Dilli Neupane (VA)	A			-	
Jiwan Ninglekhu (PA)	A	Technical		Nipesh Pradhananga (FL)	P
Chhabi Pandey (OH)	P			-	
Narayan Pokhrel (Canada)		Chapters Chair (C) and Vice Chair (VC)*			
Nipesh Pradhananga (FL)	P	Washington DC	C	Sandeep Pykurel	A
Roshan Prasain (CO)	A				
Srijana Khatiwada Sharma	P	Houston	C	Subash Poudel	A
Rajendra K. Shrestha (TX)	P				
Deshraj Sonyok (VA)	P	Chicago	C	Madan Baral	P
Surya Thapa (OH)					
		Newyork	C	Om Dhodary	P
Guest					
Note: * These Attendees are invited guests for this meeting and they do not have voting rights for the agenda approval process. However, as an attendee, he/she can put their opinion during discussion.					

Attendance: Check "P" for Presence "A" for Absent, and "AN" for Absent by Notice

Meeting Minute

1. **Meeting called to order by President:** Thakur Dhakal at 9:05 pm
2. **All meeting attendees self-introduced - General Secretary Mr. Surya Thapa recorded the attendees from a zoom login**
3. **Approval of BOD Meeting minute dated on December 5, 2021**

Dr. Nipesh Pradhananga moved the motion and Seconded by Dr. Rajendra Shrestha to approve BOD Meeting minute dated on December 5, 2021. Dr. Upendra Karna made few comments on attendance sheet. The motion was approved unanimously, with Dr. Upendra Karna's suggested changes (See Attached **Appendix A**).

4. Committee Updates by Committee Chairs**Awards, Grants, and Scholarships Committee - Shyam Sharma, Ph.D. (OR)**

Mr. Thakur Dhakal updated following:

- 2021 Merit Award and GSRF notice was sent,
- 2021 [Research and Development Collaboration Award](#) had been distributed; A total of \$5,800 was distributed among the five (5) Research and development projects

Bylaws Amendment and Membership Standard Committee-Ramesh B. Malla, Ph.D. (CT)

- Dr. Ramesh Mall requested all BOD members to review exiting Bylaws and provide feedback for amendment

Fundraising and Financial Oversight Committee - Santosh Dhakal, P.E. (MD)

- Conference organizing team called a [ZOOM meeting](#) for fundraising committee dated on March 12, 2022

Liaison Committee - Kul Mani Acharya (MD)

- None

Magazine Committee-Jiwan Ninglekhu, Ph.D. (PA)

Dr. Rajendra Shrestha updated following:

- ASNEngr Magazine in in final status and it will be published in a week

Membership Review Committee-Deependra Pokharel (VA)

- None

Nepal Liaison Committee -Ananta Baidya, P.E. (CA)

- Mr. Ananta Baidya conducted 4 set of training in Nepal during his recent visit in Nepal
- Mr. Ananta Baidya also distributed few ASNEngr's "Earthquake Position Paper" in Nepal and there are few copies of "Earthquake Position Paper" were stored in his residence in Nepal. Mr. Thakur Dhakal and Mr. Madan Baral will coordinate with Mr. Baidya to transport them to USA

Newsletter Committee-Purna Dahal, P.E. (VA)

- None

Outreach and Membership Recruitment Committee-Bishnu Phuyal, Ph.D. (IL)

- Dr. Bishnu Phuyal will coordinate with Bylaws Amendment and Membership Standard Committee for new membership fee and other membership issue.

Student Committee-Bishal Khadka, P.E. (VA)

- None

Technical Committee-Nipesh Pradhananga, Ph.D. (FL)

These are the current programs

- Research and Development: Dr. Shayam Sharma is working on it
- Engineering Student Advising: Mr. Narayan Pokharel is working on it.

