



IN CELEBRATION OF  
THE ANNUAL NATIONAL ENGINEERS WEEK

CONSTITUTION, BY-LAWS  
AND  
STANDARD OPERATING PROCEDURES  
OF THE  
CENTRAL PENNSYLVANIA  
ENGINEERS WEEK COUNCIL

May 24, 1999  
Latest Revisions: November 18, 2003  
July 18, 2016  
**September 30, 2021**



## CENTRAL PENNSYLVANIA ENGINEERS WEEK COUNCIL

### CONSTITUTION

Latest Revision: 9/30/2021

#### ARTICLE I. PURPOSE

Section 1. The Central Pennsylvania Engineers Week Council (1) is a non-profit organization incorporated<sup>1</sup> under the laws of Pennsylvania and established to plan and implement the celebration of National Engineers Week annually in the Greater Harrisburg Metropolitan Area and the surrounding communities. Its principal purposes are to promote the work of engineers for the public's understanding and welfare; honor outstanding members of the engineering profession; recognize outstanding engineering achievements; and enhance technological literacy of the public through educational activities.

Section 2. An annual celebration of National Engineers Week will be held during the week of George Washington's birthday each February, focusing around the theme supplied annually by the National Engineers Week Steering Committee of the National Society of Professional Engineers (NSPE).

Section 3. Activities of the Engineers Week Council will include,

- a) Work with the local newspaper(s) to develop an Engineers Week Supplement to proclaim National Engineers Week in honor of the engineering profession,
- b) Arrange for display of exhibits at local shopping mall(s) or a popular and well-visited public facility during National Engineers Week,
- c) Select an Engineer of the Year and Young Engineer of the Year who will serve during the year following as outstanding examples to the community and as ambassadors to publicize the contributions made by engineering,
- d) Recognize the contribution of an outstanding individual by the award of Technical Achievement that has supported the engineering profession,
- e) Recognize the contribution of an outstanding individual for their advocacy of Science, Technology, Engineering and Mathematics (STEM) to our youth by the award of the John H. McCormick Education Outreach Award.
- f) Annually hold a dinner banquet (and if so designated by Engineers Week Council a breakfast and/or luncheon) during National Engineers Week to honor all engineers and recognize outstanding members and achievements of the engineering profession. If recommended and agreed by the board, the additional breakfast and/or luncheon may be scheduled a different time of the year.
- g) Organize and provide volunteer speakers from the Member Organizations to visit public and private schools to inform and educate students about engineering and its benefits to society.

Other activities may be included as determined by the council.

#### Article II. MEMBERSHIP & TERRITORY

Section 1. The Engineers Week Council is a partnering arrangement of the local professional and technical societies to coordinate the events and other participatory activities for the celebration of National Engineers Week. Member organizations are those professional and technical societies maintaining active representation on the Council.

<sup>1</sup> The Central Pennsylvania Engineers Week Council is registered with the Corporation Bureau, Commonwealth of Pennsylvania; filed on April 20, 2000; Entity Number 2937374; under the Registration Board of Professional Engineers and naming a Professional Engineer as Principal of the Council by which approval was granted.



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Section 2. The Engineers Week Council's geographic territory will comprise the areas covered by each of the Member Organizations (as determined by the member organization). Its center of activities will be located in the Greater Harrisburg Area and the communities of central Pennsylvania.

#### ARTICLE III. SPONSORSHIP

Section 1. Engineers Week activities will be sponsored by the various engineering and technical societies, and other interested organizations. Sponsors are those individuals and/or organizations that voluntarily contribute financial support to the Engineers Week Council. Sponsors may or may not receive goods or services from Council. Organizations, whose purposes and objectives are in consonance with those of Engineers Week, may be accepted for sponsorship by action of the Engineers Week Council.

Section 2. Corporations, firms and other business organizations, academic institutions, and individuals, which have interests directly related to the engineering, scientific and technological community or which embrace the purposes of the Engineers Week activities, could be specifically invited to become sponsors.

#### ARTICLE IV. ADMINISTRATION

Section 1. Engineers Week activities shall be implemented by the Engineers Week Council, comprised of representatives from active member organizations, which shall function on a continuing basis under the direction of its officers and committee chairs as provided in the By-laws. Active member organization is herein defined as a member organization who has actively participated in at least 50% of Engineers Week Council meetings in the past year (April 1- March 31) o.

Section 2. The Council organization will consist of officers, one of which must be a licensed Professional Engineer in the Commonwealth of Pennsylvania, five standing committees, special committees and an advisory committee. Officers of the Council will include a Council Chair, Vice Chair, Treasurer and Secretary, who shall be elected in accordance with the By-laws. The five standing committees will encompass the areas of Operations, Awards, Events, Public Affairs and Educational Outreach. A Committee Chair appointed in accordance with the By-laws will lead each Standing Committee and Special Committee.

Section 3. The Engineers Week Council will hold regular meetings in accordance with the By-laws, for the transactions of regular business and will engage in such other activities as necessary, suitable and proper for fulfilling its purpose.

Section 4. In the event that abandonment is evident, a special Executive Committee consisting of the officers and Committee Chairs of the Engineers Week Council, the Advisory Committee and the incumbent President of the Harrisburg Chapter of the Pennsylvania Society of Professional Engineers, shall be responsible for ensuring that suitable actions are developed and implemented.



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#### ARTICLE V. FINANCES

Section 1. Funds received by the Engineers Week Council shall be deposited in an approved financial institution with account authorizations and disbursements approved by the Operations Committee of the Engineers Week Council or by the board at the monthly meetings.

Section 2. Accounting of the funds shall be documented monthly and shall be available at all times for review and verification.

Section 3. In the event of the abandonment of this activity and the dissolution of the Engineers Week Council, all residual funds shall revert to a trusteeship consisting of the Treasurer, the Council Chair, Vice Chair or most recent prior Council Chair, and the incumbent President of the Harrisburg Chapter of the Pennsylvania Society of Professional Engineers at the time, who collectively shall be responsible to determine the procedures and direct the proper disposition of funds.

#### ARTICLE VI. GOVERNANCE

Section 1. By-laws shall be established, as hereinafter set forth, for the purpose of governing the operations and establishing the administration of the Council and its activities.

#### ARTICLE VII. AFFILIATIONS

Section 1. In furtherance of the objectives of Engineers Week, the Engineers Week Council may enter into partnering arrangements, co-sponsorships of events and other participatory activities so long as such affiliations are not inimical to the purposes of the Engineers Week Council.

#### ARTICLE VIII. AMENDMENTS

Section 1. Amendments to the Constitution may be proposed by action of the Council at two successive meetings or by resolution adopted by at least five (5) member organizations. All proposed amendments are to be reviewed by the Advisory Committee and presented to the representatives of the member organizations with a summary of the findings before being placed on the ballot.

Section 2. Proposed amendments to this Constitution together with a letter or electronic ballot are to be mailed by the Secretary to each member representative (one vote per member organization).

Section 3. A two-thirds approval vote of the active member organization representatives of the Council is required to amend any clause or section of the Constitution and By-laws.

Section 4. Adoption of the amendment to the Constitution will become effective, if approved, 30 days after the deadline for the receipt of the ballot.



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## BY-LAWS

Latest Revision: 9/30/2021

### BY-LAW 1. MEMBERSHIP

#### Section 1. Requirements

- A. Member Organizations of the Central Pennsylvania Engineers Week Council shall be non-profit engineering or technical societies, with members located in the greater Harrisburg area and the communities of central Pennsylvania.

#### Section 2.

- A. All prospective Member Organizations shall submit in writing a request for admission to the Council for approval, complete the "Letter of Commitment" form and submit the completed form with an initiation fee of \$100.

#### Section 3. Representation

- A. Member Organizations shall designate two representatives to the Council, one Primary Representative and one Alternate Representative.

#### Section 4. Term of Service

- A. Term of representatives on the Council or on its committees is nominally one year, April 1 through March 31. Representatives may serve more than one term.

#### Section 5. Removal

- A. Any Inactive Member Organization demonstrating lack of participation may result in that organization's removal from membership by the Council by 2/3 vote of the Active Member Organization.

#### Section 6. Active Member Organizations

- A. A member organization who has actively participated in at least 50% of Engineers Week Council meetings in the past calendar year shall be utilized to determine Engineers Week meeting quorums and for membership voting.

