



**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 Philadelphia YMF (herein “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 thirty-six (36) years of age.
- Sec. 2. Only currently enrolled, dues paying, younger members of the ASCE Philadelphia Section (herein “Members”) shall be entitled to vote, to hold office, to serve on committees, or to represent the YMF 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 shall be appointed as deemed necessary by the incoming, current, and past Presidents and should include the positions indicated in the attached document titled, “Guidelines Manual,” to be updated as described in Article II, Sec. 1, of the Bylaws.

These non-elected officers, in conjunction with the Executive Board, shall constitute the YMF Board (herein “Board”).

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 YMF 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 at least two (2) weeks 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.

Sec. 4. Amendments to this Constitution that have been passed by way of a majority vote as described in Article V, Sec. 1, of this Constitution must immediately be sent to the person(s) within ASCE National responsible for reviewing the Constitutions of Younger Member Groups (YMGs) for approval.

BYLAWS

ARTICLE I – Nomination and Election of Officers

Sec. 1. The President shall solicit interest in Executive Board positions for the following term by March. Only Members shall be eligible to hold office. As 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. Eligible Members may only be nominated for one (1) Executive Board position in any given election. Nominations shall be closed at least two (2) weeks prior to the election.

Nominees for President must currently hold a position on the Board and have held an Executive Board position for a minimum of one (1) full term.

Nominees for an Executive Board position must have served two (2) full terms on the 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 the votes. All votes must be in a written format only. Acceptable votes may be cast in person at the election meeting 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 the next Board term.

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 one (1) term.

Sec. 3. Officers are responsible for planning and executing, from inception through completion, all tasks (e.g.: events, initiatives, reports, etc.) that were initiated within their year on the Board understanding that completion can occur in the

succeeding term. Outgoing Officers are responsible for transitioning and transmitting all institutional knowledge of their position to the incoming Officer.

- Sec. 4. 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 represent the YMF at ASCE functions and manage and oversee all YMF activities and appointed officers with the assistance of the Executive Board. These activities include but are not limited to: presiding at all Board meetings; appointing all committees with the approval of the Executive Board; being an *ex officio* member of all YMF committees; communicating the activity and the needs of the YMF to the Philadelphia Section; attending all Philadelphia Section Board meetings as the YMF representative; serving as the YMF delegate and voting on behalf of the YMF at the Eastern Regional Younger Member Council; communicating ASCE National, Region 2, Committee on Younger Members, and Committee on Student Members activities, goals, and initiatives to Members; coordinating the location of monthly Board meetings; and obtaining prerequisite approvals for any activities requiring it. In the event the President cannot attend an ASCE function, the Vice President shall fulfill his/her duties. If the Vice President also cannot attend, the President shall appoint an experienced Board member to fulfill their duties, with preference given to current Executive Board members.

The President or their designee shall be responsible for maintaining and updating, as deemed necessary, the “Guidelines Manual”, which shall serve as the operating and best practices manual for the YMF.

- Sec. 2. **Vice President:** It shall be the duty of the Vice President to perform the duties of the President in their absence. The Vice President shall oversee the Outreach Committee and communicate the activity and the needs of the Outreach Committee to the current President. The planning of the Annual Winter Social along with the accompanying charity raffle shall also be the duty of the Vice President.

- Sec. 3. **Secretary:** It shall be the duty of the Secretary to coordinate with and oversee the Communications Committee and communicate the activity and needs of the Communication Committee to the current President. The Secretary shall also be responsible for the following: maintaining and populating the YMF Member list; developing and distributing all email blasts and communications of activities,

awards, events, meetings, and other relevant information; developing and distributing reminder and ‘thank you’ emails; creating event pages and RSVP links; taking notes during YMF Board meetings for the purpose of preparing a record of the meeting in the form of meeting minutes; and regularly checking the YMF email account(s) and forwarding emails to the appropriate Board members.

- Sec. 4. **Treasurer:** It shall be the duty of the Treasurer to be responsible for preparing the annual Fiscal Year Operating Budget (herein “Budget”) that funds the YMF and its activities; to coordinate with the ASCE Philadelphia Section Treasurer concerning funds and reimbursements; to manage the prompt payment of bills; to keep accurate records and receipts of YMF expenditures; and to prepare and submit an updated quarterly Budget report to the Board. It shall also be the duty of the Treasurer to oversee and coordinate with the Events Committee and communicate the activity and needs of the Events Committee to the current President.
- Sec. 5. Suggested duties to be performed by the appointed YMF officers and organization of the Outreach Committee, Communications Committee, and Events Committee shall be indicated on the attached document titled, “Guidelines Manual” which is to be maintained as described in Article II, Sec. 1, of these Bylaws.

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. The President shall be 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 Board shall be present for voting on approval of the minutes of Board meetings, the Budget, expenditures in excess of the approved Budget, and other matters deemed appropriate by the Executive Board. A quorum of the Board shall consist of at least fifty (50) percent of the Board’s officers, either elected or appointed, as defined in Article III, Sec. 3 of the Constitution.
- Sec. 3. A quorum of Members shall be present for voting on amendments to the Bylaws, and shall consist of at least twenty (20) Members as defined in Article II, Section 2 of the Constitution.
- Sec. 4. An officer 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 Constitution or elsewhere in these Bylaws.

ARTICLE VI – Dues

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

ARTICLE VII – Awards

- Sec. 1. The ASCE Philadelphia YMF may recognize one Member per Award, for his/her exceptional representation of the qualities described herein, thereby enhancing its reputation and furthering the core values and goals of ASCE, and recognizes him/her at a YMF event. The Awards may include, but are not limited to the following:

- Younger Member Community Engagement Award
- Younger Member Student Outreach Award
- Outstanding Younger Member Award
- Outstanding Student Member Award

To qualify for an Award, the Board may rely on the following non-exclusive criteria for awarding each Award: professional success; community engagement; connection to ASCE; civic engagement; and, perseverance. All current Board

members are ineligible for these awards.

Sec. 2. The Board may establish how often and when the Awards are given by adopting policies in accordance with these Bylaws. Only one of each Award may be awarded in any fiscal year.

Sec. 3. Any member of the ASCE community may nominate a Member to the Board for the Award. The Board may form an *ad hoc* committee to select nominees and to provide recommendations with regard to nominees.

A majority vote of the committee members is required for a nominee to be awarded an Award. The committee then puts forward the award recommendations to the Board for a vote. A majority vote by the Board is required to choose a nominee.

Sec. 4. The current President may award, at his/her discretion, up to four (4) Presidential Awards throughout their term as President. The qualifications, selection, and presentation of the Presidential Award(s) will also be at the discretion of the current President.

ARTICLE VIII – 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. Members shall be notified at least two (2) weeks 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.

Sec. 4. Amendments to these Bylaws that have been passed by way of a majority vote as described in Article VIII, Sec. 1, of these Bylaws must immediately be sent to the person(s) within ASCE National responsible for reviewing the Bylaws of YMGs for approval.

*This Constitution and Bylaws of the Younger Member Forum, Philadelphia Section, American Society of Civil Engineers was voted on and approved by the Members of the Younger Member Forum on **May 16, 2017**, according to the provisions of the Constitution.*