



**YOUNGER MEMBER FORUM
PHILADELPHIA SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS**



~~CONSTITUTION AND~~ BYLAWS

CONSTITUTION

ARTICLE I - Name and Objectives

- Sec. 1. The name of this organization shall be the Younger Member Forum, Philadelphia Section, American Society of Civil Engineers (ASCE). The approved abbreviation for the Philadelphia Section Younger Member Forum shall be the YMF.
- Sec. 2. The objectives of the YMF shall be:
- A. To supplement activities of the ASCE Philadelphia Section in furthering the Society's aims and programs, particularly with reference to younger members.
 - B. To provide networking opportunities.
 - C. To foster social fellowship among younger members.
 - D. To interact with schools and the general public to promote civil engineering.
 - E. To enhance career development.

~~Sec.3. All activities and actions taken by the Younger Member Forum shall be consistent with the provisions as set forth in the Constitution and Bylaws of the ASCE Philadelphia Section.~~

ARTICLE II - Membership

- Sec. 1. As used in the ~~Constitution and~~ Bylaws of the YMF, the term "younger member" shall include any member of ASCE, regardless of membership grade, who is less than thirty six (36) years of age.
- Sec. 2. Only currently enrolled younger members of the ASCE Philadelphia Section shall be entitled to vote, to hold office, to serve on committees, or to represent the Younger Member Forum officially.

Sec. 3. All members shall have equal rights and privileges, except as provided in these Bylaws.

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ARTICLE III- Dues

Sec. 1. There shall be no YMF membership dues.

ARTICLE ~~III~~IV - ~~Organization~~Management

Sec. 1. There shall be an Executive Board whose voting members shall be the elected and appointed officers of the YMF.

Sec. 2. Elected officers of the Executive Board shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Past President (elected previous year)

Sec. 3. Non-elected officers of the Executive Board shall be appointed by the Executive Board as deemed necessary and may include the following positions:

- Assistant Secretary
- Community Service Chair
- College Contacts Chair
- Technical Groups Chair
- Information Technology Chair
- Archivist
- YMF Column Editor
- South Jersey Liaison

ARTICLE ~~HY~~ - Responsibilities of Officers

Sec. 1. **President:** It shall be the duty of the President to coordinate and oversee all YMF activities with the assistance of the other members of the Executive Board,

to preside at all meetings of the Executive Board and all meetings of the YMF, appoint all committees with the approval of the Executive Board, submit a proposed operating budget to the ASCE Philadelphia Section at commencement of the fiscal year and be responsible for operating within the approved budget, to keep the ASCE Philadelphia Section informed of YMF needs, be an *ex officio* member of all committees, represent the YMF at ASCE Philadelphia Section meetings, [attend the ERYMC and vote on any resolutions](#) and communicate national and regional ASCE activities to YMF members.

The President shall represent the YMF at ASCE functions. In the event that the President cannot attend an ASCE function, a representative shall be appointed to take their place and fulfill their duties. By default, the first choice shall be the current Vice-President.

Sec. 2. **Vice President:** It shall be the duty of the Vice President to perform the duties of the President in their absence; and to coordinate the activities of the committees of the YMF for which they are responsible. The Vice President shall monitor and report on the progress of committees and appointees of the President and the Executive Committee. [The Vice President shall contact speakers.](#)

In the event that any appointed position cannot be filled during the current administration, the Vice President shall make sure the duties of the vacant position are fulfilled by officers of the Executive Board.

Sec. 3. **Secretary:** It shall be the duty of the Secretary to coordinate distribution of announcements for YMF meetings and events, to record proceedings of YMF meetings and Executive Board meetings, to provide sign-in sheets at all YMF meetings, to maintain the YMF member list, and to keep YMF records in order—~~discarding only those printed records more than two (2) years old as approved by the Executive Board, retaining and destroying records in accordance with the policies of the Philadelphia Section.~~ The Secretary shall maintain an electronic copy of all YMF records. Electronic records shall only be discarded as approved by the Executive Board. YMF announcements must be approved by the president or the Vice President prior to distribution.