### BY-LAW 2. MANAGEMENT AND ADMINISTRATION

#### Section 1. Administrative Year

- A. The administrative fiscal year is April 1 to March 31.
- B. The transfer of duties will occur at the April meeting, and will convene by the outgoing Council Chair and adjourn by the incoming Council Chair.

#### Section 2. Council Leadership

- A. The leadership of the Council will consist of the Officers and Standing Committee Chairs, whereas the Officers will be comprised of a Chair, a Vice Chair, a Treasurer, and a Secretary. The Standing Committees will be comprised of the Operations, Awards, Events, Public Affairs and Educational Outreach committees.
- B. The elected term of officers and committee chairs will be one Administrative Year, April 1 to March 31. Should the Council Chair fall vacant during the term of office, the Vice Chair will assume the duties of the Council Chair for the unexpired term.



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## Section 3. ELECTIONS OF OFFICERS AND APPOINTMENT OF COMMITTEE CHAIRS

- A. Effective April 1 of each year, the preceding year's Vice Chair will assume the Council Chair.
- B. Officers shall be elected at the first meeting of the fiscal year, where the new Council Chair shall request nominations for Vice Chair, Secretary and Treasurer. A ballot shall be prepared, and voting shall be by secret ballot. Candidates receiving a majority vote of the representatives of the member organizations shall immediately be inducted into their position, and complete the business of the meeting. The outgoing Council Chair shall decide the result of the votes.
- C. The new Council Chair at the first meeting of the fiscal year shall appoint standing Committee Chairs.

## Section 4. Advisory Committee

- A. The Advisory Committee will be appointed by the Council Chair to provide continuity to the Council operations and to assist the Council Chair.
- B. The Advisory Committee will consist of no more than five members; at least one of which is a past Council Chair.
- C. The member of the Advisory Committee shall be appointed to serve during the current Administrative Year.
- D. Current representatives of the Member Organizations to the Council shall not serve on the Advisory Committee.

## Section 5. Sub-Committees, Special Committees and Task Forces

- A. The Council Chair may organize sub-committees, special committees and task forces in addition to the Standing Committees.

## Section 6. Committee Duties and Vacancies

- A. The duties and responsibilities of all Standing Committees and sub-committees will be detailed in the Standard Operating Procedures. For special committees and task forces, the Council Chair, when making the appointment, shall specify the duties and designate the length of the assignment. Unless otherwise approved by the Council, all such committees and task forces will terminate at the end of the administrative year.
- B. Vacancies in any Vice Chair or Standing Committee Chairs' position shall be filled by appointment of the Council Chair with approval of the Council by majority vote.

## BY-LAW 3. MEETINGS

### Section 1. Frequency

- A. The Council shall hold regular meetings at a predetermined central location or via conference call, or web based conference meetings. The first meeting of the Administrative Fiscal Year shall be held in April or as determined at the March closeout meeting for the prior fiscal year. Subsequent meeting dates shall normally be predetermined and notices sent to all members at least one week prior to the meeting



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by regular mail or e-mail. Meeting reports shall be kept by the Secretary and distributed promptly to the membership.

- B. Committee and Sub-Committee meetings shall be on an as-needed basis and shall be reported at the next meeting of the Council.

#### Section 2. Quorum and Voting

- A. For meetings of the Council, a quorum for the transaction of business will consist of 50 percent representation of the Active Member Organizations.
- B. Each Member Organization will have one vote to be cast by the primary representative, or in absence of the Primary Representative, by the Alternate Representative
- C. Mail, e-mail or fax ballots are permitted provided that three-fourths of the members eligible to vote return ballots by the prescribed date.
- D. Majority for or against an issue will be the ruling decision, unless stated otherwise within the Constitution or By-laws.

### BY-LAW 4. FINANCES AND SUPPORT

#### Section 1. Income

- A. No annual dues will be assessed Member Organizations of the Council with the exception of a onetime only initiation fee of \$100. Member Organizations of Council will be suitably recognized for their contributions.
- B. Funds, from whatever source derived for Engineers Week activities, are the property of the Engineers Week Council.
- C. If the need arises, Council may establish an additional assessment fee to member organizations for income short falls or special projects as determined by council.

#### Section 2. Expenses

- A. The Treasurer shall submit a balanced budget at the second meeting of the fiscal year for approval by the Council.
- B. The Treasurer of the Council shall provide a financial report at each meeting.
- C. The Treasurer shall invest funds not required for current use in a safe manner as to earn optimal interest, and as approved by the Council.
- D. In addition to the Treasurer, the Council Chair and the Vice Chair shall be authorized to sign disbursement checks for approved expenditures. Two signatures of any three of these officers are required in the signing of check.

#### Section 3. Accounting

- A. Funds shall not be used for purposes other than fulfilling the designated purposes and activities charged to the Council.





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#### Section 4. Audit

- A. An annual audit of the financial records shall be performed within 30 days after the beginning of the fiscal year. This audit shall be performed by a special audit committee independent of the Treasurer, who will prepare and submit an audit report to the Council for its approval at the second meeting of the Council during each fiscal year.

#### BY-LAW 5. ACTIVITIES

- Section 1. The Council shall plan and schedule an Engineers Week program consistent with the objectives stated herein and encourage maximum participation on the part of the member organizations, the sponsors, the public and the media.

- Section 2. Engineering recognition programs may include, but are not limited to technical and professional meetings; science and math workshops; career planning seminars; awards and other related recognition's; engineering exhibits; and all types of public affairs and public relations programs attuned to the objectives.

- Section 3. Affiliations, co-sponsorships and other liaisons with appropriate organizations may be developed to enhance the effectiveness of the programs so long as the Council's pre-eminent role in Engineers Week affairs is maintained.

#### BY-LAW 6. AWARDS

- Section 1. During Engineers Week the Council may award one or more of the following four (4) awards to suitable candidates in recognizing the accomplishments of engineers and outstanding individuals associated with engineering.

Engineer of the Year Award

Young Engineer of the Year Award

Technical Achievement Award

John H. McCormick Educational Outreach Award

- Section 2. Member Organizations are encouraged to participate in the determination of awards by nominating individuals qualified to meet the selection criteria and who desires to be considered as a candidate.

- Section 3. Nominations for awards may only be submitted for candidates that are members in good standing of a Member Organization of the Council.





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Candidates must be nominated by the Member Organization to which the candidate belongs. There may be multiple candidates from each Member Organization. Nominations shall be submitted in writing using a Nomination Application prepared by the Awards Committee. Any Awards Committee member who accepts to be nominated by a Member Organization cannot continue on the Elections Committee during the period of selection. Note that a previous winner of one of the awards can be nominated for one of the other awards but cannot be nominated for the same award that they previously won.

Section 4. The Awards Committee shall prepare an appropriate Nomination Application to be used for each award. The Nomination Application shall include clear instructions for its completion, and give a detailed explanation of the evaluation criteria for the award, in accordance with the Standard Operating Procedures. For evaluating the nominations, the Awards Committee shall prepare an Evaluation and Rating Sheet to enable numerical evaluation of the candidates consistent with the criteria set forth in the Nomination Application.

Section 5. Awards Committee shall select the award recipients based on the screening and rating criteria developed in the Standard Operating Procedures, and submit a written summary of the selection process and the award recipients to the Council Chair.

Section 6. The Chair of the Awards Committee shall formally announce the names of the award recipients to the Council.

Section 7. All Nomination Applications, Evaluation and Rating Sheets, correspondence, and other documents associated with the selection of award recipients shall be held in strict confidence by the Awards Committee during the nomination and selection process. All documentation shall remain confidential for a period of one year, until selection of the next award recipients, after which the documents shall be destroyed.

### BY-LAW 7. PUBLICITY, PUBLIC RELATIONS AND PUBLIC AFFAIRS

Section 1. Every effort shall be made to create a coordinated focus on the activities of Engineers Week and Awards recipients through the sponsoring organizations and the media.



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- Section 2. Efforts should be extended to utilize the facilities of member or sponsoring organizations that have media connections to publicize internally the various planned activities and to similarly enlist their "good offices" to assist in securing coverage elsewhere. Academic institutions should be pursued with respect to publicizing career activities.
- Section 3. When, in the opinion of the Council, the services of professionals are required to properly promote media and other coverage of these activities, such services should be properly investigated on a cost/benefit basis, properly budgeted and covered by formal agreement detailing the expected services and liability to the Council.
- Section 4. Although the objective of Engineers Week is to highlight the events of this period, the Council activities as planned and implemented, and the sponsors should recognize and utilize all opportunities existing throughout the year for promoting engineering and the role of the profession. Specifically, the incumbent Award recipients should be provided opportunity to emphasize this role particularly in the educational institutions, the sponsoring organizations and to the public at large.
- Section 5. The Council should develop and utilize a newsletter, bulletin or posted on website for the purpose of disseminating information on Council activities, giving wide distribution as a means of informing the sponsors and the public of Council and relevant activities throughout the year.