Web Series: Dr. Ananda Poudel is working on it. **Dr. Pusker Regmi presented**

January Web Series: **Emerging trends of the circular economy enabled by resource recovery from Wastewater**

February Panel Discussion: **Transportation System in Nepal: Issues, Challenges, and Opportunities**

Pannalist:

Dr. Partha Mani Parajuli

Mr. Tulasi Prasad Sitaula

Dr. Padma Bahadur Shahi

Mr. Keshab Sharma

Moderated by:

Dr. Shyam Sharma

April Series: Acing the **PE Exam** Presenter: Dr. Sukh Gurung

5. Chapter Updates by Chapter Chairs

Greater Washington DC- Sandeep Pyakurel , Ph.D.

- None

Greater Houston - Subash Paudel , P.E.

- None

Greater Chicago-Madan Baral, P.E.

- Opened bank account. Planning for summer activities.

Greater Newyork-OM Dhodary, P.E.

- Working for summer picnic schedule
- Working on chapter for various work force committee

6. ASNEng Awards Guidelines by Sanjaya Gajurel, Ph.D.

Dr. Sanjaya Gajurel moved the motion for approval as it is presented (see **Appendix B**) and Dr. Nipesh Pradhananga seconded the motion. The motion was unanimously approved.

7. Volunteer Hours for ASNEng Members for President's Volunteer Service Award by Thakur Dhakal

ASNEng is registered as an organization which can certify Volunteer Hours for President's Volunteer Service Award. (**Appendix-C**)

8. Financial Update by Treasurer (Mangal Maharjan)

- A total current balance of ASNEng's accounts is about \$36K
- "Souvenir T-shirt" are ready to sell.

9. Old Business

- Flood Position Paper: Editorial team is working on it
- Five Researchers were selected and Mr. Ananta Baidya will coordinate with Dr. Ananda Paudel to monitor and None

10. New Business

- Mr. Thakur Dhakal talked about the ASNEng's branding concept. An announcement for Motto competition will be sent soon.

11. The next meeting is tentatively scheduled April 17, 2022 at 9 to 11 PM EST

12. The meeting was adjourned at 10:54 PM EST

Meeting Minute Scripted by

Surya Thapa, PE, General Secretary

American Society of Nepalese Engineers (ASNEng)

P.O. Box 1606, Centreville, VA 20122

Executive Committee and Board of Directors

Executive Committee

President:

Thakur P. Dhakal, P.E.,

Vice President: Sanjaya

Gajurel, Ph.D. **General**

Secretary: Surya Thapa,

P.E.

Joint Secretary:

Madan Baral, P.E., PMP

Information Secretary:

Srijana Khatiwada Sharma, MS IT

Treasurer:

Mangal Maharjan

Immediate Past President:

Upendra Karna, D.Eng, P.E.

Members-at-Large:

Om Dahal, Ph.D., P.E. (IN)

Manoj Karkee, Ph.D. (WA)

Narayan Pokhrel, P.Eng. (Canada)

Nipesh Pradhananga, Ph.D., P.E. (FL)

Roshan Prasain, P.E. (CO)

Board of Directors (BOD):

Thakur P. Dhakal, P.E. (VA) -Chair

Ananta Baidya, P.E. (CA)

Madan Baral, P.E., PMP (IL)

Rabin Bhattarai, Ph.D. (IL)

Om Dahal, Ph.D. P.E. (IN)

Purna Dahal, P.E. (VA)

Sanjaya Gajurel, Ph.D. (OH)

Jagannath Ghimire, P.E. (TX)

Bijay Giri, Ph.D. (MI)

Sukh Gurung, Ph.D., P.E. (NY)

Kaushal Jha, Ph.D. (TX)

Raju Joshee PMP (MD)

Manoj Karkee, Ph.D. (WA)

Govinda Karki, Ph.D., P.E. (NM)

Upendra Karna, D.Eng, P.E. (NJ)

Pradeep Khanal (CA)

Prakash Khanal, P.E. (MD)

Mangal D. Maharjan (MD)

Prakash B. Malla, Ph.D., F. TAPI (GA)

Dilli Neupane, P.E. (VA)

Jiwan L. Ninglekhu, Ph.D. (PA)