Sec. 4. **Treasurer:** It shall be the duty of the Treasurer to be responsible for preparing the operating budget of the YMF, to coordinate with the ASCE Philadelphia Section Treasurer concerning funds, to manage the prompt payment of bills, to keep accurate records and receipts of YMF expenditures, and to submit a detailed accounting of the YMF expenditures at each Executive Board meeting.

[Sec. 5. **Past President:** It shall be the duty of the Past President to provide guidance to the current executive board.](#)

Sec. ~~6~~5. Suggested duties to be performed by the appointed YMF officers shall be as

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ASSISTANT SECRETARY

The Assistant Secretary will support the Secretary in all of his/her duties. This will include acting as the voice of the YMF, acting as the main contact for members and addressing them frequently in our event announcements.

Expectations/Suggested Minimum Goal

The shared duties of the Assistant Secretary and Secretary will include maintaining the email distribution list, sending out announcements as needed (usually once every two (2) weeks) and taking minutes at YMF board meetings.

IT CHAIR

The Chair will maintain the YMF website. In addition, he/she will support the Secretary by posting flyers on the websites, helping to expedite announcement distribution. Furthermore, he/she shall be responsible for maintaining the YMF file storage system (currently the E-Room) and ensuring members have access to this resource.

Expectations/Suggested Minimum Goal

The Chair will post flyers on the website approximately twice (2) a month. In addition, he/she will spend a few hours each month updating and improving the website.

COMMUNITY SERVICE CHAIR

The Chair will oversee the YMF's community service efforts. This typically includes teaming with local volunteer groups such as Friends of the Wissahickon and Philabundance.

Expectations/Suggested Minimum Goal

The Chair will coordinate at least two (2) community service events per year.

TECHNICAL GROUPS CHAIR

The Chair will coordinate all YMF technical meetings. Topics selected should appeal to the general YMF membership.

Expectations/Suggested Minimum Goal

The Chair will coordinate/organize at least two technical events per year. These shall be determined as follows: one (1) construction tour and one (1) technical seminar

SOUTH JERSEY LIASION

The Chair will keep the Philadelphia and South Jersey YMF's abreast of each others' activities. In addition, he/she will coordinate social type networking events, such as happy hours.

Expectations/Suggested Minimum Goal

The Chair will coordinate at least one (1) event per year with the South Jersey YMF branch.

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SOCIAL CHAIR

The Chair will coordinate/organize all YMF social events. Efforts usually include happy hours, Phillies game with the South Jersey and Delaware YMF and Welcome Back bowling event.

Expectations/Suggested Minimum Goal

The Chair will coordinate at least two (2) happy hours per year.

PROFESSIONAL DEVELOPMENT CHAIR

The Chair will coordinate all professional development events. He/she will also lead a committee in the coordination of the Critical Issues Seminar. This is the YMF's most prestigious event. It involves an open discussion with a panel of leaders in the engineering committee.

Expectations/Suggested Minimum Goal

The Chair will coordinate at least one (1) professional development event in addition to leading the Critical Issues Seminar Committee.

COLLEGE CONTACT CHAIRS

The Chairs will oversee the YMF's efforts for college outreach. Efforts usually include visiting universities for open panel discussions with students that address their questions on the profession. The Chair shall also be responsible for notifying all local colleges of scholarships, planning 'welcome back' events, and initial outreach to each college/university at the beginning of each academic year.

Expectations/Suggested Minimum Goal

The Chairs will coordinate at least one (1) visit per year to each university in the area. This includes Drexel, Villanova, Temple, Swarthmore and Widener.

OUTREACH COORDINATOR

The Chair will oversee the YMF's efforts in reaching students in both high-school and grade-school. He/she will also coordinate with the Section Board to support their outreach efforts.