#### BY-LAW 8. INDEMNIFICATION

Unless otherwise identified or provided herein, responsibility for planning and implementing Engineers Week activities is that of the Council. By affording financial or "in kind" support for Engineers Week activities, the member organizations and sponsors do not incur liability individually or collectively. Events shall be scheduled only at locations where a adequate liability coverage is recognized, available and formally assumed by agreement.



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All business of the Council shall be conducted utilizing the basic principles of Parliamentary Law and Protocol. The four basic principles of Parliamentary Law are,

1. Courtesy and justice to all.
2. Consider one thing at a time.
3. The minority must be heard.
4. The majority must prevail.

### OFFICERS

#### A. COUNCIL CHAIR

Coordinate and oversee the overall activities of the Council as follows:

1. Preside at the Council Meetings.
2. Prepare and distribute meeting agenda prior to the Council meeting.
3. Oversee the planning and organizing of the annual Engineers Week Banquet including the arrangement for a keynote speaker, and emcee the banquet.
4. Prepare a proclamation letter with signature announcing the coming events for Engineers Week.
5. At the April meeting, conducts elections of the new officers and appoints committee chairs in accordance with the By-laws.

#### B. VICE CHAIR

Assists the Council Chair in coordinating the activities of the Council as follows:

1. Preside at Council Meetings in absence of the Council Chair.
2. Assume duties of the Council Chair in the event the Council Chair cannot fulfill his/her duties.

#### C. SECRETARY

Responsible for the efficient and harmonious administrative operation of the Council as follows:

1. Maintain the files and records of the Council in a systematic order, preferably utilizing a computerized document managing system.
2. Take notes during the Council meeting and promptly prepare and distribute meeting report to the Council members.
3. Prepare and distribute, as appropriate, all correspondence required by the Council, and copy all Council members of significant correspondence.
4. Maintain Council mailing list and phone numbers of all member organizations and sponsorships.

#### D. TREASURER

Maintain financial records of the Council as follows:

1. Deposit all incoming funds in a qualified and approved banking institution as selected by the Council.
2. Maintain a record of income and expenditures of the Council utilizing a numerical budgeting system.



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3. Provide the Council with a monthly report of income and expenditures for the year to date.
4. Prepare a proposed budget for the following fiscal year, to be presented to the Council for information and discussion in May, and approval in June.
5. Coordinate with the Operations Committee on the returns of the fund-raising initiatives.

### STANDING COMMITTEES

#### A. OPERATIONS COMMITTEE

The Operations Committee is responsible for, (1) developing and maintaining the Council Schedule, (2) obtaining and coordinating Financial Support, (3) maintaining the Council Constitution, By-laws and Standard Operating Procedures, and (4) providing a brief written report of the committee's actions and progress at the Council meetings by the Committee Chair.

##### 1. Council Schedule

Develop a complete administrative calendar for each year's activities in the following manner:

- a) An annual calendar will be compiled from detailed input provided by all committee chairs and the council officers.
- b) An annual calendar will be completed and submitted to the council for approval at the second council meeting in May.
- c) Each year's schedule will be reviewed and edited if necessary at each council meeting.

##### 2. Financial Support

Activities of the Council will be supported financially by the soliciting of funds from the member organizations and sponsorships in the following manner,

- a) Maintain funding sources in a database of corporations, firms and other business organizations, academic institutions and individual donors.
- b) Each year review database and solicit additional funding sources.
- c) Each September distribute fund raising letters to solicit funds from potential sources for the following year.
- d) Each quarter make follow-up efforts as necessary in soliciting funds.
- e) Maintain a running log of contributors for meeting announcements, exhibits and programs.
- f) Recognize contributors in publications as appropriate.

##### 3. Constitution, By-laws and Standard Operating Procedures Maintain the Constitution, By-laws and Standard Operating Procedures as follows:

- a) Annually review the current By-laws and Standard Operating Procedures, and solicit input from the Council concerning whether or not any changes are warranted.
- c) Compile, compose and distribute proposed changes to the Council for review and approval at the July meeting.
- d) On final approval of the proposed edits, complete all revisions and distribute copies to the Council.
- e) Maintain a running log with prior versions and the date of each revision.



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#### B AWARD COMMITTEE

The Awards Committee will solicit nominations and perform an evaluation and rating process of nominees for the following awards:

##### 1. Engineer of the Year Award

###### a) Purpose

This award is to distinguish and recognize, in a dignified, public way, an outstanding engineer each year during National Engineers Week. All candidates who are members in good standing with member organizations of the Central Pennsylvania Engineers Week Council shall be eligible for this award. This award shall recognize outstanding performance in promoting the scientific and engineering profession.

###### b) Eligibility

For consideration a candidate must,

- Be a member in good standing with one of the Member Organization of the Central Pennsylvania Engineers Week Council.
- Be a Registered Professional Engineer in the Commonwealth of Pennsylvania.
- Be a resident of Pennsylvania.
  - Be employed within the Commonwealth of Pennsylvania.
- Be a citizen of the United States of America.
- Be greater than 35 years old as of January 1.
- Have been actively involved in the profession for at least 12 years.
- Not be an officer of the Council (i.e., Council Chair, Vice Chair, Secretary or Treasure are not eligible).

###### c) Consideration for Selection

The candidate shall make selection generally on attainment in the following categories,

- Academic Achievements  
Degrees and continuing educational courses, educational and scholastic awards, honorary societies, organizations and other activities. (10%)
- Occupational Achievements  
Positions held in companies, businesses, and governmental or other work agencies, which demonstrate progressive growth, responsibility, leadership, and achievement within the employing organization. Overall responsibilities, both engineering and otherwise, are the prime indicators to be used as guides in judging. This is not to discount candidates involved in smaller units, agencies or businesses, since responsibility per individual in these instances can be equally as large. Consideration of engineering accomplishment – design, development, control, testing, research, writing, both formal scientific and informal journal and newsletter articles, and other similar effort will be given. (20%)
- Engineering and Technical Achievement  
Notable projects demonstrating thoughtful analysis and creativity of design and development in the application of engineering. Research and testing activities, publications (books, journal articles, etc.), and presentations. Membership and participation in organizations whose principal mission is the development and dissemination of technical knowledge. (30%)
- Citizenship



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The active citizenship of the candidate as expressed in his or her gratuitous involvement in the affairs of the community shall be a factor. In this category of considerations are such items as:

- Recognized service club or charitable – fraternal organization activity.
- Community charity organization activity.
- Public Office – School Board, municipal governing body, county, state or federal office.
- Quasi-public bodies – civil defense, hospital, etc.
- Semi-public – non-paid government appointed boards, commissions and study committees. (30%)

Professional and Educational Achievements

Membership and service in Professional and Technical Organizations whose mission principal mission is the advancement of the engineering profession; and their contributions in promoting engineering to the public, government, students and young people, including teaching engineering principles in a formal academic setting. (20%)

## 2. Young Engineer of the Year Award

### a) Purpose

This award is to distinguish and recognize, in a dignified, public way, an outstanding young engineer each year. All candidates who are members in good standing with member organizations shall be eligible for this award. This award shall recognize outstanding performance in promoting the scientific and engineering profession.

### b) Eligibility

For consideration, a candidate must meet the following,

- Be a member in good standing of one of the Member Organizations of the Central Pennsylvania Engineers Week Council.
- Be a Registered Professional Engineer in the Commonwealth of Pennsylvania, or certified Engineer-in-Training.

Be employed within the Commonwealth of Pennsylvania.- Be a resident of Pennsylvania.

- Be a citizen of the United States of America.
- Be 35 years old or younger as of January 1.
- Not be an officer of the Council (i.e., Council Chair, Vice Chair, Secretary or Treasure are not eligible).

### c) Consideration for Selection

The candidate shall make selection generally on attainment in the following categories:

- Academic Achievements:  
Degrees, continuing education activities, educational and scholastic awards, honorary societies, organizations and other activities. (20%)
- Engineering and Technical Achievements:  
Projects demonstrating thoughtful analysis and creativity of design and development in the application of engineering. Research and testing activities, publications (books, journal articles, etc.), development and dissemination of technical knowledge (20%).
- Occupational Achievements:



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Positions held in business, industry, and/or government, which demonstrate progressive growth, responsibility, leadership, and achievement within the employing organization.