Chhabi Pandey (OH)

Narayan Pokhrel, P.Eng. (Canada)

Nipesh Pradhananga, Ph.D., P.E. (FL)

Roshan Prasain, P.E. (CO)

Srijana Khatiwada Sharma, MS IT (GA)

Rajendra K. Shrestha, Ph.D., (TX)

Deshraj Sonyok, Ph.D. (VA)

Surya Thapa, P.E. (OH)

American Society of Nepalese Engineers (ASNEng)

- a non-profit organization with IRS 501(c)(3) tax exempt status - aims at providing a platform for Nepalese, and their friends, in engineering and closely related scientific and technical areas to come together, exchange ideas, and support each other for their and the larger society's common good. The Society also strives at promoting engineering and technological advancement in Nepal.

BOD's Zoom Meeting

Date: December 5, 2021

Time: 9:00 PM- 11:00 PM (EST-USA)

Location: [Join Zoom Meeting:](#)

Meeting ID: 251 231 7040 and Passcode: 712742

One tap mobile: +19292056099,,2512317040#,,, *712742#

Dial by your location: +1 929 205 6099

Attendance: Check "P" for Presence "A" for Absent, and "AN" for Absent by Notice

Board of Directors		Committee Chair (C) and Vice Chair (VC)*			
Ananta Baidya (CA)	P			--	
Madan Baral (IL)	A	Award & Grant	C	Shyam Sharma (CA)	P
Rabin Bhattarai (IL)	AN			--	
Om Dahal (IN)	P	Bylaws	C	Ramesh B. Malla (CT)	P
Purna Dahal (VA)	P			--	
Sanjaya Gajurel (OH)	A	Fund Raising Finance	C	Santosh Dhakal, P.E. (MD)	AN
Jagannath Ghimire (TX)	P			--	
Bijay Giri (MI)	A	Liaison	C	Kul Acharya (MD)	P
Sukh Gurung (NY)	P			--	
Kaushal Jha (TX)	P	Magazine	C	Jiwan Ninglekhu (PA)	A
Raju Joshee (MD)	P			--	
Manoj Karkee (WA)	P	Membership Review	C	Deependra Pokharel (VA)	A
Govinda Karki (NM)	AN			--	
Upendra Karna (NJ)	P	Nepal Liaison	C	Ananta Baidya (CA)	P
Pradeep Khanal (CA)	A			--	
Prakash Khanal (VA)	AN	Newsletter	C	Purna Dahal (VA)	P
Mangal Maharjan (MD)	P				
Prakash Malla (GA)	AN	Outreach & Membership	C	Bishnu Phuyal	P
Dilli Neupane (VA)	A			--	
Jiwan Ninglekhu (PA)	A	Student	C	Bishal Khadka (VA)	A
Chhabi Pandey (OH)	P			--	
Narayan Pokhrel (Canada)	P	Technical	C	Nipesh Pradhananga (FL)	P
Nipesh Pradhananga (FL)	P			--	
Roshan Prasain (CO)	A	Chapters Chair (C) and Vice Chair (VC)*			
Srijana Khatiwada Sharma (GA)	P	Chicago	C	Madan Baral	A
Rajendra K. Shrestha (TX)	P		VC	Prasanna Subedi	A
Deshraj Sonyok (VA)	P	Houston	C	Subash Poudel	A
Surya Thapa (OH)	P		VC	Pradeep Gautam	A
Total: 19/29		Washington DC	C	Sandeep Pykurel	A
			VC	Sagar Khadka	P
Guest	Ananda Paudel, Vice Chair of ASNEngr's Technical Committee			Shyam Sharma, Chair of ASNEngr's Award & Grand Committee	
Note: * These Attendees are invited guests for this meeting and they do not have voting rights for the agenda approval process. However, as an attendee, he/she can put their opinion during discussion.					