Expectations/Suggested Minimum Goal

In addition to helping the Section locate volunteers for their efforts, the Chair will coordinate the YMF's participation in the Future Cities Competitions. Furthermore, he/she shall be responsible for making contacts at, and visiting, a minimum of (3) elementary schools per year.

YMF NEWSLETTER EDITOR

The Editor will write or edit articles on events for the YMF column of the ASCE newsletter. Furthermore, he/she shall be responsible for submitting the Philadelphia YMF news to the National YMF Newsletter.

Expectations/Suggested Minimum Goal

The chair will write an article for each ASCE Philadelphia Section newsletter and submit by the newsletter deadline.

~~**Assistant Secretary:** It shall be the duty of the Assistant Secretary to assist in the performance of the duties of the Secretary.~~

~~**Community Service Chair:** It shall be the duty of the Community Service Chair to coordinate community service activities with assistance of the Executive~~

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~~Board.~~

~~**College Contacts Chair:** It shall be the duty of the College Contacts Chair to coordinate YMF activities with the ASCE Student Chapters of the engineering colleges in the Philadelphia region. The College Contacts Chair shall maintain current contact information for faculty advisors and Student Chapter Presidents, and be responsible for distributing YMF announcements to the Student Chapters.~~

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~~**Technical Groups Chair:** It shall be the duty of the Technical Groups Chair to coordinate with the ASCE Philadelphia Section Technical Committee Chairs and arrange at least one (1) YMF technical meeting per year.~~

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~~**Information Technology Chair:** It shall be the duty of the Information Technology Chair to maintain the YMF website.~~

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~~**Archivist:** It shall be the duty of the Archivist to take photographs, maintain an information log, and create a year end summary of YMF activities. Information to be recorded and maintained shall include, but not be limited to the date, location, names of speakers, number of attendees, awards presented, and photos of each YMF activity.~~

~~**YMF Column Editor:** It shall be duty of the YMF Column editor to prepare and submit the YMF Column for the ASCE Philadelphia Section Newsletter. The YMF Column Editor shall obtain input from the Executive Board to complete the column. The YMF Column must be approved by the president or the Vice President prior to submitting to the editor of the newsletter.~~

~~**South Jersey Liaison:** It shall be the duty of the South Jersey Liaison to coordinate between the South Jersey and Philadelphia YMF regarding joint meetings and to notify both YMF groups of upcoming YMF activities.~~

~~Sec. 76. Officers shall be elected for a term of one (1) year, commencing on the first day of June. The President and Past President may not hold the same position for more than one (1) term.~~

Comment [11]: Ever? What if a President can't complete his/her term as Past President; presumably you'd look for one of the previous presidents to fill that position. Maybe you could just say that the President can't hold more than one term, and delete the reference to the Past President?

~~Sec. 87. A vacancy in any office shall be filled by order of the Executive Board, as necessary, and the officer so appointed shall hold office for the un-expired term.~~

~~ARTICLE IV—Activities~~

~~Sec.1. Activities shall be open to all members of the ASCE and invited guests.~~

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~~Sec. 2. All activities and actions taken by the Younger Member Forum shall be consistent with the policies of the ASCE Philadelphia Section.~~

ARTICLE V - Amendments

~~Sec. 1. This constitution may be amended only by a majority vote of no less than two thirds of the members present at each of two successive meetings of the YMF, provided a quorum is present as defined in the Bylaws.~~

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~~Sec. 2. Members shall be notified in advance of all meetings at which amendments to the Constitution are to be considered.~~

~~Sec. 3. Amendments may be initiated by any member at any YMF meeting but shall not be put to a vote until the following meeting.~~

BYLAWS

ARTICLE VI - Nomination and Election of Officers

Sec. 1. ~~The President, not later than February, shall appoint a Nominating Committee of three (3) individuals that~~ The Nominating Committee shall select candidates for offices to be filled in the ensuing year. Only YMF members having paid ASCE Philadelphia Section dues for the current year shall be eligible to hold office. In order that the Executive Board is 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 YMF members in April. Thereafter, any other eligible member may be nominated from the floor. Nominations shall be closed at least two (2) weeks prior to the election. Nominees for President must currently hold a position on the Executive Board.