- Professional and Educational Achievements:  
Membership and service in Professional and Technical Organizations, including student chapters, whose principal mission is the advancement of the engineering profession. Contributions in promoting engineering to the public, government, students and young people. Service in the teaching of engineering in a formal academic setting. (20%)
- Citizenship:  
The active interest of the candidate as expressed in his gratuitous involvement in the affairs of the community shall be a factor. In this category of considerations are such items as,
  - Recognized service club or charitable – fraternal organization activity.
  - Religious and/or community charity organization activity.
  - Public Office – School Board, municipal governing body, county, state or federal office.
  - Quasi-public bodies – civil defense, hospital, etc.
  - Semi-public – non-paid government appointed boards, commissions and study committees. (20%)

### 3. Technical Achievement Award

- a) Purpose  
This award is distinguish and recognize, in a dignified, public way, an outstanding individual who, while not a Registered Professional Engineer, has made notable contributions to the engineering profession and its principles of practice.
- b) Eligibility  
For consideration, a candidate must meet the following,
  - Be a member in good standing of one of the Member Organizations of the Central Pennsylvania Engineers Week Council.
  - Not be a Registered Professional Engineer.
  - Be employed within the Commonwealth of Pennsylvania.
  - Be a resident of Pennsylvania.
  - Be a citizen of the United States of America.
  - Not be an officer of the Council (i.e., Council Chair, Vice Chair, Secretary or  
Treasure are not eligible).
- c) Consideration for Selection  
The candidate shall make selection generally on attainment in the following categories:
  - Academic Achievements  
Educational and scholastic awards, honorary societies, organizations and other activities. (10%)
  - Occupation Achievements  
Positions held in business, industry, and/or government, which demonstrate progressive growth, responsibility, leadership, and achievement within the employing organization. (15%)
  - Professional and Educational Achievements  
Contributions to promote engineering to the public, government,





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students and children, including any teaching of engineering and technical theory in a formal academic setting. (15%)

- Technical Achievements  
Projects demonstrating thoughtful analysis and creativity of design and development; research and testing activities, publications and presentations; and membership and participation in organizations whose principal mission is the development and dissemination of technical knowledge. (45%)
- Citizenship  
Public and community service including public and semi-public office, religious and charitable organization service, community service clubs and other quasi-public bodies. (15%)

#### 4. Submission of Nominations:

All nominations must be submitted to the Awards Committee Chairman by November 30 using the nomination form provided by the Committee. (refer to Appendix "A" for Nomination Forms)

#### 5. Selection Procedures:

Nominations for Award recipients shall be submitted on a standard application form. The committee will confirm that the candidates meet the minimum criteria and rate the candidates based on their experience in each category of the application. The Awards Committee will forward the applications with recommendations to the Council. The Council will review the recommendations and each member organization will have one vote to approve or reject the Awards Committee's recommended recipients for each of the awards. Voting will take place during the December Council meeting.

#### 4. John H. McCormick Educational Outreach Award

##### a) Purpose

This award is to distinguish and recognize, in a dignified, public way, an outstanding member society representative each year who has excelled in promoting the engineering profession to youth. All candidates who are members in good standing with member organizations shall be eligible for this award. This award shall recognize outstanding performance in promoting the scientific and engineering profession to youth through Educational Outreach Activities.

##### b) Eligibility

For consideration, a candidate must meet the following,

- Be a member in good standing of one of the Member Organizations of the Central Pennsylvania Engineers Week Council.
- Be a resident of Pennsylvania.
- Be a citizen of the United States of America.
- Not be an officer of the Council (i.e., Council Chair, Vice Chair, Secretary or Treasurer are not eligible).

##### c) Consideration for Selection

The candidate selection will be made by the Education Outreach Committee Chair of the Engineers Week Council based on review of the individual's level of involvement in promoting the Engineering Profession to youth in the past year.



## CENTRAL PENNSYLVANIA ENGINEERS WEEK COUNCIL

### STANDARD OPERATING PROCEDURES

Latest Revision: 9/30/2021

#### C. EVENTS COMMITTEE

##### 1. Engineers Week Banquet

The Engineers Week Banquet will be held during National Engineers Week. In preparation for this event, the following procedures have been established:

- a) Select a banquet facility in the Greater Harrisburg Area and make arrangements for dinner menu, price, speaker, program handout and other details. The dinner must be held on the Tuesday, Wednesday or Thursday of Engineers Week. Reserve the banquet site very early in the planning year.
- b) At the September Council Meeting, prepare the banquet particulars for discussion. Provide the necessary information to the Public Affairs Committee for their preparation of a banquet flier, no later than mid-October.
- c) Prepare and distribute the banquet fliers containing information and reservation form to the member organizations, sponsorships, engineering firms, academic institutions and other associated organizations and individual by the end of the first week in December. Any outside group wishing to be on the banquet mailing list will be added if the names and address is provided to the Council Secretary.
- d) In the three months subsequent to the banquet, make the final preparations for the banquet. Provide information about the banquet to the Public Affairs Committee by January 1 for inclusion in the annual Engineers Week Supplement published during Engineers Week in the Harrisburg Patriot-News.
- e) Two to three weeks before the banquet make any last minute preparations. Banquet attendees will be sending in their reservations and payment during this time.
- f) Consider and discuss weather cancellations with the banquet facility. The banquet should not be rescheduled if forced to cancel.

##### 2. Awards

The awards for the Engineer of the Year, Young Engineer of the Year, Technical Achievement and Educational Outreach will be presented at the annual Central Pennsylvania Engineers Week Banquet.

#### D. PUBLIC AFFAIRS COMMITTEE

The Public Affairs Committee's objective is to enhance the public image of the engineering profession. The objective of the Committee shall be pursued via press releases and other media communication as well as supporting the sponsoring societies own public relations and publicity committees.

##### 1. Suggested Activities

- a) Promote the Engineers Week Council and its member organizations via press releases and special events, as well as radio and TV appearances.
- b) Assist participating society's in publicizing Engineers Week with fliers, suggested articles, and related media as well as calendar of event.

##### 2. Engineers Week Supplement:

The prominent publicity task is associated with The Patriot-News Engineers Week Supplement or other such publications as determined appropriate by Council.



## CENTRAL PENNSYLVANIA ENGINEERS WEEK COUNCIL STANDARD OPERATING PROCEDURES

Latest Revision: 9/30/2021

Included in the supplement are, a) Paid Advertisements, b) Relevant Articles, c) Recognition of Engineer of the Year, Young Engineer of the Year, Technical Achievement, and Educational Outreach Award winners, and d) Announcement of the Member Organizations of the Engineers Week Council.

a) Paid Advertisements

Advertising is offered by The Patriot-News. The Council provides announcements to potential advertisers. These announcements describe the general intent of The Patriot-News special insert and provide cost information as well as the contact at The Patriot-News. All interested advertisers coordinate directly with The Patriot-News and the Council is not further involved with the advertising. The Council's Public Affairs Committee maintains a boilerplate of the announcement and a database of names and addresses of potential advertisers. The database is to be updated each year and identify who had advertised in previous years. It is important to have a satisfactory number of advertisers as it is directly related to the number of articles that The Patriot-News will allow in any given year.

b) Relevant Articles

Member organizations, local engineering firms and individuals in related fields are given an opportunity to prepare relevant articles for inclusion the newspaper insert. The Council in the same letter, which describes the advertising, solicits the articles. Criteria such as length and content of the articles are described in the letter. The Patriot News will have editing rights to these articles to insure that the articles' content is appropriate and grammatically correct. The number of articles to be included in the special insert will be limited depending upon the number of paid advertisers. There is a correlation between which firms advertise and which articles are selected for inclusion (i.e. articles from advertising firms will have priority).

c) Recognition of Engineer of the Year, Young Engineer of the Year, Technical Achievement, and Educational Outreach Award Recipients. A brief recognition of the Engineer of the Year, Young Engineer of the Year, Technical Achievement, and Educational Outreach Award recipients is provided in The Patriot-News Engineers Week Supplement in the form of a brief article, possibly with a photo of each individual. The article would describe the criteria for selection of the award recipients as well as their individual accomplishments and particular reasons for receipt of the award.

d) Engineers Week Council Announcement

As part of an article describing National Engineers Week, provide an announcement of the current member organizations and the purpose of the Council to the Patriot- News. A photograph of the representatives to the Council will provide appropriate recognition of the member organizations and likely enhance interest in the Council by other non-member scientific and engineering organizations. All member organizations are to be included in the supplement by the identification and purpose of their society and the listing of their officers.

