

## **BYLAWS**

### **AMERICAN SOCIETY OF CIVIL ENGINEERS SAN BERNARDINO & RIVERSIDE BRANCH YOUNGER MEMBER FORUM**

#### **ARTICLE I– Name and Objectives**

- Sec. 1. The name of this organization shall be the San Bernardino & Riverside Branch Younger Member Forum, American Society of Civil Engineers. For the sake of brevity, as used in these Bylaws, the term “Society” shall be understood to mean the American Society of Civil Engineers; the term “Section” shall refer to the Los Angeles Section; “Branch” shall refer to the San Bernardino & Riverside Counties Branch; and the term “Forum” shall mean the San Bernardino & Riverside Branch Younger Member Forum.
- Sec. 2. The objective of the Forum shall be to bring together the younger element of the Branch and form a supportive community to promote the advancement of the Civil Engineering profession, to facilitate the discussion of problems of mutual interest, and to serve as a training ground for future Branch leaders.

Other objectives include:

- a. To cooperate with the Branch in the furtherance of the Society's aims and activities.
  - b. To improve and maintain the public image of the Civil Engineering profession.
  - c. To encourage a broader social life among its members.
  - d. To support and foster the development of graduating college students as they enter the civil engineering profession.
- Sec. 3. The actions of the Forum shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Branch.

#### **ARTICLE II - Membership**

- Sec. 1. As used in these Bylaws, the term “Younger Member” shall include any subscribing member of the Section (refer to Branch Bylaws – Article II, section 2), in the Associate Member, Member or Affiliate Member grade, who has not reached 36 years of age.
- Sec. 2. Younger Members whose addresses fall within the Branch boundaries and are subscribing Branch members in good standing shall be eligible to vote, to hold office, to serve on committees and to represent the Forum officially. Younger Members whose addresses fall outside the boundaries of the Branch, shall not be granted the aforementioned privileges, except in cases where a younger member group has not been organized within their corresponding branch.

Sec. 3. Subscribing members who transcend their Younger Member status while holding office or serving in a committee may retain all their benefits and privileges until the work of that committee or the term of their office is completed.

### **ARTICLE III – Dues**

Sec. 1. There shall be no entrance fee.

Sec. 2. There shall be no annual dues for membership in the Forum.

### **ARTICLE IV – Officers**

Sec. 1. The affairs of the Forum shall be managed by an Executive Board and a Board of Directors according to the provisions and guidelines as set forth in the governing documents of the Forum and in compliance with the governing documents of the Branch and the Society.

Sec. 2. The Executive Board shall consist of a President, a Past President, a President-Elect, a Vice-President, a Secretary, and a Treasurer.

Sec.3. The Board of Directors shall consist of the Executive Board and all the Committee Chairs of the Forum.

#### **President**

*Qualifications.* The office of President shall be filled by the Younger Member who served as President-Elect during the term immediately preceding the term in question.

*Term.* The President shall serve a one (1) year term. The President shall assume the office at the close of the last board meeting of the fiscal year in which he/she served as President-Elect. During this term, the President may not hold any other office within the Forum, except for member of the Nominating Committee. After serving one (1) full term, the President shall be ineligible for re-election to the office of President-Elect for a minimum of three (3) years. Upon completion of his/her Presidency, the President shall assume the office of Past President.

*Vacancy.* Vacancies in the office of President shall be filled for the unexpired portion of the term by the Vice-President, who shall have the title of Acting President.

#### **Past President**

*Qualifications.* The office of Past President shall be filled by the Younger Member who served as President during the term immediately preceding the term in question.

*Term.* The Past President shall serve a one (1) year term. The Past President shall assume the office at the close of the last board meeting of the fiscal year in which he/she served as President. During this term, the Past President shall serve as a member of the Nominating Committee.

*Vacancy.* Vacancies in the office of Past President shall be filled for the unexpired portion of the term by the Younger Member who has most recently served as President of the Forum in previous terms.

#### **President-Elect**

*Qualifications.* Candidates for the office of President-Elect shall be Younger Members in good standing with the Branch and shall have had prior service in the Board of Directors of the Forum.

*Term.* The President-Elect shall serve a one (1) year term. The President-Elect shall assume the office at the close of the last board meeting of the fiscal year in which he/she is elected. Upon completion of his/her term, the President-Elect shall assume the office of President.

*Vacancy.* Vacancies in the office of President-Elect shall be filled through an emergency election to be held as soon as possible after the vacancy occurs. The qualifications and requirements for this election shall be the same as those of the regularly scheduled elections with one exception: Candidates shall have had prior service in the Executive Board of the Forum.

#### **Vice-President**

*Qualifications.* Candidates for the office of Vice-President shall be Younger Members in good standing with the Branch.

*Term.* The Vice-President shall serve a one (1) year term. The Vice-President shall assume the office at the close of the last board meeting of the fiscal year in which he/she is elected.

*Vacancy.* Vacancies in the office of Vice-President shall be filled for the unexpired portion of the term by an interim appointee from the Board of Directors. Upon the completion of this term, the Vice-President shall be elected through due process.

#### **Secretary**

*Qualifications.* Candidates for the office of Secretary shall be Younger Members in good standing with the Branch.

*Term.* The Secretary shall serve a one (1) year term. The Secretary shall assume the office at the close of the last board meeting of the fiscal year in which he/she is elected.