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Sec. 2. The election will be conducted by the current President and Past President at an election meeting. The current President will be responsible for collecting all of the votes. All votes must be in a written format only. Acceptable votes may be cast in person at the election meeting or mailed, faxed, or emailed to the current President prior to the election meeting. The current President and Past President will tabulate all written votes at the election meeting.

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Sec. 3. At the election meeting, the candidate receiving the greatest number of votes for each office shall be elected. In the event of a tie, the vote shall be retaken for tying candidates. The results of the election will be announced by the current President.

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Sec. 4.

~~By default, the current President automatically advances to the position of Past President for next the YMF administration upon completion of his/her term as President.~~

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~~Sec. 2. Officers shall be elected for a term of one year, commencing on the first day of June. The President and Past President may not hold the same position for more than 1 term.~~

~~Sec. 3. A vacancy in any office shall be filled by order of the Executive Board, as necessary, and the officer so appointed shall hold office for the unexpired term.~~

~~ARTICLE II – Responsibilities of Officers~~

~~Sec. 1. **President:** It shall be the duty of the President to coordinate and oversee all YMF activities with the assistance of the other members of the Executive Board, to preside at all meetings of the Executive Board and all meetings of the YMF, appoint all committees with the approval of the Executive Board, submit a proposed operating budget to the ASCE Philadelphia Section at commencement of the fiscal year and be responsible for operating within the approved budget, to keep the ASCE Philadelphia Section informed of YMF needs, be an *ex officio* member of all committees, represent the YMF at ASCE Philadelphia Section meetings, and communicate national and regional ASCE activities to YMF members.~~

~~The President shall represent the YMF at ASCE functions. In the event that the President cannot attend an ASCE function, a representative shall be appointed to take their place and fulfill their duties. By default, the first choice shall be the current Vice President.~~

~~Sec. 2. **Vice President:** It shall be the duty of the Vice President to perform the duties of the President in their absence; and to coordinate the activities of the committees of the YMF for which they are responsible. The Vice President shall monitor and report on the progress of committees and appointees of the President and the Executive Committee.~~

~~In the event that any appointed position cannot be filled during the current~~

~~administration, the Vice President shall make sure the duties of the vacant position are fulfilled by officers of the Executive Board.~~

~~Sec. 3. **Secretary:** It shall be the duty of the Secretary to coordinate distribution of announcements for YMF meetings and events, to record proceedings of YMF meetings and Executive Board meetings, to provide sign in sheets at all YMF meetings, to maintain the YMF member list, and to keep YMF records in order—discarding only those printed records more than two (2) years old as approved by the Executive Board. The Secretary shall maintain an electronic copy of all YMF records. Electronic records shall only be discarded as approved by the Executive Board. YMF announcements must be approved by the president or the Vice President prior to distribution.~~

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~~Sec. 5. Suggested duties to be performed by the appointed YMF officers shall be as follows:~~

~~**Assistant Secretary:** It shall be the duty of the Assistant Secretary to assist in the performance of the duties of the Secretary.~~

~~**Community Service Chair:** It shall be the duty of the Community Service Chair to coordinate community service activities with assistance of the Executive Board.~~

~~**College Contacts Chair:** It shall be the duty of the College Contacts Chair to coordinate YMF activities with the ASCE Student Chapters of the engineering colleges in the Philadelphia region. The College Contacts Chair shall maintain current contact information for faculty advisors and Student Chapter Presidents, and be responsible for distributing YMF announcements to the Student Chapters.~~

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~~**South Jersey Liaison:** It shall be the duty of the South Jersey Liaison to coordinate between the South Jersey and Philadelphia YMF regarding joint meetings and to notify both YMF groups of upcoming YMF activities.~~

ARTICLE ~~III~~ VII – Meetings and Committees

Sec. 1. Activities of the YMF shall be open to all members of the ASCE and invited guests.