3. Exhibits

During National Engineers Week, arrange for displaying engineering exhibits at a popular indoors-public location, keeping the emphasis on the role and importance of engineering and how it benefits everyone. Procedures for organizing the exhibit activities are described as follows:

a) In September or October, reserve space at a local shopping mall or a popular



## CENTRAL PENNSYLVANIA ENGINEERS WEEK COUNCIL STANDARD OPERATING PROCEDURES

Latest Revision: 9/30/2021

indoors- public area where the exhibits can be displayed.

- b) In November or December, notify engineering societies, firms and institutions to participate. Provide a form to be completed by the engineering group for identification of organization, contact person, type of exhibit, size and needs such as tables and electric.
- c) In January, compile list of participants and provide them with a map showing their assigned area, and times for set-up and removal. Provide mall or public entity with the list of exhibits, names, needs and location.
- d) In January or early February, obtain certificate of insurance from the insurance broker for the National Society of Professional Engineers. The certificate can be ordered through the Harrisburg Chapter of the Pennsylvania Society of Professional Engineers. Provide a copy of the certificate to the authority where the exhibits are being displayed.
- e) In January or February, obtain the Governor's Engineers Week Proclamation from the Governor's office at the Capitol, and display it with the Engineering Exhibits.
- f) At the beginning of Engineers Week, exhibits should be displayed by the participating organizations during the times permitted by the mall or entity permitting the exhibits. Removal of the exhibits should also occur during the times designated by the same.

After Engineers Week, follow-up by sending a letter to the mall or entity thanking them for allowing the use of their facility for displaying the engineering exhibits during Engineers Week, especially when there is no charge involved.

### E. EDUCATIONAL OUTREACH COMMITTEE

The Educational Outreach Committee objective is to promote a single source of information and services about engineering for the general public and the education community in the south central Pennsylvania region. Its mission is to unite the education efforts of the Council member organizations under one umbrella, to pool resources and increase the effectiveness of their education outreach programs. The committee will seek out opportunities for Engineers to interact with students, teachers, and administrators in promoting engineering as a worthy and rewarding profession to the community and to mankind.

#### 1. Speakers

Provide volunteer speakers for science and mathematic classrooms to the following grade levels for both public and private schools:

- a) Fifth through eighth grade students,
- cb Junior and senior students in high school,
- dc Career Day in high school, special request only,
- d) Shadow Programs in high school, special request only.

#### 2. Program

Speakers will present mathematics and science information relative to various disciplines of their engineering expertise. Speakers are encouraged to provide demonstrations and hands on techniques that will help draw the interest of the students into the field of engineering.

#### 3. Schedule

Visits will be scheduled with the schools through the teachers or department heads of the schools. Speakers will coordinate their visit with the teachers ahead of the scheduled visit to integrate their presentation with current classroom subject and adjust for classroom grade levels and age.



### SPECIAL COMMITTEES

#### A. AUDIT COMMITTEE

The Audit Committee will consist of two members to perform the audit as described under By-law 4, Finances and Support, Section 3. Audit.

#### B. WEBSITE COMMITTEE

The Website Committee will function as written under a separate document that has been approved by the Council.

Other committees will be added or removed by the Council as necessary.

### SPECIAL FUNCTIONS

#### A. ADVISORY COMMITTEE

When requested by the Council Chair, this committee will meet to provide the Council with advice and direction pertaining to Council activities or ruling in question, or anything else desired. This committee will also provide long range planning for the future, focusing primarily on a five-year time frame. The routine activities of the Advisory Committee will consist of the following:

- 1) An Advisory Committee meeting will be called once a year by June to consider any broad areas that should be brought to the attention of the Council Chair.
- 2) An Advisory Committee meeting will be called whenever the current Council Chair seeks advice or a solution to a problem.
- 3) All reports by the Advisory Committee will be provided to the Council Chair.
- 4) This committee will serve only to address issues but will not be required to carry out recommendations given to the Council.
- 5) Long Range Planning requires the following activities:
  - a) Measure the performance of the committee in its efforts to recognize and promote the profession through its activities.
  - b) Anticipate the changing environment within the scientific and professional field and adjust strategies to remain successful.
  - c) Consider and recommend new initiatives as a means to bring engineering design into the school environment.
  - d) Form strategic alliances with private and public sector organizations where synergy exists.

#### B. AWARD RECIPIENTS

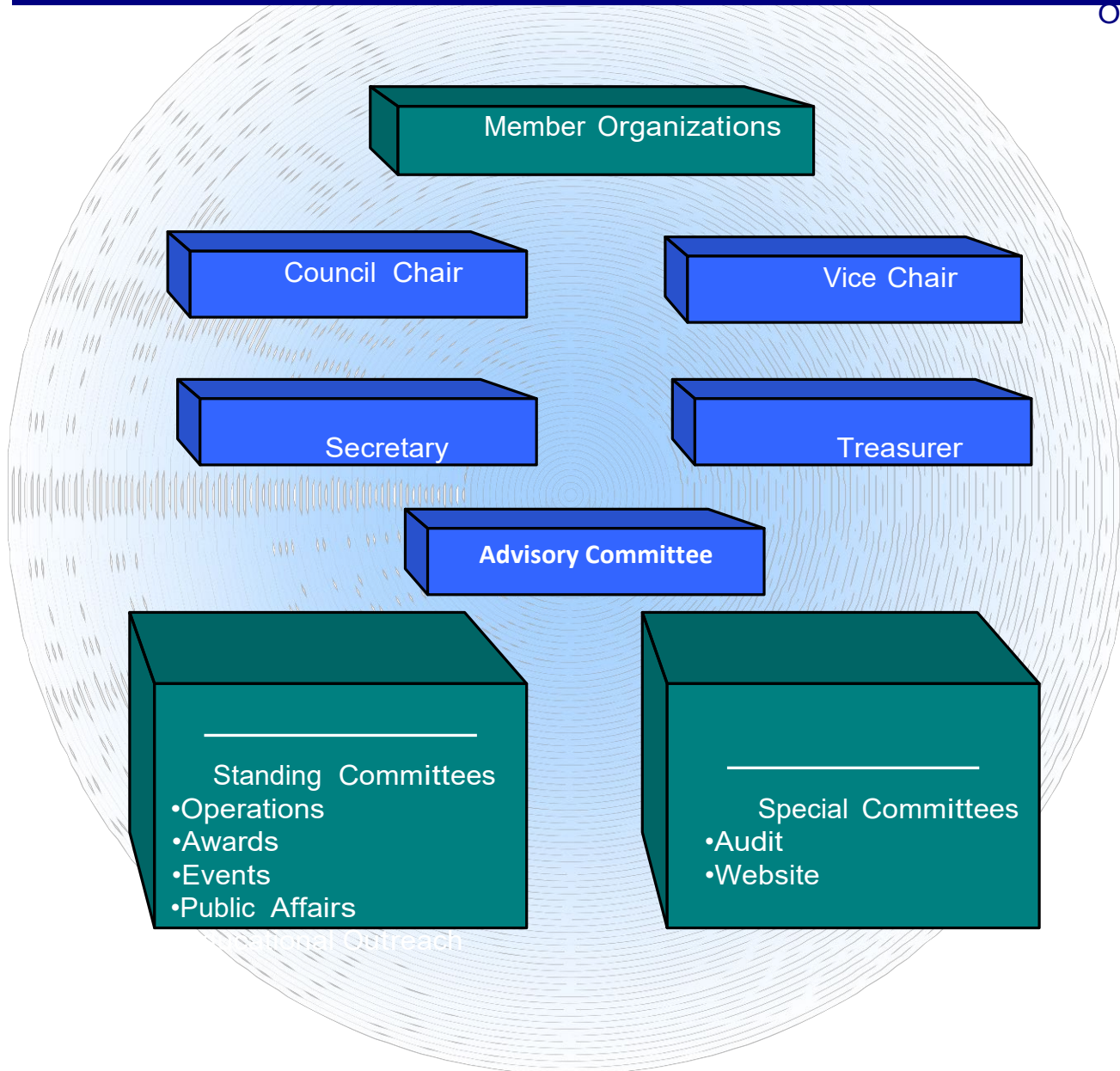
Award recipients may assist in the planning of the next annual Engineers Week program and represent the Council at various speaking engagements when called upon by the Educational Outreach Committee.



