

ASCE PHILADELPHIA SECTION BYLAWS

ARTICLE I

Membership Rights

- Section 1. Active Members shall have the right to participate in all activities of the Section as may be permitted by the Section Board.
- Section 2. Assigned Members shall have the right to participate in all activities of the Section as may be permitted by the Section Board.
- Section 3. Honorary Section Members shall have the right to participate in all activities of the Section as may be permitted by the Section Board.

ARTICLE II

Dues

- Section 1. The dues of the Section will be set by the Section Board, exclusive of technical group membership fees. A two thirds majority of the Section Board shall be required to raise dues. Dues may be paid directly to the Section Treasurer or in conjunction with annual dues of the American Society of Civil Engineers.
- Section 2. Annual dues shall be due on January 1st of the Section Year for each Section Member who has been assigned to this Section by the National Board or designate thereof. Annual dues shall be due on October 1 of the Section Year for each Section Member who has not been assigned to this Section by the National Board or designate thereof. Active membership ceases for any member whose dues are more than three months in arrears.

ARTICLE III

Nomination and Election of Officers

- Section 1. The President shall at the January meeting appoint a Nominating Committee of five members of the Section who shall prepare a list of nominees for elective offices provided for in the Constitution and deliver it to the Secretary not later than February 20. The Secretary shall inform the membership of the nominations by insertion in the Section's regular publication and by announcing at the March meeting of the Section.
- Section 2. Additional nominations to be included in the ballot must be endorsed in writing by at least ten active members and filed with the Secretary not later than April 1.
- Section 3. If no additional nominations are received, the Secretary shall inform the President and the nominee shall be declared elected. If additional nominations are received, all nominations shall be mailed by the Secretary to the Active Members not later than April 15 for letter ballot, to be canvassed at the annual meeting in May by three tellers, to be appointed by the President. The result of the election shall be announced at the Annual Meeting.

ARTICLE IV

Duties of Officers

- Section 1. The President is the Chief Executive Officer and shall have general supervision over the affairs of the Section. The President shall preside at meetings of the Section and the Section Board and shall be ex officio a member of all committees. In the absence of the President, the President-Elect shall perform the duties of the President. In the absence of the President and President-Elect, the Vice President shall perform the duties of the President.
- Section 2. The President with the approval of the Section Board shall appoint such committees as needed to assist in the administration of the Section.
- Section 3. The President, with the approval of the Section Board, shall annually appoint the three Appointed Trustees of the Richard L. Humphrey Memorial Fund.
- Section 4. The President-Elect shall be responsible for coordination between the Board of Directors and the Section's standing committees. The President-Elect is also responsible for maintaining contact with the Faculty Advisors of the Section's subsidiary student organization and any other such duties as may be requested by the President.
- Section 5. The Vice President, with the approval of the Section Board, shall appoint a Committee to audit the accounts of the Treasurer and of the Board of Trustees of the Richard L. Humphrey Memorial Fund at the end of each fiscal year and at such other times as may seem desirable.
- Section 6. The Vice President shall be responsible for guiding and advising the technical groups and performing such other duties as may be requested by the President.
- Section 7. The Secretary, under the direction of the Section Board and of the President, shall be the Chief Administrative Officer of the Section. The Secretary shall keep the records of the Section and conduct the correspondence. The Secretary shall attend all meetings of the Section and of the Section Board, and shall perform such other duties pertaining to the business of the Section as may be assigned by the President or the Section Board and shall prepare the agenda for such meetings and keep the minutes of them. The Secretary with the approval of the Section Board may appoint an Assistant Secretary.
- Section 8. The Treasurer shall collect all dues and shall deposit them in the name of the Section in a depository to be approved by the Section Board. The Treasurer, or the Secretary, shall certify to the correctness of all bills and shall pay same when an appropriation has been made by the Section Board or when approved by the President. The Treasurer shall render statements of accounts with vouchers for all payments to the Section Board at such times as it may designate. All financial assets of the Section shall be audited annually. The fiscal year shall be from October 1 to September 30. The Treasurer with the approval of the Section Board may appoint an Assistant Treasurer.
- Section 9. The Membership Secretary shall contact new members, graduating students from local colleges, and members being dropped from the national organization of the American Society of Civil Engineers for non-payment of dues, with the object of encouraging their continued membership in American Society of Civil Engineers and Section activities.