Meeting Minute

1. **Meeting called to order by President:** Thakur Dhakal at 9:08 pm
2. **All meeting attendees self-introduced - General Secretary Mr. Surya Thapa recorded the attendees from a zoom login**
3. **Committee Updates by Committee Chairs**

Awards, Grants, and Scholarships Committee - Shyam Sharma (OR)

- 2020 Merit Award distributed
- Mr. Mangal Maharjan and Ananda Poudel are coordinating to distribute research grand

Bylaws Amendment and Membership Standard Committee-Ramesh B. Malla (CT)

- 6-member committee has been formed including Ramesh Mall, Jagannath Ghimire, Nipesh Pradhananga, Dharmendra Thakur, Srijana Khatiwada, and Prakash Khanal
- Bylaws was updated in 2012 and it needs to be updated.

Fundraising and Financial Oversight Committee - Santosh Dhakal, P.E. (MD)

- None

Liaison Committee - Kul Mani Acharya (MD)

- Coordinating with UK and Australia for international conference. Information meeting was held on December 5, 2021 and further update will be share in next BOD meeting.

Magazine Committee-Jiwan Ninglekhu (PA)

- None

Membership Review Committee-Deependra Pokharel (VA)

- None

Nepal Liaison Committee -Ananta Baidya, P.E. (CA)

- None

Newsletter Committee-Purna Dahal, P.E. (VA)

- None

Outreach and Membership Recruitment Committee-Bishnu Phuyal (IL)

- None

Student Committee-Bishal Khadka (VA)

- None

Technical Committee-Nipesh Pradhananga (FL)

- Ananda Poudel is working for research grand and web series.

Website and Database Committee-Ajaya Dhakal (TX)

- Ananda Paudel and Srijana Khatiwada are working to hire third party consultant for web update and conference update.

4. **Chapter Updates by Chapter Chairs**

Greater Chicago-Madan Baral

- None

Greater Washington DC- Sandeep Pyakurel

- None

Greater Houston - Subash Paudel

- None

5. Conference General Chair and Technical Chair approval by Thakur. Dhakal

Mr. Nipesh Pradhananga nominated following candidates via email dated on Oct 26, 2021 (**Appendix-A**):

General Chair: Ananda Paudel, Ph.D. (CO)

Technical Chair: Shubha Adhikari (MD)

Motion to approve the nomination as received for General Chair and Technical Chair was moved by Dr. Upendra Karna and Seconded by Dr. Rajendra Shrestha. The motion was approved unanimously.

6. Membership Fee Amendment and membership processing by Thakur. Dhakal

Mr. Thakur Dhakal presented "Streamlining on Membership Fee and Membership Processing" documents prepared by Outreach and Membership Recruitment Committee. He requested to make following membership fee (**Appendix-B**):

Members Type	Current Fee	New Request
Student fee	Free	\$5.00
Member	\$20.00	\$25.00
Senior Member	\$25.00	
Fellow Member	\$30.00	
Life: Member	\$375.00	\$200.00
Life: Senior Member	\$300.00	
Life: Fellow Member	\$225.00	

Dr. Upendra Karna moved the motion and Seconded by Mr. Mangal Maharjan moved the motion to approve above listed member fee presented by Mr. Thakur Dhakal. The motion was approved unanimously.

7. Financial Update by Treasurer (Mangal Maharjan)

- A total current balance of ASNEng's accounts is about \$43K
- A total of 150 "Souvenir T-shirt" are in process to order.

8. Membership update by Joint Secretary (Mr. Madan Baral)

- None

9. News/Social Media update by Information Secretary (Ms. Shrijana Khatiwada Sharma)

- None

10. Old Business

- None

11. New Business

- New York chapter has been formed and also updated in web page.