# Central Pennsylvania Engineers Week Council



## Organization Chart



# Appendix A

## Sample Nomination Forms



**CENTRAL PENNSYLVANIA ENGINEERS WEEK COUNCIL  
NOMINATION APPLICATION  
FOR  
ENGINEER OF THE YEAR AWARD - YEAR 2021**

The Central Pennsylvania Engineers Week Council (Council) is a non-profit organization established to plan and implement the celebration of Engineers Week annually in the Greater Harrisburg Metropolitan Area and the surrounding communities. The Council is composed of representatives from various engineering and technical societies in Central Pennsylvania. These Member Organizations have joined together to fulfill the Council's mission to promote the work of engineers for the public's understanding and welfare; to honor outstanding members of the engineering profession; to recognize outstanding engineering and technical achievements; and to enhance technological literacy of the public through educational activities.

As part of this mission, the Council seeks to recognize, in a dignified, public way, an outstanding Professional Engineer each year during our National Engineers Week Banquet Celebration. This award shall recognize outstanding contributions of an individual to the engineering profession and its principles of practice.

**ELIGIBILITY**

- Be a member in good standing of one of the local Central Pennsylvania Member Organizations of the Central Pennsylvania Engineers Week Council. A list of current Council Member Organizations can be obtained on the Council website at [www.cpewc.com](http://www.cpewc.com)
- Be a Registered Professional Engineer in Pennsylvania.
- Be a resident of Pennsylvania.
- Be employed within the state of Pennsylvania.
- Be a citizen of the United States of America.
- Have reached 36 years of age as of January 1, 2021.
- Have been actively involved in the engineering profession for at least 12 years.
- Not be an officer of the Council (i.e. Council Chair, Vice Chair, Secretary, or Treasurer are not eligible.)

**EVALUATION CRITERIA FOR SELECTION**

Nominations must demonstrate achievement and accomplishment of the Nominees in the following areas:

- Academic Achievements
- Occupational Achievements
- Professional and Educational Achievements
- Engineering and Technical Achievements
- Citizenship

Evaluations will be numerically weighted based on the percentages indicated on the application. The selection of the award recipient is based solely on the information provided on this Nomination Application.

**INSTRUCTIONS**

1. **The nomination application must be submitted electronically as a Word document or in .pdf format. E-mail the application** so that it is received by the Awards Selection Committee on or before **December 3, 2020 by 5:00 pm to:**

[thartman@centuryeng.com](mailto:thartman@centuryeng.com)

2. The application must be e-mailed by the nominator from the member organization to which the nominee is a member. Applications e-mailed directly from the nominee will not be accepted. The awards committee will request acceptance of the application from the nominee by e-mail. No signed applications will be required.
3. Electronic files of the application are also available on the Central Pennsylvania Engineers Week Council website ([www.cpewc.com](http://www.cpewc.com)).
4. All information must be provided on the nomination application. Missing or incomplete information will be cause for disqualification at the discretion of the Awards Selection Committee of the Engineers Week Council.
5. Do not edit, remove, or change the formatting and text size of the application. Font size shall be 10pt or greater. Margins shall be 0.75". Line spacing shall be standard.
6. Please follow the page limits as currently established in the application.
  - a. Eligibility / Evaluation Criteria for Selection – 1 page
  - b. Instructions – 1 page
  - c. I. Nominee Personal Information / II. Academic Achievements – 1 Page
  - d. III. Occupational Achievements – 1 Page
  - e. IV. Professional & Educational Achievements – 1 Page
  - f. V. Engineering and Technical Achievements – 2 Pages
  - g. VI. Citizenship – 1 page
  - h. Nominator Recommendation – 1 page

The application may not exceed 9 pages.

7. When completing each section, provide specific details of the accomplishments of the Nominee, including approximate date and duration of the activity.
8. The Engineers Week Council reserves the right to make no award if circumstances so dictate.
9. The award recipient is expected to attend the banquet.
10. Questions concerning the application can be submitted by e-mail or phone to:

[thartman@centuryeng.com](mailto:thartman@centuryeng.com)

717-669-6600

**I. NOMINEE PERSONAL INFORMATION**

Name of Nominee: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Council Member Organization to which the Nominee Belongs: \_\_\_\_\_

Is the Nominee a resident of Pennsylvania? \_\_\_\_\_

Is the Nominee a citizen of the United States? \_\_\_\_\_

Pennsylvania Professional Engineer License No.: \_\_\_\_\_

Date of Original Pennsylvania PE Registration: \_\_\_\_\_

**II. ACADEMIC ACHIEVEMENTS (10%)***Describe the academic achievements of the Nominee related to the education of the Nominee:*College Degrees – list all degrees earned:

<i>Year</i>	<i>Degree</i>	<i>Institution</i>
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Continuing Education – list continuing education courses completed:

<i>Date</i>	<i>CEUs</i>	<i>Course Title</i>	<i>Course Offered By</i>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Honors, Awards, and Other Academic Achievements:*

### **III. OCCUPATIONAL ACHIEVEMENTS (20%)**

*Describe positions held by the Nominee in business, industry, and/or government, which demonstrate progressive growth, responsibility, leadership, and achievement within the employing organization.*

**IV. PROFESSIONAL & EDUCATIONAL ACHIEVEMENTS (20%)**

*List memberships in, and service to Professional Societies and Organizations (i.e. those organizations whose principal mission is the advancement of the profession). Describe contributions of the Nominee to promote engineering to the public, government, students and children. Describe the service of the Nominee in the teaching of engineering in a formal academic setting.*

**V. ENGINEERING AND TECHNICAL ACHIEVEMENTS (30%)**

*Describe notable projects demonstrating thoughtful analysis and creativity of design and development in the application of engineering. Describe research and testing activities, publications (books, journal articles, etc.), and presentations.*

**V. ENGINEERING AND TECHNICAL ACHIEVEMENTS (continued)**



**VI. CITIZENSHIP (20%)**

*Describe the public and community service of the Nominee. Include public and semi-public office (e.g. elected office, school board, governing body committees, etc.), religious and charitable organization service, community service clubs & organizations (e.g., fraternities, volunteer fire departments, etc.).*

## NOMINATOR RECOMMENDATION

### **NOMINATOR RECOMMENDATION**

By the electronic submission of this application, I affirm that I am a member in good standing of the Member Organization of the Engineers Week Council so indicated herein, and do hereby nominate the candidate to receive the Engineer of the Year Award.

EWC Member Organization: \_\_\_\_\_

Nominator Name \_\_\_\_\_

Nominator e-mail \_\_\_\_\_

**CENTRAL PENNSYLVANIA ENGINEERS WEEK COUNCIL  
NOMINATION APPLICATION  
FOR  
TECHNICAL ACHIEVEMENT AWARD - YEAR 2021**

The Central Pennsylvania Engineers Week Council (Council) is a non-profit organization established to plan and implement the celebration of Engineers Week annually in the Greater Harrisburg Metropolitan Area and the surrounding communities. The Council is composed of representatives from various engineering and technical societies in Central Pennsylvania. These Member Organizations have joined together to fulfill the Council's mission to promote the work of engineers for the public's understanding and welfare; to honor outstanding members of the engineering profession; to recognize outstanding engineering and technical achievements; and to enhance technological literacy of the public through educational activities.

As part of this mission, the Council seeks to recognize, in a dignified, public way, during our National Engineers Week Banquet Celebration, the technical achievements of an outstanding individual. This award shall recognize an individual, who, while not a Registered Professional Engineer, has made notable contributions to the engineering profession and its principles of practice.

**ELIGIBILITY**

- Be a member in good standing of one of the local Central Pennsylvania Member Organizations of the Central Pennsylvania Engineers Week Council. A list of current Council Member Organizations can be obtained on the Council website at [www.cpewc.com](http://www.cpewc.com)
- Not be a Registered Professional Engineer or EIT.
- Be a resident of Pennsylvania.
- Be employed within the state of Pennsylvania.
- Be a citizen of the United States of America.
- Not be an officer of the Council (i.e. Council Chair, Vice Chair, Secretary, or Treasurer are not eligible.)

**EVALUATION CRITERIA FOR SELECTION**

Nominations must demonstrate achievement and accomplishment of the Nominees in the following areas:

- Academic Achievements
- Occupational Achievements
- Professional and Educational Achievements
- Technical Achievements
- Citizenship

Evaluations will be numerically weighted based on the percentages indicated on the application. The selection of the award recipient is based solely on the information provided on this Nomination Application.