ARTICLE V

Meetings

- Section 1. The Section shall hold regular monthly meetings from September to May, inclusive, as determined by the Section Board, and special meetings as provided in the Constitution. Such regular monthly meetings or special meetings may be held anywhere in the local section area. Up to two regular meetings per year may be canceled upon a majority vote of the Section Board. Up to two regular meetings per year may be held outside of the local Section area, with the provision that such meetings must be separated by at least one regular meeting within the local Section area. The regular monthly meeting in May be combined with the Annual Meeting.
- Section 2. Meetings of the Section Board shall be held within the local Section area. No business requiring a vote of the Section Membership shall be held at a regular monthly meeting held outside of the local Section area.
- Section 3. All business meetings of the Section, of subsidiary organizations of the Section Board shall be held in a manner governed by Roberts's Rules of Order, except as provided by the Constitution and the Bylaws.

ARTICLE VI

OPERATIONS OF THE HUMPHREY FUND TRUSTEES

- Section 1. The Board of Trustees shall have Regular Meetings quarterly at the direction of the Chairperson of the Board of Trustees. The Chairperson of the Board of Trustees shall give at least fifteen days notice of such a meeting. Attendance of such meetings be mandatory of the three appointed Trustees, except for good cause.
- Section 2. The Board of Trustees shall meet whenever an Emergency Meeting is called by their Chairperson or by the Secretary of the Section with or without prior notice. An Emergency Meeting shall be called to discuss investment issues and not for discussion of distribution issues. Attendance of such meetings shall be mandatory of the three Appointed Trustees except for good cause.
- Section 3. The Board of Trustees shall meet whenever a Special Meeting is called by the Secretary of the Section. The Secretary of the Section Shall give at least fifteen days notice of such meetings. The Secretary of the Section shall call upon the Board of Trustees to meet only if directed to do so by the Section Board. Attendance of such meetings shall be mandatory of the Appointed Trustees except for good cause.
- Section 4. Regular, Emergency, and Special Meetings may be held by a physical meeting of the Trustees, by a telephone conference of the Trustees, or by a combination of physical meeting and telephone conference.
- Section 5. A two thirds majority of the Section Board, after all members have been given written notification of such vote, a minimum of seven days in advance, may request a disbursement of funds from the permanent funds. Upon request from the Section Board for a disbursement of funds, the Board of Trustees shall ,within thirty days, review such request against the stated purpose of the Richard L. Humphrey Memorial Fund and either approve and render such disbursement or state their reasons for opposition thereto. The Board of Trustees, however, shall make every effort to approve such disbursements. The Board of Trustees shall approve loans to the Section up to the amount of dues and allocation collected and paid to the Section by the national organization during the past Section Year but not yet received by the Section from the national organization during the current Section Year, less any loans previously made from the permanent funds which have not been repaid.
- Section 6. The Secretary-Treasurer of the Board of Trustees, shall quarterly provide a report of the Board of Trustees to the Section Board or to the President of the Section. The report shall include a statement

of the assets of the Permanent Fund, and the pendency of any request for disbursement. The Chairperson of the Board of Trustees shall be responsible for assuring that such a report is prepared and submitted.

Section 7. The Section Board may, from time to time, provide for additional duties for the Board of Trustees, by a two-thirds vote of the Section Board. No additional duties, however, shall become mandatory of Appointed Trustees during their term of office.

ARTICLE VII

LOCAL BRANCHES

Section 1. Upon the written request of at least fifteen Active Members of the Section, the Section Board may authorize establishment of local Branches, subject to National Approval, within such boundaries as it shall determine.

