

CONSTITUTION OF THE
GEOTECHNICAL ENGINEERING GROUP
L.A. Section, A.S.C.E.

ARTICLE I. Name and Object

SECTION 1. The name of this organization shall be the Geotechnical Engineering Group of the Los Angeles Section of the American Society of Civil Engineers.

SECTION 2. The object of this Group shall be the advancement of knowledge in the technical fields related to Geotechnical Engineering, the professional application of this knowledge to the solution of engineering problems, and the promotion of the overall objectives of the Los Angeles Section ASCE.

ARTICLE II. Membership

SECTION 1. A Regular Member shall be any subscribing member of the Los Angeles Section, ASCE, other than an affiliate member, who applies for this status. Voting privileges in this Group shall be restricted to Regular Members.

SECTION 2. A Student Member shall be any member of an ASCE student chapter who desires to be affiliated with this Group or to attend its meetings.

SECTION 3. An Affiliate Member shall be any subscribing Affiliate member of the Los Angeles Section who applies for this status.

SECTION 4. Regular Members and Affiliate Members shall automatically receive status and be placed on the mailing list of the Group, by making application for membership to the Secretary of the Group. No formal action shall be required in connection with Student Members, and they shall not be placed on the mailing list.

ARTICLE III. Officers

SECTION 1. The officers of the Group shall consist of at least a Chairman, a Vice-Chairman, and a Secretary-Treasurer. In addition, the Group may elect a Treasurer separate from the Secretary and one or more Directors, as specified in the Bylaws or as determined by the Board of Directors. All officers in office at any given time shall constitute the Board of Directors. All officers must be members in good standing of the Los Angeles Section, ASCE. Affiliate members shall not have the right to hold office.

SECTION 2. The term of office of the officers of the Group shall coincide with the fiscal year (See Article V). A member shall not be eligible to hold more than one office at a time or to succeed himself in the same office, except for Director, for which the term of office shall not exceed two years.

SECTION 3. Officers shall be nominated and duly elected by Regular Members of the Group in accordance with procedures prescribed by the Board of Directors, or in accordance with any By Laws and Rules of the Group. Affiliate Members do not have the right to vote.

SECTION 4. An unexpected vacancy in any office shall be filled by appointment by the Board of Directors. The person appointed to any such vacancy shall hold office until the next term of office.

ARTICLE IV. Meetings

SECTION 1. Regular meetings of the Group shall be held in accordance with the Master Calendar of Group and Section Meetings, as maintained by the L.A. Section Secretary.

SECTION 2. Special meetings of the Group may be called by the Board of Directors. The L. A. Section Secretary should be notified promptly so that the meeting can be recorded on the Master Calendar.

SECTION 3. Regular Meetings of the Group may be cancelled by the Board of Directors, with due notice to the L. A. Section Secretary.

ARTICLE V. Fiscal Year

SECTION 1. The fiscal year shall begin at the close of the last regularly scheduled meeting prior to October 1 and extend to the end of the last regularly scheduled Meeting prior to September 30 of the next calendar year.

ARTICLE VI. Amendments

SECTION 1. This Constitution may be amended as follows: Amendments must be proposed in writing by at least three Regular Members and presented to the Chairman of the Group. An announcement of the proposed amendment must be made at the next regularly scheduled meeting of the Group. The amendment must be voted upon at the next regularly scheduled meeting following the announcement. A two-thirds vote of the Regular Members voting shall be required for adoption of the amendment.

ARTICLEVII. Bylaws and Rules

SECTION 1. Bylaws and rules may be adopted, consistent with the Constitution and the requirements of the Los Angeles Section, ASCE, for the guidance of officers and members.

ARTICLE VIII. Dues and Funds

SECTION 1. There shall be no dues except those paid to the L. A. Section, ASCE.