**INSTRUCTIONS**

1. **The nomination application must be submitted electronically as a Word document or in .pdf format. E-mail the application** so that it is received by the Awards Selection Committee on or before **December 3, 2020 by 5:00 pm to:**

[thartman@centuryeng.com](mailto:thartman@centuryeng.com)

2. The application must be e-mailed by the nominator from the member organization to which the nominee is a member. Applications e-mailed directly from the nominee will not be accepted. The awards committee will request acceptance of the application from the nominee by e-mail. No signed applications will be required.
3. Electronic files of the application are also available on the Central Pennsylvania Engineers Week Council website ([www.cpewc.com](http://www.cpewc.com)).
4. All information must be provided on the nomination application. Missing or incomplete information will be cause for disqualification at the discretion of the Awards Selection Committee of the Engineers Week Council.
5. Do not edit, remove, or change the formatting and text size of the application. Font size shall be 10pt or greater. Margins shall be 0.75". Line spacing shall be standard.
6. Please follow the page limits as currently established in the application.
  - a. Eligibility / Evaluation Criteria for Selection – 1 page
  - b. Instructions – 1 page
  - c. I. Nominee Personal Information / II. Academic Achievements – 1 Page
  - d. III. Occupational Achievements – 1 Page
  - e. IV. Professional & Educational Achievements – 1 Page
  - f. V. Technical Achievements – 2 Pages
  - g. VI. Citizenship – 1 page
  - h. Nominator Recommendation – 1 page

The application may not exceed 9 pages.

7. When completing each section, provide specific details of the accomplishments of the Nominee, including approximate date and duration of the activity.
8. The Engineers Week Council reserves the right to make no award if circumstances so dictate.
9. The award recipient is expected to attend the banquet.
10. Questions concerning the application can be submitted by e-mail or phone to:

[thartman@centuryeng.com](mailto:thartman@centuryeng.com)

717-669-6600

**I. NOMINEE PERSONAL INFORMATION**

Name of Nominee: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Council Member Organization to which the Nominee Belongs: \_\_\_\_\_

Is the Nominee a resident of Pennsylvania? \_\_\_\_\_

Is the Nominee a citizen of the United States? \_\_\_\_\_

**II. ACADEMIC ACHIEVEMENTS (10%)***Describe the academic achievements of the Nominee related to the education of the Nominee:*College Degrees – list all degrees earned:

<i>Year</i>	<i>Degree</i>	<i>Institution</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Continuing Education – list continuing education courses completed:

<i>Date</i>	<i>CEUs</i>	<i>Course Title</i>	<i>Course Offered By</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Honors, Awards, and Other Academic Achievements:*

**III. OCCUPATIONAL ACHIEVEMENTS (15%)**

*Describe positions held by the Nominee in business, industry, and/or government, which demonstrate progressive growth, responsibility, leadership, and achievement within the employing organization.*

**IV. PROFESSIONAL & EDUCATIONAL ACHIEVEMENTS (15%)**

*List memberships in, and service to Professional Societies and Organizations (i.e. those organizations whose principal mission is the advancement of the profession). Describe contributions of the Nominee to promote engineering to the public, government, students and children. Describe the service of the Nominee in the teaching of engineering and technical theory in a formal academic setting.*



**V. TECHNICAL ACHIEVEMENTS (45%)**

*Describe notable projects demonstrating thoughtful analysis and creativity of design and development. Describe research and testing activities, publications (books, journal articles, etc.), and presentations.*

**V. TECHNICAL ACHIEVEMENTS (continued)**

**VI. CITIZENSHIP (15%)**

*Describe the public and community service of the Nominee. Include public and semi-public office (e.g. elected office, school board, governing body committees, etc.), religious and charitable organization service, community service clubs & organizations (e.g., fraternities, volunteer fire departments, etc.).*

## NOMINATOR RECOMMENDATION

### **NOMINATOR RECOMMENDATION**

By the electronic submission of this application, I affirm that I am a member in good standing of the Member Organization of the Engineers Week Council so indicated herein, and do hereby nominate the candidate to receive the Technical Achievement Award.

EWC Member Organization: \_\_\_\_\_

Nominator Name \_\_\_\_\_

Nominator e-mail \_\_\_\_\_

**CENTRAL PENNSYLVANIA ENGINEERS WEEK COUNCIL  
NOMINATION APPLICATION  
FOR  
YOUNG ENGINEER OF THE YEAR AWARD - YEAR 2021**

The Central Pennsylvania Engineers Week Council (Council) is a non-profit organization established to plan and implement the celebration of Engineers Week annually in the Greater Harrisburg Metropolitan Area and the surrounding communities. The Council is composed of representatives from various engineering and technical societies in Central Pennsylvania. These Member Organizations have joined together to fulfill the Council's mission to promote the work of engineers for the public's understanding and welfare; to honor outstanding members of the engineering profession; to recognize outstanding engineering and technical achievements; and to enhance technological literacy of the public through educational activities.

As part of this mission, the Council seeks to recognize, in a dignified, public way, an outstanding Young Professional Engineer each year during our National Engineers Week Banquet Celebration. This award shall recognize outstanding contributions of an individual to the engineering profession and its principles of practice.

**ELIGIBILITY**

- Be a member in good standing of one of the local Central Pennsylvania Member Organizations of the Central Pennsylvania Engineers Week Council. A list of current Council Member Organizations can be obtained on the Council website at [www.cpewc.com](http://www.cpewc.com)
- Be a Registered Professional Engineer in Pennsylvania, or certified Engineer-in-Training.
- Be a resident of Pennsylvania.
- Be employed within the state of Pennsylvania.
- Be a citizen of the United States of America.
- Have not reached 36 years of age as of January 1, 2021.
- Not be an officer of the Council (i.e. Council Chair, Vice Chair, Secretary, or Treasurer are not eligible.)

**EVALUATION CRITERIA FOR SELECTION**

Nominations must demonstrate achievement and accomplishment of the Nominees in the following areas:

- Academic Achievements
- Occupational Achievements
- Professional and Educational Achievements
- Engineering and Technical Achievements
- Citizenship

Evaluations will be numerically weighted based on the percentages indicated on the application. The selection of the award recipient is based solely on the information provided on this Nomination Application.

**INSTRUCTIONS**

1. **The nomination application must be submitted electronically as a Word document or in .pdf format. E-mail the application** so that it is received by the Awards Selection Committee on or before **December 3, 2020 by 5:00 pm to:**

[thartman@centuryeng.com](mailto:thartman@centuryeng.com)

2. The application must be e-mailed by the nominator from the member organization to which the nominee is a member. Applications e-mailed directly from the nominee will not be accepted. The awards committee will request acceptance of the application from the nominee by e-mail. No signed applications will be required.
3. Electronic files of the application are also available on the Central Pennsylvania Engineers Week Council website ([www.cpewc.com](http://www.cpewc.com)).
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6. Please follow the page limits as currently established in the application.
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  - b. Instructions – 1 page
  - c. I. Nominee Personal Information / II. Academic Achievements – 1 Page
  - d. III. Occupational Achievements – 1 Page
  - e. IV. Professional & Educational Achievements – 1 Page
  - f. V. Engineering and Technical Achievements – 1 Page
  - g. VI. Citizenship – 1 page
  - h. Nominator Recommendation – 1 page

The application may not exceed 8 pages.