12. The meeting was adjourned at 10:14 PM EST

Meeting Minute Scripted by

Surya Thapa, PE, General Secretary

American Society of Nepalese Engineers (ASNEng)

P.O. Box 1606, Centreville, VA 20122

Appendix-A



Surya Thapa <suryathapa@gmail.com>

Fwd: Call for nomination to serve on General Chair and Technical Chair positions for 15th ASNEng Annual Conference

1 message

American Society of Nepalese Engineers <email.asnengr@gmail.com>
To: ASNEng Executive Committee <executive@asnengr.org>
Cc: Thakur Dhakal <tdhakal@gmail.com>

Tue, Nov 23, 2021 at 8:46 PM

FYI

Much Regards,
Surya Thapa, P.E.
General Secretary, American Society of
Nepalese Engineers (ASNEng)
Phone: (216) 403-4354
www.ASNEng.org

----- Forwarded message -----

From: **Nipesh Pradhananga** <npradhan@fiu.edu>
Date: Tue, Oct 26, 2021 at 3:04 PM
Subject: RE: Call for nomination to serve on General Chair and Technical Chair positions for 15th ASNEng Annual Conference
To: American Society of Nepalese Engineers (ASNEng) <info@asnengr.org>
Cc: tdhakal@gmail.com <tdhakal@gmail.com>, a_paudel@yahoo.com <a_paudel@yahoo.com>, Shubha Adhikari <shubha.adhikari@gmail.com>, Kaushal.jha2@gmail.com <Kaushal.jha2@gmail.com>, Srijana Khatiwada-Sharma <srijana98@gmail.com>, rcpoudel@gmail.com <rcpoudel@gmail.com>, mallap@bellsouth.net <mallap@bellsouth.net>

Good afternoon,

I would like to nominate the following candidates for the respective positions for our upcoming ASNEng 15th Annual Conference 2022.

The positions are based on communication with the candidates and their interests. All candidates are copied in this email.

General Chair: Dr. Ananda Paudel

General Co-chair: Srijana Khatiwada-Sharma, MSCS

Technical Chair: Shubha Adhikari, AICP

Technical Co-chair: Dr. Kaushal Jha

After the conference committee is formed (with or without the above-mentioned candidates), I also request the committee to keep the following individuals in a close circle as a preparation to lead the conference in 2023.

Dr. Ram Paudel

Dr. Prakash Malla

Thank you

Nipesh Pradhananga

Chair, Technical Committee

Member, Executive Committee

ASNEng (<http://www.asnengr.org/>)

From: American Society of Nepalese Engineers (ASNEng) <info@asnengr.org>

Sent: Thursday, September 30, 2021 12:33 AM

To: info@asnengr.org

Subject: Call for nomination to serve on General Chair and Technical Chair positions for 15th ASNEng Annual Conference

Note: This message originated from outside the FIU Faculty/Staff email system.

Dear Valued Member of the Society:

American Society of Nepalese Engineers (ASNEng) is pleased to announce that the 15th ASNEng Annual Conference is going to be held from **June 11-12, 2022 (tentative)**. To conduct the conference successfully, ASNEng requires a General Chair and a Technical Chair. We believe that our experienced and technically accomplished members should participate in Society's activities to make our organization stronger and more vibrant. With this understanding, I would like to invite interested ASNEng members for this opportunity.

This is the call for nomination to serve on General Chair and Technical Chair positions for **15th ASNEng Annual Conference**. The location of the conference will be decided soon. The qualified candidates are requested to apply for these positions. Please indicate whether you are applying for a General Chair position or a Technical Chair position.

Please submit your application with your CV or short bio-data by **October 15, 2021**, via email at info@asnengr.org. Executive Committee of the Society will evaluate your credentials and will send an acceptance email by **October 31, 2021**, if you are selected for any of these positions.

Thank you for your consideration to serve as General Chair and Technical Chair for 15th ASNEng Annual Conference, and we are looking forward to receiving your application.

Please find attached the general guidelines to be considered for the selection of the conference General Chair and Technical Chair.

Should anybody have any questions or need more info, please feel free to reach out to us by email or calling to President at 240-821-2137, VP at 216-315- 4136, or Secretary at 216 403 4354. ASNEng is looking forward to having your response as soon as possible.

Thanking you and expect to see you all at the conference.