SECTION 2. Bills of mailing expenses, speakers, dinners, and other legitimate Group expenditures, may be submitted to the L.A. Section Secretary for approval and payment. At the option of the Board of Directors some of these expenditures may be paid from Group funds.

SECTION 3. The Board of Directors of the Group shall be responsible for all funds and expenditures of the Group.

ARTICLE IX. Reports to the Los Angeles Section ASCE

SECTION 1. Each year the Chairman of the Geotechnical Engineering Group shall file an annual report with the L. A. Section. The date of the submittal and contents of the report shall be according to the requirements of the L. A. Section.

SECTION 2. Each year the Board of Directors shall prepare and the Chairman shall submit to the L. A. Section, a budget of anticipated expenditures for the next fiscal year. The budget shall be submitted at the time requested by the L. A. Section.

ARTICLE X. Interpretation

SECTION 1. This Constitution, and any Bylaws and Rules adopted by the Group, together with all future amendments, shall be interpreted so as to conform to the Constitution, Bylaws and Rules, and policies of the Los Angeles Section, ASCE.

ARTICLE XI. Approval

SECTION 1. This Constitution, and any amendments thereto, shall become effective only upon approval of the Board of Directors of the Los Angeles Section, ASCE.
Approved. May 24, 1972.

PROCEDURES MANUAL

GEOTECHNICAL ENGINEERING GROUP
LOS ANGELES SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

- Officers: Chairman, Vice Chairman, Secretary and Treasurer.
- Governing Body: Board of Directors, consisting of officers and two directors.
- Governing Regulations: Geotechnical Engineering Group Constitution and regulations of Los Angeles Section and National ASCE.
- Meetings: Generally held on the third or fourth Wednesday of January, March, May, September, and November, as requested by the Section. Special meeting may be called at the discretion of the Board of Directors when appropriate. Joint meetings with other groups are to be encouraged.
- Financing: Most section expenses are funded by the Los Angeles Section. However, the Geotechnical Engineering Group budget item should not be exceeded during the year, and approval of expenditures must be authorized by the Los Angeles Section. For expenses not funded by the section or before reimbursement is received, the section maintains a separate account. Funds are obtained from small overcharges on meals and special donations or assessments.

Elections:

1) Nominating Committee

The Nominating Committee shall consist of the current Chairman and the past two Chairmen of the group, unless the Board of Directors selects alternate or additional members.

- 2) The Nominating Committee announces the nominated officers at the May meeting. The Committee will nominate one person for the offices of Chairman, Vice-Chairman and Directors, but may nominate two for the offices of secretary and treasurer.
- 3) Elections are held at the September meeting. Nominations can be made from the floor at that meeting.
- 4) The new officers are installed at the November meeting. The "old" officers are responsible for the November meeting; the "new" officers are responsible for the January meeting and all other meetings of that year.

Meeting Notices and Mailings:

Meeting notices are to be sent by the 10th of the month preceding the meeting for printing in the section newsletter. Special notices can be sent but will be paid for by the Group rather than the Section.

The Los Angeles Section has authorized the use of address plates by the technical groups on a loan basis, with the ownership remaining with the Los Angeles Section.

Lists of members are to be used only for ASCE business unless authorized by the Group Board of Directors. Based on a resolution by the Section Board of Directors, only ASCE members with section dues paid up should receive mailings. In other words, a mailing list fee for non-members is not authorized.

Committees:

The following are intended as guidelines for conduct of Geotechnical Engineering Group Committees. Committees may be established or eliminated as desired by the Board of Directors.

Purpose and Scope

1. The purpose of a committee is to perform tasks useful to the Geotechnical profession and requested or approved by the Board of Directors. Duties and responsibilities shall be formulated by mutual agreement between the Board and members of the committee.

2. The scope of activities may include studies, reviews, surveys, development of procedures and practices, and recommendations to the Board.