*Vacancy.* Vacancies in the office of Secretary shall be filled for the unexpired portion of the term by an interim appointee from the Board of Directors. Upon the completion of this term, the Secretary shall be elected through due process.

#### **Treasurer**

*Qualifications.* Candidates for the office of Treasurer shall be Younger Members in good standing with the Branch and shall have had prior service as an officer in one of the Branches of the Forum.

*Term.* The Treasurer shall serve a one (1) year term. The Treasurer shall assume the office at the close of the last board meeting of the fiscal year in which he/she is elected.

*Vacancy.* Vacancies in the office of Secretary shall be filled for the unexpired portion of the term by an interim appointee from the Board of Directors. Upon the completion of this term, the Treasurer shall be elected through due process.

Sec. 3 Additional offices may be created by the Board of Directors to serve the needs of the Forum.

Sec. 4. When necessary, the Board of Directors will appoint committees to carry out specific duties for the Forum. The active chairpersons of these committees shall be considered members of the Board of Directors.

#### **ARTICLE V – Nominations and Elections**

Sec. 1. During the month of May, a Nominating Committee shall be appointed by the current Board of Directors. This committee shall consist of not less than three members, including the current President and Past President.

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

Sec. 3. The Secretary shall send 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 twenty (20) days prior to the election date.

Sec. 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.

#### **ARTICLE VI- Duties of Officers**

Sec. 1. The President shall be the chief executive officer of the Forum. It shall be his/her duty to preside at all meetings of the Board of Directors and all meetings of the Forum.

Sec. 2. The duty of the Past-President shall be to serve as the main liaison between the Forum, the Branch, and the Section.

Sec. 3. The duty of the President-Elect shall be to assist the President in the performance of his/her administrative duties. The President-Elect shall become intimately familiar with the governing documents of the Forum, Branch, Section, and Society.

- Sec. 4. The duty of the Vice-President shall be to assist the President in the performance of his/her executive duties. The Vice-President shall serve as executive officer of the Forum in the absence of the President. The Vice-President shall also be in charge of arranging the meeting times and locations of all Board Meetings.
- Sec. 5. The duty of the Secretary shall be to take the minutes of all official Forum meetings, to keep the records of the Forum, to conduct the correspondence of the Forum; and to perform such other duties as normally devolve upon the office of the Secretary.
- Sec. 6. The duty of the Treasurer shall be to take charge of all finances of the Forum. The Treasurer shall distribute all monies to the Forum's Branches, shall pay all bills as approved by the Board of Directors, and be responsible for the general accounting of the Forum. The treasurer shall keep an accurate record of all expenditures of the Forum and shall, prior to the close of the fiscal year of his/her term, prepare a budget for the upcoming year. In addition, the Treasurer shall perform such other duties as normally devolve upon the office of the Treasurer.
- Sec. 7. It shall be the duty of the Board of Directors to perform or delegate all the administrative functions of the Forum not otherwise delegated or appointed herein.

#### **ARTICLE VII – Meetings**

- Sec. 1. An Annual General Meeting shall be held for the purpose of promoting active participation in Forum activities, encouraging interaction and networking among Forum members, and for social function. The Annual Forum General Meeting shall be held on such date and at such place as designated by the Board of Directors.
- Sec. 2. Additional General Meetings shall be held when necessary and as designated by the Board of Directors.
- Sec. 3. The Board of Directors shall meet at least once a month for the transaction of business and the coordination of activities. Other meetings may be called at the discretion of the Board of Directors.
- Sec. 4. A majority vote of the Board of Directors shall be sufficient to take any action, except for amendments to these Bylaws.
- Sec. 5. At all General Meetings ten (10) subscribing Younger Members shall constitute a quorum.

- Sec. 6. At all Board meetings four (4) members of the Board of Directors shall constitute a quorum.
- Sec. 7. Notices of upcoming meetings shall be made available to all Younger Members no less than ten (10) days prior to the meeting date. All meetings shall be open to all Younger Members.

#### **ARTICLE VIII - Amendments**

- Sec. 1. Amendments to these Bylaws may be proposed by any Younger Member addressing the Board of Directors during any meeting. All proposed amendments must be presented in writing on a petition signed by no less than twenty-five (25) Younger Members.
- Sec. 2. Upon determination of the validity of the petition, the Board of Directors shall form a Bylaws Committee that shall include the person proposing the amendment. The Committee will then formalize the proposal and submit it to the Secretary for distribution among the Younger Members.
- Sec. 3. A meeting of the Board of Directors shall be scheduled no less than thirty (30) days after distribution of the proposed amendment to all Younger Members. The proposed amendment shall be the action item of highest priority for this meeting.
- Sec. 4. These Bylaws may be amended only by an affirmative vote of no less than two-thirds of the Younger Members present at the Board of Directors meeting at which action thereon is to be taken.

#### **ARTICLE IX – Miscellaneous Provisions**

- Sec. 1. No part of the net earnings of the Forum shall inure to the benefit of any private shareholder or individual. No substantial part of the activities of the Forum shall engage in propaganda or otherwise attempt to influence legislation. The Forum shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Sec. 2. Upon dissolution of the Forum, the assets remaining after the payment of the debts of the Forum 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 Branch 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 Branch.