7. When completing each section, provide specific details of the accomplishments of the Nominee, including approximate date and duration of the activity.
8. The Engineers Week Council reserves the right to make no award if circumstances so dictate.
9. The award recipient is expected to attend the banquet.
10. Questions concerning the application can be submitted by e-mail or phone to:

[thartman@centuryeng.com](mailto:thartman@centuryeng.com)

717-669-6600

**I. NOMINEE PERSONAL INFORMATION**

Name of Nominee: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Council Member Organization to which the Nominee Belongs: \_\_\_\_\_

Is the Nominee a resident of Pennsylvania? \_\_\_\_\_

Is the Nominee a citizen of the United States? \_\_\_\_\_

Date of Engineer-in-Training Certification: \_\_\_\_\_

Pennsylvania Professional Engineer License No.: \_\_\_\_\_ (if applicable)

Date of Original Pennsylvania PE Registration: \_\_\_\_\_ (if applicable)

**II. ACADEMIC ACHIEVEMENTS (20%)***Describe the academic achievements of the Nominee related to the education of the Nominee:*College Degrees – list all degrees earned:

<i>Year</i>	<i>Degree</i>	<i>Institution</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Continuing Education – list continuing education courses completed:

<i>Date</i>	<i>CEUs</i>	<i>Course Title</i>	<i>Course Offered By</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

*Honors, Awards, and Other Academic Achievements:*

**III. OCCUPATIONAL ACHIEVEMENTS (20%)**

*Describe positions held by the Nominee in business, industry, and/or government, which demonstrate progressive growth, responsibility, leadership, and achievement within the employing organization.*



**IV. PROFESSIONAL & EDUCATIONAL ACHIEVEMENTS (20%)**

*List memberships in, and service to Professional Societies and Organizations (i.e. those organizations whose principal mission is the advancement of the profession). Indicate participation in student chapters of Professional Societies. Describe contributions of the Nominee to promote engineering to the public, government, students and children. Describe the service of the Nominee in the teaching of engineering in a formal academic setting.*

**V. ENGINEERING AND TECHNICAL ACHIEVEMENTS (20%)**

*Describe notable projects demonstrating thoughtful analysis and creativity of design and development in the application of engineering. Describe research and testing activities, publications (books, journal articles, etc.), and presentations.*

**VI. CITIZENSHIP (20%)**

*Describe the public and community service of the Nominee. Include public and semi-public office (e.g. elected office, school board, governing body committees, etc.), religious and charitable organization service, community service clubs & organizations (e.g., fraternities, volunteer fire departments, etc.).*

## NOMINATOR RECOMMENDATION

### **NOMINATOR RECOMMENDATION**

By the electronic submission of this application, I affirm that I am a member in good standing of the Member Organization of the Engineers Week Council so indicated herein, and do hereby nominate the candidate to receive the Young Engineer of the Year Award.

EWC Member Organization: \_\_\_\_\_

Nominator Name \_\_\_\_\_

Nominator e-mail \_\_\_\_\_

**CENTRAL PENNSYLVANIA ENGINEERS WEEK COUNCIL  
NOMINATION APPLICATION  
FOR  
JOHN H. MCCORMICK EDUCATIONAL OUTREACH AWARD - YEAR 2021**

The Central Pennsylvania Engineers Week Council (Council) is a non-profit organization established to plan and implement the celebration of Engineers Week annually in the Greater Harrisburg Metropolitan Area and the surrounding communities. The Council is composed of representatives from various engineering and technical societies in Central Pennsylvania. These Member Organizations have joined together to fulfill the Council's mission to promote the work of engineers for the public's understanding and welfare; to honor outstanding members of the engineering profession; to recognize outstanding engineering and technical achievements; and to enhance technological literacy of the public through educational activities.

As part of this mission, the Council seeks to recognize, in a dignified, public way, during our National Engineers Week Banquet Celebration, the educational outreach achievements of an outstanding individual. This award shall recognize an individual who has made notable contributions to educating students in Central Pennsylvania in the areas of science, technology, engineering, and math.

**ELIGIBILITY**

- Be a member in good standing of one of the local Central Pennsylvania Member Organizations of the Central Pennsylvania Engineers Week Council. A list of current Council Member Organizations can be obtained on the Council website at [www.cpewc.com](http://www.cpewc.com)
- Be a resident of Pennsylvania.
- Be employed within the state of Pennsylvania.
- Be a citizen of the United States of America.
- Not be an officer of the Council (i.e. Council Chair, Vice Chair, Secretary, or Treasurer are not eligible.)

**EVALUATION CRITERIA FOR SELECTION**

Evaluations will be based on the nominee's contributions to educating area students. The selection of the award recipient is based solely on the information provided on this Nomination Application.

**INSTRUCTIONS**

1. **The nomination application must be submitted electronically as a Word document or in .pdf format. E-mail the application** so that it is received by the Awards Selection Committee on or before **December 3, 2020 by 5:00 pm to:**

[thartman@centuryeng.com](mailto:thartman@centuryeng.com)

2. The application must be e-mailed by the nominator from the member organization to which the nominee is a member. The awards committee will request acceptance of the application from the nominee by e-mail. No signed applications will be required.
3. Electronic files of the application are also available on the Central Pennsylvania Engineers Week Council website ([www.cpewc.com](http://www.cpewc.com)).
4. All information must be provided on the nomination application. Missing or incomplete information will be cause for disqualification at the discretion of the Awards Selection Committee of the Engineers Week Council.
5. Do not edit, remove, or change the formatting and text size of the application. Font size shall be 10pt or greater. Margins shall be 0.75". Line spacing shall be standard.
6. Please follow the page limits as currently established in the application.
  - a. Eligibility / Evaluation Criteria for Selection – 1 Page
  - b. Instructions – 1 Page
  - c. Nominee Personal Information – 1 Page
  - d. Educational Outreach Achievements – K-12<sup>th</sup> Grade – 2 Pages
  - e. Educational Outreach Achievements – Higher Education– 2 Pages
  - f. Nominator Recommendation – 1 Page

The application may not exceed 8 pages.

7. When completing each section, provide specific details of the accomplishments of the Nominee, including approximate date and duration of the activity.
8. The Engineers Week Council reserves the right to make no award if circumstances so dictate.
9. The award recipient is expected to attend the banquet.
10. Questions concerning the application can be submitted by e-mail or phone to:

[thartman@centuryeng.com](mailto:thartman@centuryeng.com)

717-669-6600

**I. NOMINEE PERSONAL INFORMATION**

Name of Nominee: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Council Member Organization to which the Nominee Belongs: \_\_\_\_\_

Is the Nominee a resident of Pennsylvania? \_\_\_\_\_

Is the Nominee a citizen of the United States? \_\_\_\_\_

**EDUCATIONAL OUTREACH ACHIEVEMENTS – K-12<sup>th</sup> GRADE**

*List activities that the nominee has coordinated, attended, or contributed to in the area of science, technology, engineering, and math education for K-12 students in the Central Pennsylvania area. Describe the service, the number of students involved, and the length of time the nominee has been involved. Examples include participation in local science fairs, shadow programs, local school visits, mentoring, and competitions.*



**EDUCATIONAL OUTREACH ACHIEVEMENTS – K-12<sup>th</sup> GRADE (continued)**

*List activities that the nominee has coordinated, attended, or contributed to in the area of science, technology, engineering, and math education for K-12 students in the Central Pennsylvania area. Describe the service, the number of students involved, and the length of time the nominee has been involved. Examples include participation in local science fairs, shadow programs, local school visits, mentoring, and competitions.*

**EDUCATIONAL OUTREACH ACHIEVEMENTS – HIGHER EDUCATION**

*List activities that the nominee has coordinated, attended, or contributed to in the area of science, technology, engineering, and math education for students in a higher education, college environment in the Central Pennsylvania area. Describe the service, the number of students involved, and the length of time the nominee has been involved. Examples include guest lectures, programs, and competitions. Please note activities conducted as part of a primary profession will not be considered.*

**EDUCATIONAL OUTREACH ACHIEVEMENTS – HIGHER EDUCATION (continued)**

*List activities that the nominee has coordinated, attended, or contributed to in the area of science, technology, engineering, and math education for students in a higher education, college environment in the Central Pennsylvania area. Describe the service, the number of students involved, and the length of time the nominee has been involved. Examples include guest lectures, programs, and competitions. Please note activities conducted as part of a primary profession will not be considered.*

## NOMINATOR RECOMMENDATION

### **NOMINATOR RECOMMENDATION**

By the electronic submission of this application, I affirm that I am a member in good standing of the Member Organization of the Engineers Week Council so indicated herein, and do hereby nominate the candidate to receive the Educational Outreach Award.

EWC Member Organization: \_\_\_\_\_

Nominator Name: \_\_\_\_\_

Nominator e-mail: \_\_\_\_\_

### **PREVIOUS WINNERS:**

2019: Dr. Aldo W. Morales – IEEE

2018: Angela M. Schreffler – WTS Central PA

2017: Michelle Madzellan - ASCE

2016: Daniel Elliott – ASM International

2015: Christopher J. Beauregard - ASCE

2014: Steve Roman - ASHE

2013: Larry Brown – IEEE

2012: Charles Merris – AIChE

2011: Robert Klinger – IIEEE

2010: Ken Weber – AIChE

2009: Lou Felice – AIChE

2008: Sue Benjamin – AIChE

2007: Joe Lester – ASME