Section 2. All Section Members of all grades whose addresses are within the boundaries of such Branches shall be deemed to be members of the local Branches, provided that members who do not pay the dues thereof shall have no voice or part in the government of the Branches. Upon request of a Section Member, the Section Board shall have the right to deem such Section Member a Member of the local Branch.

Section 3. The Section Board may annually assign to each local Branch sum or sums as the Section Board shall deem proper.

Section 4. A representative of each Branch, as determined by the Branch's Bylaws, shall attend meetings of the Section Board.

Section 5. Any Branch which loses its effectiveness, or for cause shown, or because of rearrangement of boundaries, may be disbanded by the Section Board.

Section 6. Upon dissolution of the Branch, the assets remaining after the payment of the debts of the Branch shall be assumed by the Section.

ARTICLE VIII

ASSOCIATE MEMBER FORUM

Section 1. If an Associate Member Forum of the Section is formed as a subsidiary organization of the section, all Associate Members shall be members thereof.

Section 2. Only Associate Members deemed Active Members shall be permitted to hold office in the Associate Member Forum.

Section 3. The Section Board may annually assign to the Associate Member Forum a sum as the Section Board shall deem proper. The Associate Member Forum shall submit a budget request, for the following year, not later than the April Meeting for approval of the Section Board.

Section 4. A representative of the Associate Member Forum, as determined by the Associate Member Bylaws, shall attend meetings of the Section Board.

Section 5. If the Associate Member Forum loses its effectiveness, or for cause shown, it may be disbanded by a two-thirds vote of the Section Board.

Section 6. Upon dissolution of the Associate Member Forum, the assets remaining after the payment of the debts of the Associate Member Forum shall be assumed by the Section.

Section 7. The financial condition of the Associate Member forum shall be determined annually by the Section Treasurer and reported to the Section Board.

ARTICLE IX

STUDENT MEMBER FORUM

Section 1. If a Student Member Forum of the Section is formed as a subsidiary organization of the section, all Student Section Members shall be members thereof.

Section 2. The Section Board may annually assign to the Student Member Forum a sum as the Section Board shall deem proper. The Student Member shall submit a budget request, for the following year, not later than the April meeting for approval by the Section Board.

Section 3. A representative of the Student Member Forum as determined by the Student Member Forum Constitution or Bylaws, shall attend meetings of the Section Board.

Section 4. If the Student Member Forum loses its effectiveness, or for cause shown, it may be disbanded by a two-thirds vote of the Section Board.

Section 5. Upon dissolution of the Student Member Forum, the assets remaining after the payment of the debts of the Student Member Forum shall be assumed by the Section.

Section 6. The financial condition of the Student Member Forum shall be determined annually by the Section Treasurer and reported to the Section Board.

ARTICLE X

TECHNICAL GROUP COMMITTEES

Section 1. The Section Board may authorize a Technical Group Committee which shall not be deemed a subsidiary organization. A Technical Group Committee may be given a budget by the Section Board. It shall not, however, hold funds in its own name. A Technical Group Committee shall conform its activities to those permitted by the Section Board. A Technical Group Committee may be disbanded by the Section Board.

Section 2. All Section Members of all grades may join any Technical Group Committee provided that such members pay the dues of each Technical Group Committee joined. All Members of the Technical Group Committee shall be permitted to vote on technical matters relating to the area of expertise of the Technical Group Committee. Only Technical Group Committee Members deemed Active Members shall be permitted to vote on procedural matters or to hold office in the Technical Group Committee.

Section 3. The Section Board may annually budget to each Technical Group Committee a sum as the Section Board shall deem proper.

Section 4. A representative of each Technical Group Committee shall attend meetings of the Section Board.

Section 5. If a Technical Group Committee loses its effectiveness, or for cause shown, it may be disbanded by a vote of the Section Board.