

**Structural Engineering Institute Chapter
BYLAWS
Pittsburgh Section
American Society of Civil Engineers**

Article I: Name and Objectives

Section 1. The name of this organization shall be:

Structural Engineering Institute Chapter, Pittsburgh Section, American Society of Civil Engineers.

Section 2. The objectives of the **Structural Engineering Institute Chapter** shall be:

- a. Advancement of the science, practice and profession of structural engineering in a manner consistent with the purpose of the American Society of Civil Engineers.
- b. Conduct seminars, symposiums and forums for members who are interested in problems of structural engineering.
- c. Cultivation of friendly relations among engineers in the structural field, cooperation with engineers in other fields, cooperation with other professional societies, and maintenance of professional standards.

Section 3. The actions of the **Structural Engineering Institute Chapter** shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Pittsburgh Section.

Article II: Membership

Section 1. Membership is open to all members of the American Society of Civil Engineers and the respective National Institute organization, who subscribe to the rules of the **Structural Engineering Institute Chapter** and who have satisfied current dues requirements of the Section and **Structural Engineering Institute Chapter**. (Refer to ASCE Bylaw 9.6.2.2.1)

Article III: Dues and Finances

Section 1. The annual dues of the Section shall be as defined in Article I of the Pittsburgh Section, American Society of Civil Engineers By-Laws. Honorary, Student, and Life Members shall be exempt from the payment of Section dues.

Article IV: Officers

Section 1. The officers of the **Structural Engineering Institute Chapter** shall be Chair, Vice Chair, Program Director, Director of Public Relations, Secretary and/or Treasurer, who with the latest active resident Past-Chair shall constitute a Board of Directors in which the government of the **Structural Engineering Institute Chapter** shall be vested.

Section 2. All officers shall be elected for terms of one year, which terms shall begin at the close of the Annual Meeting and continue until the next election.

Section 3. Officers must meet ASCE and **Structural Engineering Institute** requirements.

Section 4. The **Vice Chair** shall fill a vacancy in the office of **Chair**. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 5. The duties of officers shall include the following:

- a. **Chair:** Presides over **Structural Engineering Institute Chapter** meetings. Ex-officio member of all subcommittees. Coordinate **Structural Engineering Institute Chapter** activities. Establishes and distributes agenda for each meeting. Responsible for coordination with the Pittsburgh Section Board of Directors. Submits periodic reports to the Board regarding programs and activities of the **Structural Engineering Institute Chapter**.
- b. **Vice Chair:** Assists **Chair**. Presides over **Structural Engineering Institute Chapter** meetings in absence of the **Chair**.
- c. **Program Director:** Responsible for the functions related to program meetings such as selection of speakers and subject, space and equipment arrangements, and food and beverage arrangements.
- d. **Director of Public Relations:** Responsible for publicity and contracts with supporting companies and businesses.
- e. **Treasurer:** Responsible for fiduciary matters for the **Structural Engineering Institute Chapter**. Responsible for collection of fees at activities and disbursements to cover costs. Extra-ordinary costs require approval of the majority of the Board of Directors. Submits a financial report at each Board of Directors' meetings. Maintains a book of yearly accounts. Annually submits, by June 30, the **Structural Engineering Institute Chapter** annual report to the Treasurer of the Board of Directors.
- f. **Secretary:** Keeps minutes of the meetings and distributes them prior to the next meeting. Sends letters of appreciation to speakers. Conduits correspondence as directed by the **Chair**. At the discretion of the **Structural Engineering Institute Chapter**, the positions of **Secretary** and **Treasurer** may be combined into the single position, **Secretary-Treasurer**.

Section 6. At meetings of the Board of Directors, three members shall constitute a quorum.

Article V: Nomination and Election of Officers

Section 1. The Nominating Committee shall consist of not less than three members appointed by the Board of Direction.

Section 2. The Nominating Committee shall choose one or more candidates for election to each office.

Section 3. The Secretary shall send a letter ballot or email, containing a list of official nominees and a space for a write-in vote for another candidate for each office, to each member of the **Structural Engineering Institute Chapter** at least 20 days previous to the Annual Meeting. Election may be by ballot or a voice vote at a noticed meeting.

Article VI: Meetings

Section 1. Meetings shall be held on such date and at such place as the Board of Directors designate.

Section 2. All business meetings shall be governed by *Robert's Rules of Order, Revised*, except as provided in local Institute rules.

Article VII: Committees

Section 1. The Chair each year shall appoint committees as needed to operate the ***Structural Engineering Institute Chapter***.

Section 2. The President shall appoint such other committees as are from time to time deemed necessary.

Article VIII: Amendments

Section 1. These Bylaws may be amended only by a 20-day notice to the ***Structural Engineering Institute Chapter*** membership and a majority vote of those in attendance at a given meeting or an email ballot.