

AMERICAN SOCIETY OF CIVIL ENGINEERS

ARIZONA SECTION

SOUTHERN ARIZONA BRANCH

YOUNGER MEMBER FORUM

BYLAWS

Article I - Name And Objectives

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

Section 2. The objective of the SABYMF shall be the advancement of the science and profession of civil engineers through education in a manner consistent with the objectives of the American Society of Civil Engineers.

Section 3. The actions of the SABYMF shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Arizona Section.

Article II - Nomination And Election Of Officers

Section 1. The Executive Board, not later than April 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 the 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. Name of candidates selected and accepting nominations shall be submitted to the membership at the April meeting, at which time other eligible members may be nominated from the floor. The nominating committee shall submit this complete list to the Arizona Section Secretary by April 30th to be included with the section ballots.

Article III - Organization

Section 1. Officers of the Southern Arizona 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 SABYMF. The President of the University of Arizona Student 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.

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 of 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 SABYMF. The duties for 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 SABYMF representative to the Arizona Section Board of Directors and also to the Arizona Sections YMF Board.

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

- (a) The President-Elect shall act on behalf of the President in the Presidents absence. The President-Elect shall represent the President in the event the President is unable to.
- (b) President-Elect shall be responsible to coordinate all community service projects of the SABYMF 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.

Section 3. The duties of the Vice-President shall be as designated below and by the direction of the President.

- (a) The Vice-President shall be responsible to organize the SABYMF general membership meetings.
- (b) The Vice President shall be responsible to coordinate the Professional Engineering (P.E.) Exam Review Course and serve as P.E. Exam Review Course Chairperson.

Section 4. The duties of the Secretary are:

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

Section 5. The duties of the Treasurer are:

- (a) To prepare an annual budget of the SABYMF each fall to be submitted to the Southern Arizona 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 prepare a brief accounting for the distribution at meetings of the Executive Board.
- (e) To monitor fund raising events throughout his/her term. These funds are to be used for operation of the SABYMF.

Section 6. Each officer shall submit a written annual report by September 15th of his/her activities to the Secretary.

Section 7. The Executive Board shall manage the business affairs of the SABYMF and perform other duties as may be required by the Arizona Section Constitution Bylaws, or SABYMF.

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 Sections Dues for the current year) shall be entitled to vote, to hold office, to serve on committees, or to represent the SABYMF 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 directed by the Executive Board.

Section 2. "Robert's 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 bi-monthly during the elected year, or at the discretion of the President. Three 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 SABYMF may require.

Article IX. Policy And Procedure

Section 1. Activities and actions taken by the SABYMF shall be consistent with policies or the Arizona Section ASCE.

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

Article X. Rights Of Members

Section 1. All members shall have equal rights and privileges, except as provided in the Constitution of the Arizona Section or elsewhere in these Bylaws.

Article XI. Dues

Section 1. There shall be non SABYMF entrance fee.

Section 2. There shall be no SABYMF dues.

Article XII. Amendments

Section 1. These Bylaws may be amended at an activity of the Forum by an affirmative 2/3 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 of mail ballot may be substituted. An affirmative mail ballot of 2/3, 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 SABYMF shall coincide with the fiscal year of the Arizona Section.

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

Section 3. No part of the net earnings of the SABYMF shall inure to the benefit of any private shareholders or individual and no substantial part of the activities of the SABYMF 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), and political campaign on behalf of any candidate for public office.

Section 4. Upon dissolution of the SABYMF, the assets remaining after payment of the debts of the SABYMF 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 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.