

American Society of Civil Engineers
Los Angeles Section

SAN BERNARDINO & RIVERSIDE COUNTIES BRANCH

BYLAWS

ARTICLE I. NAME AND OBJECTIVE

Section 1. The name of this organization shall be the San Bernardino & Riverside Counties Branch (Branch), Los Angeles Section (Section), American Society of Civil Engineers (ASCE National).

Section 2. The objective of the San Bernardino & Riverside Counties Branch shall be the advancement of the science and profession of civil engineering through education in a manner consistent with the objective of the American Society of Civil Engineers.

Section 3. The Bylaws and actions of the Branch shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Los Angeles Section.

Section 2. There shall be no entrance fee.

Section 3. The Branch dues of each member shall be not less than \$0 nor more than \$50 dollars per year. The exact amount shall be set by the Branch Board by June 1, for the next fiscal year. If no action is taken by the Branch Board, dues shall automatically be set to an amount equal to the dues for the previous fiscal year. Life Members of ASCE shall not be required to pay Branch dues, but are encouraged to make a voluntary contribution.

Section 4. The fiscal year of the Branch shall coincide with the fiscal year of ASCE National.

Section 5. The Branch Board shall be responsible for all funds and expenditures of the Branch.

ARTICLE II. AREA AND MEMBERSHIP

Section 1. The area of the San Bernardino & Riverside Counties Branch shall be the Counties of San Bernardino and Riverside in the State of California.

Section 2. All members of the American Society of Civil Engineers of all grades, who subscribe to the Bylaws of the Branch, who have satisfied current dues requirements of the Los Angeles Section, and whose primary ASCE mailing address is within the Branch area, shall be Subscribing Members of the Branch. All other members of the American Society of Civil Engineers of all grades, whose primary ASCE mailing address is within the boundaries of the Branch, shall be Assigned Members of the Branch.

Section 6. All expenditures and commitments for expenditures much be approved by the Branch board.

Section 7. The funds of this Branch shall include the annual allotment from ASCE National allocated to the Branch on a membership basis.

ARTICLE III. DUES AND FINANCES

Section 1. The Branch activities shall be financed by any combination of: Branch annual dues, fundraising programs, private donations and an annual allocation of monies through the Section from ASCE National (based on membership), and in accordance with a budget proposed by the Branch and approved by the Section.

ARTICLE IV. OFFICERS

Section 1. The officers of this Branch shall be a President, President-Elect, a Vice-President, Secretary, Treasurer, Newsletter Editor, and the latest resident Past-President, who shall constitute a Board of Directors in which the Government of the Branch shall be vested.

Section 2. All officers, except the President and the Past-President, shall be elected for terms of one year, which terms shall commence at the formal induction of officers and continue until their successors are elected and assume their offices. A member shall not be eligible to hold more than one office during the same term.

Section 3. Only subscribing members of the Branch shall be eligible for election to office.

Section 4. The term of office for the President shall be one year. The President-Elect shall succeed to the office of President, and the President to the office of Past-President, at the time of formal induction of Officers.

Section 5. A vacancy in the office of President shall be filled by the President-Elect. A vacancy in the office of President-Elect shall be filled by the Vice-president. Vacancies in other offices shall be filled for the unexpired term by appointment by the Branch Board. A vacancy shall exist if the officer resigns, dies, is recalled, or in the opinion of the Board is unable to fulfill the duties of the office due to lack of performance or incapacity.

Section 6. The duties of officers shall be those usual for such offices and as described in the Branch Operations Manual.

Section 7. The Branch Board shall oversee the preparation of an Annual Report including a financial statement, which shall be submitted in accordance with the requirements of the Los Angeles Section.

Section 8. At meetings of the Branch Board, three Board members shall constitute a quorum.

ARTICLE V. NOMINATIONS AND ELECTIONS OF OFFICERS

Section 1. The President shall select a Nominating Committee consisting of a Past-President of the Branch and at least two additional Subscribing Members not currently on the Branch Board.

Section 2. The Nominating Committee shall choose one or more candidates for election to each office, except the office of President and Past President, and obtain the consent of each nominee to serve if elected.

Section 3. The Nominating Committee shall present the recommended slate of officers to the Branch Board. The Branch Board may elect to endorse the recommended slate of officers as presented or may elect to add additional names. The resulting slate of officers becomes the Official Slate of Officers.

