

AMERICAN SOCIETY OF CIVIL ENGINEERS

ARIZONA SECTION

PHOENIX BRANCH

YOUNGER MEMBER FORUM

BY LAWS

Article I. Name and Objectives

Section 1. The name of this organization shall be the Phoenix Branch Younger Member Forum (PBYMF), Arizona Section, American Society of Civil Engineers (ASCE).

Section 2. The objectives of the PBYMF shall be:

- (a) To encourage younger members of ASCE to develop programs and activities to further the profession of civil engineering.
- (b) To provide training for future leaders of the Society.
- (c) To promote professional and social fellowship among younger members.
- (d) To provide a Society continuum for student members into professional practices.
- (e) To provide opportunity for members to engage in community service by organizing events which benefit worthy causes as determined by the Executive Board.

Article II. Nomination and Election of Officers

Section 1. The Executive Board, not later than March 1, shall appoint a Nominating Committee consisting of the last three resident past presidents which shall select candidates for offices to be filled the ensuing year. Only members having paid Arizona Section dues for current year shall be eligible to hold office. The President-Elect shall succeed to the office of President at the close of the current President's term. In order that the Executive Board be representative of a larger segment of engineering interests, an endeavor shall be made to select each nominee from a separate association, agency or company. Names of candidates selected and accepting nomination shall be submitted to the membership at the March seminar, at which time any other eligible member may be nominated from the floor. The Nominating Committee shall submit this complete list to the Arizona Section Secretary by March 31 to be included with the section ballots.

Article III. Organization

Section 1. Officers of the Phoenix Branch Younger Member Forum shall consist of:

- (a) President
- (b) President-Elect
- (c) Vice President
- (d) Secretary
- (e) Treasurer
- (f) The last active resident Past-President

Section 2. There shall be an Executive Board whose voting members shall be the officers of the Forum. President of the Arizona State University Chapter shall be a non-voting member of the Executive Board.

Section 3. Officers shall be elected for a term of one year, commencing on the date of the Arizona Sections Installation of Officers Dinner. No officer may succeed himself, unless he/she meets the criteria as set forth in Section 4.

Section 4. A vacancy in any office shall be filled by order of the Executive Board and the officer so appointed shall hold office for the unexpired term. This officer, having not served a term one year, may succeed him/herself if he/she desires, if acceptable to the majority of the Executive Board.

Article IV. Duties of Officers

Section 1. The President shall be the executive officer of the PBYMF. The duties of the President shall be to preside at all general membership meetings and executive board meetings, to appoint all committee chairpersons, to act as ex-officio member of each committee, and to perform other duties as normally required by the office. The President shall be the designated Younger Member Director for the Arizona Section Board of Directors and the Arizona Section Younger Member Executive Board.

Section 2. The duties of the President-Elect shall be as designated below and by direction of the President:

- (a) The President-Elect shall act in absence of the President. The Vice President shall represent the President in the event the President-Elect is unable to.
- (b) President-Elect shall be responsible to coordinate all community service projects of PBYMF and serve as Community Service Committee Chairperson. The President-Elect shall also initiate activities for the Forum and act as ex-officio of any activity committee.
- (c) The Vice President shall be responsible to organize the PBYMF general membership meetings.

Section 3. The duties of the Secretary are:

- (a) To record the minutes of general membership meetings and Executive Board meetings and have available at each meeting a copy of the Arizona Section Constitution, Bylaws and "Roberts Rules of Order, Revised."
- (b) To compile an Annual Report.
- (c) To perform other duties normally required by the office.

Section 4. The duties of the Treasurer are:

- (a) To prepare an annual budget of the PBYMF each Fall to be submitted to the Phoenix Branch and the Arizona Section, if assistance from them is necessary.
- (b) To assume responsibility for payment of bills as directed by the Executive Board.
- (c) To submit an annual accounting.
- (d) To maintain a semi-annual accounting of the Dr. Jan J. Tuma Memorial Scholarship Fund as it is administered by Arizona State University.

- (e) To prepare a brief accounting for distribution at meetings of the Executive Board.
- (f) To monitor fund raising events throughout his/her term. These funds are to be used for operation of the Forum or shall be contributed to the Jan J. Tuma Scholarship Fund at Arizona State University.

Section 5. Each officer shall submit a written Annual Report by September of his/her activities to the Secretary.

Section 6. The Executive Board shall manage the business affairs of the PBYMF and perform other duties as may be required by the Constitution, Bylaws, or PBYMF.

Article V. Membership

Section 1. As used in the Bylaws of the Forum, the term “younger member” shall include any member of ASCE, regardless of membership grade, who has not yet reached his/her 36th birthday. All ASCE members are eligible for membership in the Forum.

Section 2. Only enrolled younger members (those having paid the Arizona Section Dues for the current year) shall be entitled to vote, to hold office, to serve on committees, or to represent the Younger Member Forum officially.

Section 3. The Membership of the Forum, having met the requirements above shall be defined as that list compiled during the monthly seminars.

Article VI. Activities

Section 1. The hour and location of the activities shall be as directed by the Executive Board.

Section 2. “Roberts Rules of Order, Revised” shall govern the procedure of general membership meetings and Executive Board meetings.

Article VII. Meetings

Section 1. A minimum of four general membership meetings shall be held during each fiscal year. Additional general membership meetings shall be held at the discretion of the Executive Board or by written request to the Secretary by five general members. Six members are required for a quorum.

Section 2. Meetings shall be open to members of ASCE, members of ASCE student chapters, and guests.

Section 3. The Executive Board shall meet at least once a month during the elected year or at the discretion of the President. Four members are required for a quorum.

Article VIII. Committees

Section 1. The Executive Board shall determine the necessity of committees and each committee shall have a minimum of three committee members.

Section 2. No individual may serve on more than three forum committees concurrently.

Section 3. The President shall be an ex-officio member of each committee.

Section 4. Each committee chairperson shall submit a written Annual Report to the Secretary and shall report at such other times as the PBYMF may require.

Article IX. Policy and Procedure

Section 1. Activities and actions taken by the PBYMF shall be consistent with policies of the Arizona Section - ASCE.

Section 2. The counting of votes on any item of business shall be handled by a member of the Executive Board.

Article X. Rights of Members

All members shall have equal rights and privileges, except as provided in the Constitution of the YMF or elsewhere in these Bylaws.

Article XI. Dues

Section 1. There shall be no PBYMF entrance fee.

Section 2. There shall be no PBYMF dues.

Article XII. Amendments

Section 1. These Bylaws may be amended at an activity of the Forum by an affirmative two-thirds vote, provided a quorum is present.

Section 2. In the event a quorum is not present, vote may be held in abeyance until next meeting or mail ballot may be substituted. An affirmative mail ballot of two thirds, provided it represents 3% of the members, shall be sufficient to carry an amendment. Mail ballots shall be counted three weeks after mailing.

Section 3. Amendments may be initiated by any member at a general membership meeting but shall not be put to a vote until the following meeting. Members shall be notified in advance of meetings at which amendments to the Bylaws are to be considered.

Article XIII. Miscellaneous

Section 1. The fiscal year of the YMF shall coincide with the fiscal year of the Arizona Section.

Section 2. The term of office for Officers of the YMF shall coincide with the term of office of the Arizona Section.