Sincerely,

Executive Committee

American Society of

Nepalese Engineers (ASNEng)

Email: info@asnengr.org

www.ASNEng.org

Appendix-B

Membership Application Form (draft)

“*” indicates mandatory

Personal Information

Email Address*

First Name*

Last Name*

Gender

Job Title

Address

City*:

State*:

Zip Code*:

Educational Background

Degree*

School name*

Graduation date (mm/yyyy)*

Special recognition if any such as honors, etc.

If someone likes to enter various levels of degree, the form should allow adding new entries. This should be valid for Professional Background and Professional Licenses. Database should cover these information.

License (If you have):

License type*

Country

State

License number*

Expiration date (mm/dd/yyyy)

Reference:

Are you referred by a member?*

Name:

Attachments

Add a new Attachment ???

Webinfo such as LinkedIN

Username: email

Password*:

Confirm Password*:

Dues: (Pays prorated due for this year and next year's membership due, \$25+prorated amount, expire on December 31, <next year>)

Prorated discount (.....)????

Can we make it to end the membership in every two years election cycle in a prorated basis or charge \$30 if it last more than one year and \$20 for one year or less?

This is only applicable for non-life members, so small fee and this provision should be fine.

Although there is still little bit of challenge when we reach to close of the election time?

Benefits

Magazine: Free

Newsletter: Free

Note: The information provided above should suffice for membership application. Once the account is created, the applicant will have ability to update his/her profile and enter educational and professional background and other information later.

1. Upgrade to senior and fellow in the current form creates confusion to a member and also can be a challenge to us if someone renews from current general member to a senior or fellow.
2. Upgrade to senior and fellow should be a separate process for existing members.
3. Include: Exemplary Work, Patents, with internet links if any

Appendix-B

General Guidelines for selection of various Society Awards

These awards are distributed to ASNEngr members to recognize their praiseworthy contributions and volunteer services to the society towards its goals and objectives. The eligible candidate or nominator for various awards except for the Society Leadership Award, shall follow nomination instructions in Section "Nominations Instructions." The awards will be decided by the executive committee.

1. Society Leadership Award:

The Society President will be awarded with this award after the end of his/her term without any formal nomination.

Frequency: At the end of the President's term

Criteria and eligibility:

The eligible candidate shall:

- Be the Society member in good standing.

Award:

- A certificate of recognition
- An award plaque

2. Outstanding Performance Award:

Any ASNEngr active members EXCEPT the executive officers of the Society with outstanding contributions to the societies during his/her term will be awarded under this category.

Frequency: Annually (Presented in Annual Conference)

Criteria and eligibility:

The eligible candidate shall:

- Be the Society member in good standing
- Exhibit outstanding performance consistently in the Society in the past year. For the purposes of this effort, past year is defined as the time frame from July 1 of previous year through June 30 of the current year.
- Demonstrate an exceptional leadership in making positive change

Award:

- A certificate of recognition
- An award plaque

3. Lifetime Achievement Award

Any ASNEngr active members of the Society who served or has been serving for relatively longer period of time as a member of the society will be awarded under this category.

Frequency: Every Two Years (Presented in Annual Conference)

Criteria and eligibility:

The eligible candidate shall:

- Be the Society member in good standing
- Serve as an active ASNEngr member for at least 10 years
- Demonstrate outstanding performance consistently with significant impact on the society.

Award:

- A certificate of recognition
- An award plaque

4. Emerging Leadership Award

Emerging Leadership award is intended to recognize an emerging leader, relatively newer member of the Society who shows tremendous potential to be the future leader of the organization.

Frequency: Every Two Years (Presented in Annual Conference)

Criteria and eligibility:

The eligible candidate shall:

- Be the Society member in good standing
- Demonstrate leadership quality consistently within the Society in previous few years.
- Exhibit a strong commitment to the advancement of the Society
- Be a relatively newer member of the Society
- Participate and contribute in the meetings; collaborate to get the job done.