Section 4. The Official Slate of Officers shall be announced and additional nominations accepted from the Subscribing Members. The announcement shall be made at a Branch meeting or shall be made in the Branch newsletter.

Section 5. The Past President shall be the Presiding Officer of Branch elections.

Section 6. If only one nominee exists for each office, then the Presiding Officer shall conduct the Branch election at the Annual Meeting. Following a reading of the Official Slate of Officers, the Presiding Officer shall call for additional nominations and if none are received, then a voice vote to confirm the slate. An "aye" vote by a majority of Subscribing members confirms the Official Slate of Officers. A "nay" vote by a majority of the Subscribing members shall cause the election to be conducted by ballot vote as described below.

Section 7. If more than one nominee exists for any office, the Presiding Officer shall send a letter ballot to each Subscribing Member of the Branch and allow at least fifteen (15) days to return the ballot. The election date set by the Branch Board shall fall between June 1 and August 15. Voting members and officers of the Branch shall be subscribing members in good standing of the Section.

- (a) The ballot shall contain the Official Slate of Officers, the names of all other nominees made to date, and space for write-in candidates. Subscribing Members may cast their vote by returning the ballot to the Presiding Officer on or before the election date in accordance with the voting instructions contained in the ballot.
- (b) The Presiding Officer shall tally all ballots. The candidates receiving the majority of votes cast for each office shall become the officers of the Branch. The Presiding Officer shall inform the Branch Board of the results of the election and shall announce the results to the Subscribing Members.
- (c) In the event of a tie between two or more candidates for the same office, the Branch Board shall cast a secret ballot to select one of the candidates for whom the vote is a tie.
- (d) The Presiding Officer shall keep on file for 60 days following the date of the election or announcement of the election results. Any request for a recount shall be filed in writing with the Presiding Officer. All recounts shall be performed by the Nominating Committee, and the persons(s) requesting the recount must be present during the recount. If a recount changes the results of the election, the Branch Board shall be

notified and the corrected election announced to the Subscribing Members.

Section 8. The names of the officers shall be certified to the Secretary of the Los Angeles Section immediately after the election.

ARTICLE VI. MEETINGS

Section 1. An Annual Meeting shall be held on such date and at such place that the Branch Board designate. Other meetings shall be called at the discretion of the Branch Board; or by the President upon the written request of at least ten (10) subscribing members.

Section 2. In addition to the Annual Meeting, other meetings shall be held each year as required to carry out the objectives of the Branch.

Section 3. At all meetings fifteen (15) subscribing members shall constitute a quorum.

Section 4. Notice of call for a Branch meeting shall be mailed to all subscribing members of the Branch not less than seven (7) days in advance of the meeting date.

Section 5. All business meetings of the Branch and of the Branch Board of Directors shall be governed by Robert's Rules of Order, Revised, except as provided in these Bylaws and the Branch Operations Manual. The Past President shall serve as parliamentarian and shall have the final decision on any matter of procedure before the Branch Board.

Section 6. The President shall select a member of the Branch Board to officially represent the Branch at meetings the President cannot attend.

ARTICLE VII. COMMITTEES

Section 1. The Branch Operations Manual shall list the Branch Committees and their respective responsibilities.

Section 2. The President shall appoint a Committee Chair to all Branch Committees, except when these Bylaws or the Branch Operations Manual specifies the Committee Chair.

Section 3. The President shall appoint such other Committees as are from time to time deemed necessary.

ARTICLE VIII. AMENDMENTS

Section 1. These Bylaws may be adopted or amended by only the following procedure:

(a) The proposed Bylaw shall be distributed to the subscribing membership of the Branch who shall be given the opportunity to vote.

(b) To become effective it shall receive an affirmative vote of not less than a majority of the subscribing members voting, and receive the approval of the Board of Directors of the Los Angeles Section (Boundary changes would also be subject to the approval of the ASCE National Committee on Sections and District Councils).

ARTICLE IX. MISCELLANEOUS PROVISIONS

Section 1. No part of the net earnings of the Branch shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Branch shall be carrying on propaganda, or otherwise attempting to influence legislation, and the Branch shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Section 2. Upon dissolution of the Branch, the assets remaining after the payment of the debts of the Branch shall be distributed to such corporation, community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to children or animals, which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Board of Directors shall have designated and in the absence of such designation they shall be conveyed to the American Society of Civil Engineers.

