

American Society of Civil Engineers  
Los Angeles Section

**SANTA BARBARA - VENTURA COUNTIES BRANCH**

**BYLAWS**

**ARTICLE I. NAME AND OBJECTIVE**

Section 1. The name of this organization shall be the Santa Barbara - Ventura Counties Branch (Branch), Los Angeles Section (Section), American Society of Civil Engineers (ASCE National).

Section 2. The objective of the 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, including the cultivation of friendly, professional relations among the members of the Branch and the Los Angeles Section.

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. There shall be no separate Branch dues.

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.

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 II. AREA AND MEMBERSHIP**

Section 1. The area of the Branch shall be the Counties of Santa Barbara and Ventura 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.

**ARTICLE III. DUES AND FINANCES**

Section 1. The Branch activities shall be financed by any combination of: Branch annual dues, income producing activities and donations approved by the Branch Board of Directors (Branch Board) and the Section Board, and an annual allocation of monies from ASCE National and the Section 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, First Vice-President, Second Vice-president, Secretary and a Treasurer, who with the most recent resident Past-President shall constitute a Board of Directors in which the Government of the Branch shall be vested.

Section 2. All officers, except the Past President, shall be elected for terms of one year, which terms shall commence at the time of formal induction of Branch Officers and shall 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 past President shall be one year. The President shall succeed to the office of Past-President at the time of formal induction of Officers.

Section 5. A vacancy in any Branch office shall be filled by appointment by the Branch Board. A vacancy in the office of President shall be filled by the next most recent Past-president. Vacancies in other offices shall be filled by appointment of the Branch Board and the officer so

appointed shall hold the office for the unexpired term of his predecessor or until a successor is elected.

Section 6. The duties of officers shall be those usual for such offices.

- (a) The President shall be the executive officer of the Branch and it shall be the duty of the President to preside at all meetings of the Branch and of the Branch Board, to be ex-officio member of all committees except the Nominating Committee, and to perform such other duties as normally devolve upon the office of President. The President shall act as coordinator between the Branch and the Section, and shall serve as the Branch representative member on the Section Board.
- (b) It shall be the duty of the First Vice-President to perform the duties of President in the absence or disability of the latter, and to direct the selection of programs to be presented at the Branch meetings.
- (c) It shall be the duty of Second Vice-President to assist the First Vice-President in the discharge of his duties.
- (d) It shall be the duty of the Secretary to keep the records of the Branch, including the minutes of all meetings of the Branch and of the Branch Board, to conduct the correspondence of the Branch, to keep a true list of all members, to perform such duties as may be prescribed herein.
- (e) It shall be the duty of the Treasurer to be the financial officer of the Branch and receive all monies and make all disbursements under the control of the Branch Board. It shall be his duty to keep accurate financial records in the manner prescribed by the Branch Board, to prepare a budget at the beginning of each fiscal year, and to file a financial statement with the Branch Board two times a year.
- (f) It shall be the duty of the immediate Past President to attend meetings of the Branch Board and to perform other duties as assigned by the Branch Board.

Section 7. The Branch Board shall oversee the preparation of an Annual Report by September 15, 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. Prior to April 1<sup>st</sup> of each year, the President shall appoint a Nominating Committee of three members, none of whom are officers, to nominate not more than two candidates for each office to be filled for the ensuing year. The Nominating Committee shall report to the Secretary on or before May 1<sup>st</sup>, the names of members so selected and consenting to the nominations, and such names shall be announced to the Branch at the next regular meeting. Any member may make other nominations from the floor at this meeting.

Section 2. Voting shall be by voice vote at the first regular meeting after nomination. The candidate receiving the highest number of votes cast for any office, shall be elected to that office.

Section 3. The Secretary shall mail a ballot containing the list of official nominees and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the Branch at least 20 days previous to the Annual Meeting.

Section 4. Ballots returned to the Secretary up to the time of counting shall be opened and counted by three tellers appointed by the President. For each office the candidate receiving the highest number of votes cast shall be declared elected.

Section 5. 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.

Section 6. The Secretary shall announce the results of the election at the first regular meeting following the determination of the balloting results.

Section 7. Voting members and officers of the Branch shall be subscribing members in good standing of the Los Angeles Section.

Section 8. The names of the officers shall be certified to the Los Angeles Section 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 at the time and place established by the Branch Board.

Section 3. At all meetings ten (10) subscribing members shall constitute a quorum.

Section 4. Notice of call for a special Branch meeting shall be mailed to all subscribing members of the Branch not less than five (5) days in advance of the meeting date.

Section 5. All business meetings of the Branch and of the Branch Board shall be governed by Robert's Rules of Order, Revised, except as provided in these Bylaws.

**ARTICLE VII. COMMITTEES**

Section 1. Within thirty (30) days after the Annual Meeting, the President shall appoint, with the approval of the Branch Board, standing committees concerned with matters which are of continuing interest to the Branch.

Section 2. The President shall appoint such other ad hoc committees as are from time to time deemed necessary.

**ARTICLE VIII. AMENDMENTS**

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

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

(b) The proposed amendment to the Bylaws may be distributed to the subscribing members of the Branch in attendance at a regular called Branch meeting if the intent of the proposed amendment was made known to the subscribing members along with the meeting notice.

(c) 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.

**ARTICLE X. APPROVAL**

Section 1. These Bylaws and any amendment thereto shall become effective only upon approval of both the Branch Board and the Los Angeles Section Board.

Adopted, \_\_\_\_\_ by the Santa Barbara - Ventura Branch of Los Angeles Section of the American Society of Civil Engineers

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President Secretary

Approved, \_\_\_\_\_ by the Section Board of Directors of the American Society of Civil Engineers

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President Secretary