



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.

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 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.

ARTICLE III - Organization

- 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 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 IV - Activities

- Sec.1. Activities shall be open to all members of the ASCE and invited guests.
- 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.
- 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 I - Nomination and Election of Officers

Sec. 1. The President, not later than February, shall appoint a Nominating Committee of three (3) individuals that shall select candidates for offices to be filled in the ensuing year. Only 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.

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.

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.

By default the current President automatically advances to the position of Past President for next the YMF administration.

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 un-expired 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.

- 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. 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.

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.

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

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.

ARTICLE III – Meetings and Committees

- Sec. 1. 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.

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 successive meetings of the YMF, provided a quorum is present as defined herein.

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), according to the provisions of the Constitution.