Award:

- A certificate of recognition
- An award plaque

Nomination Instructions:

- Self-nomination or peer nomination
- Nominee's name, organization, title and e-mail address
- Nominator or Nominee's contact information
- A high-resolution headshot photo of the nominee
- The category of nomination for the eligible candidate - Outstanding Performance Award, Lifetime Achievement Award, Future Leadership Award.
- Explanation of why nominator is nominating the candidate or why the candidate thinks he/she is eligible for the awards (max. 500 words)

Updated: 2/22/2022

Appendix-C

PVSA Individual Submission Sample

COVER SHEET

Name: Nicole Graham

Age: 18

Home Address: 555 This Street
Hometown, State 55555

Total Hours: 103

School: SkillsUSA High School
Advisor's Name: Mr. T. Lawrence
School Address: 14001 SkillsUSA Way
Leesburg, VA 20175

Advisor's email: name@skillsusa.org



*St. James Church, Any Street
Any town, USA*

To whom it may concern:

Nicole Graham volunteered her time to St. James Sunday School. She volunteered a total of 19.5 hours.

Thank you,

*Mrs. Jones
Sunday School Coordinator*



Doggie Day Care, Any Street, Any Town, USA

To whom it may concern:

Nicole Graham volunteered her time to Doggie Day Care. She spent many patient hours walking our shelter dogs. She volunteered a total of 44.5 hours.

Thank you,

Mr. Smith
Owner, Doggie Day Care



**SkillsUSA High School
14001 SkillsUSA Way
Leesburg, VA 20175**

To whom it may concern:

Nicole Graham volunteered her time for the SkillsUSA High School doing volunteer work for the SkillsUSA local chapter. She volunteered a total of 39 hours helping with chapter volunteer projects.

Thank you,

Mr. Roberts, Principal
SkillsUSA High School



**SkillsUSA High School
14001 SkillsUSA Way
Leesburg, VA 20175**

To whom it may concern:

I nominate Nicole Graham for the President's Volunteer Service Award. She has demonstrated her commitment and passion to community service performing 103 hours of volunteer work both for the school and other organizations.

Thank you,

Mr. Lawrence, SkillsUSA Advisor
SkillsUSA High School

Time Sheet for N. Graham

Supervisor	Place of Service	Date of Service	Hours	Service	TOTAL Hours
Mr. Smith	DOGGIE DAY CARE	1/5/15	3.5	dog walker	
Mr. Smith	DOGGIE DAY CARE	1/10/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	1/15/15	4	dog walker	
Mr. Smith	DOGGIE DAY CARE	1/21/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	1/31/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	2/3/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	2/6/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	2/11/15	3	dog walker	
Mrs. Jones	St. James Church	1/3/15	2	Sunday school Aid	
Mrs. Jones	St. James Church	2/10/15	2.5	Sunday school Aid	
Mrs. Jones	St. James Church	3/10/15	3	Sunday school Aid	
Mrs. Jones	St. James Church	4/12/15	3	Sunday school Aid	
Mrs. Jones	St. James Church	6/22/15	3	Sunday school Aid	
Mrs. Jones	St. James Church	8/14/15	3	Sunday school Aid	
Mrs. Jones	St. James Church	9/15/15	3	Sunday school Aid	
Mr. Roberts	SkillsUSA High School	1/16/15	5	Chpter Project: Park Clean up	
		1/30/15	3	Chpter Project: Park Clean up	
		2/28/15	6	Chpter Project: Park Clean up	
		3/12/15	2	Chpter Project: Shelter food prep	
		3/17/15	5	Chpter Project: Shelter food prep	
		4/6/15	5	Chpter Project: Shelter food prep	
		4/18/15	5	Chpter Project: Shelter food prep	
		5/10/15	4	Chpter Project: Park Clean up	
		10/5/15	4	Chpter Project: Park Clean up	
Mr. Smith	DOGGIE DAY CARE	8/21/15	3.5	dog walker	
Mr. Smith	DOGGIE DAY CARE	9/2/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	9/19/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	11/24/15	3.5	dog walker	
Mr. Smith	DOGGIE DAY CARE	12/9/15	3	dog walker	
Mr. Smith	DOGGIE DAY CARE	12/16/15	3	dog walker	