Committee Membership

1. The Committee Chairman shall be selected by the Board. The Chairman usually serves one or two years or longer at the discretion of the Board. Nominations for new Chairman by existing Committee Chairman or members will be subject to approval by the Board.
2. The committee can elect or appoint a Vice Chairman and other officers as it desires.
3. The committee members can be elected or appointed by the Board or the Committee Chairman as appropriate for the task of the specific committee. Usually a list of volunteers for the committee established by sign-up or mail canvas will be utilized.
4. The Board contact member for all committees is the Vice Chairman of the Board of Directors or his designated Board representative. The Board contact member and the Chairman of the Board will receive all committee correspondence. The Board contact member may attend committee meetings.

Meetings

1. All meetings may be attended by any member of the Geotechnical Engineering Group. Voting on committee Business shall be confined to committee members.
2. The Committee Chairman shall advise the Vice Chairman or his designated Board representative or all committee activities.

Reports

1. A report is typically the result of the committee's activities.
2. A short written report should be presented to the Board at the end of the year summarizing the goals, activities, and accomplishments of each active committee.

3. All written documents proposed by the committee for external distribution should be reviewed and approved by a quorum of the committee and should contain a list of all committee members.

Active and Inactive Committees

Technical

Expansive Soils
Pile Foundations
Slope Stability
Seismic Stability
Computer Applications Building & Safety Advisory Shoring
Soil Dynamics

Professional

Membership
Technical Training
Liability

Programs

The Board of Directors will function as a program committee. As a general procedure, each Board member will be expected to suggest and arrange for one program during the year. Programs should achieve a balance between the various technical fields and between theory and practice with an occasional professional meeting.

DUTIES OF CHAIRMAN

1. Act as chief administrative officer of group.
2. Call and preside at Board of Directors' meetings.
3. Preside at regular meetings.
4. Assure that the Geotechnical Group fulfills its function at all times.
5. Represent the Geotechnical Group before the Los Angeles Section Board of Directors and advise them of all Geotechnical Engineering Group activities.
6. Prepare annual report, with assistance from Board Member.
7. Other duties as required.

DUTIES OF THE SECRETARY

1. Prepare and distribute minutes of all meetings to the Board of Directors.
2. Handle all correspondence not taken care of by the Chairman.
3. Maintain an up-to-date Roster of members.
4. Submit meeting notices to the ASCE Newsletter or arrange for separate notices. Notices must be sent to the Section Publication Committee prior to the 10th of the month prior to the meeting.
5. Submit other articles to the Newsletter or national Geotechnical Engineering Group Newsletter as required.
6. With the advice of the Board, select a place for meetings.
7. Count the incoming reservations, calling the major organizations if necessary for a more accurate count, and notify restaurant twenty-four hours in advance of the minimum and maximum number to expect.
8. Maintain the following records:
 - a. A list of the Group's Officers and Committee Chairmen's addresses and telephone numbers.
 - b. A copy of the constitution
 - c. Copies of the minutes
 - d. Record of Meeting Notices
 - e. Record of Meeting Attendance
 - f. Incoming correspondence
 - g. Outgoing correspondence
 - h. Restaurant data, including menus
 - i. Committee business
9. Assist Chairman in preparing the annual report.
10. Miscellaneous duties requested by the Chairman.

DUTIES OF TREASURER

1. Establish a bank account and handle the group's financial activities.
2. Have rosters at meetings to keep a count of meeting attendance, number of students, etc.
3. Give out nametags at meetings.
4. Collect for dinners and pay the restaurant.
5. Send a letter to the Section asking for reimbursement for student dinners (the difference between the \$2.00 the student pays and the restaurant price for the speaker).
6. Other duties as requested by the Chairman or the Board of Directors.

DUTIES OF THE MEMBERS OF BOARD OF DIRECTORS

1. Attend Board of Directors meetings.
2. Aid in determining Group policy.
3. Help develop programs for meetings.
4. Assist the treasurer in selling dinner tickets.
5. Assist or act as alternate to the secretary, when required.