~~Sec. 2.~~ Meetings shall be held as designated by the Executive Board in coordination with the ASCE Philadelphia Section. Meeting announcements shall be distributed by the Secretary.

~~Sec. 2.~~ ~~The Executive Board shall determine the necessity of committees and each committee shall have a minimum of three committee members. No individual may serve on more than three YMF committees concurrently except for the President who is an *ex officio* member of all YMF committees.~~

Sec. 3. Special meetings, field trips, and activities of the YMF shall be held at times and places designated by the Executive Board.

Sec. 4. A majority vote of the members of the Executive Board shall be required to take any action. Ideas and decisions made by any committee or at any meeting must first be approved by the Executive Board before taking action.

Sec. 5. Meetings of the Executive Board shall be held at such times and places as necessary. Business may be conducted by mail, conference call, or email in lieu of meetings at the discretion of the President.

Sec. 6. A quorum of the Executive Board shall be present for voting on approval of the minutes of Executive Board meetings. A quorum of the Executive Board shall

consist of four (4) officers, either elected or appointed.

Sec. 7. A quorum of the YMF membership shall be present for voting on amendments to the Bylaws, and shall consist of twenty (20) members of the YMF.

Sec. 8. A member of the Executive Board shall handle the counting of votes on all items of business.

ARTICLE VIII –Committees

Sec. 1. There shall be a Nominating Committee consisting of three (3) individuals who shall be appointed by the President not later than February and shall serve a one-year term.

Sec. 2. The Executive Board shall determine the necessity of other committees and each committee shall have a minimum of three (3) committee members.

Sec. 3. No individual may serve on more than three (3) YMF committees concurrently except for the President, who is an *ex officio* member of all YMF committees.

ARTICLE IX – Miscellaneous Provisions

Sec. 1. No part of the net earnings of the YMF shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the YMF shall be carrying on propaganda or otherwise attempting to influence legislation, and the Younger Member Forum shall not participate in, 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 Younger Member Forum, the assets remaining after the payment of the debts of the Younger Member Forum shall be conveyed to the Philadelphia Section of the American Society of Civil Engineers.

ARTICLE IV – Policy and Procedure

~~Sec. 1. Activities and actions taken by the YMF shall be consistent with the policies of the ASCE Philadelphia Section.~~

~~Sec. 2. A quorum of the Executive Board shall be present for voting on approval of the minutes of Executive Board meetings. A quorum of the Executive Board shall consist of four officers, either elected or appointed.~~

~~Sec. 3. A quorum of the YMF membership shall be present for voting on amendments to the Bylaws, and shall consist of 20 members of the YMF.~~

~~Sec. 4. A member of the Executive Board shall handle the counting of votes on all items of business.~~

~~ARTICLE V - Rights of Members~~

~~Sec. 1. All members shall have equal rights and privileges, except as provided in the YMF Constitution or elsewhere in these Bylaws.~~

~~ARTICLE VI - Dues~~

~~Sec. 1. There shall be no YMF membership dues.~~

~~ARTICLE VII - Amendments~~

Sec. 1. These Bylaws may be amended only by a majority vote of no less than two-thirds of the members present at each of two (2) successive meetings of the YMF, provided a quorum is present as defined ~~herein~~ in Article VII of these Bylaws.

Sec. 2. YMF members shall be notified in advance of all meetings at which amendments to the Bylaws are to be considered.

Sec. 3. Amendments may be initiated by any member at a YMF meeting, but shall not be put to a vote until the following meeting.

This ~~Constitution and~~ Bylaws of the Younger Member Forum, Philadelphia Section, American Society of Civil Engineers was voted on and approved by the Executive Board of the Younger Member Forum on ~~(insert date April 5, 2010), according to the provisions of the Constitution.~~

Revised: February 23, 2010 Tara Hoke ASCE Legal Counsel

Revised: April 5, 2010 YMF Philadelphia