

BYLAWS
of the
PITTSBURGH SECTION YOUNGER MEMBER FORUM
AMERICAN SOCIETY OF CIVIL ENGINEERS

ARTICLE 1 - Name and Objectives

Section 1. *Name:* The name of this organization shall be the Pittsburgh Section Younger Member Forum, American Society of Civil Engineers (ASCE). The abbreviation for the Pittsburgh Section Younger Member Forum shall be the Pittsburgh Section YMF.

Section 2. *Objective:* The Objective of the Pittsburgh Section YMF shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers, and to supplement Pittsburgh Section activities particularly in reference to Younger Members as defined under Article 2 below.

Other objectives include:

- To foster and encourage professionalism among younger members.
- To develop and promote an awareness of engineering profession among younger members.
- To provide a training ground for developing future leaders of ASCE.
- To interact with the Pittsburgh community to promote the profession of Civil Engineering.
- To promote social fellowship among younger members.

Section 3. *Authority:* All activities and actions of the Pittsburgh Section YMF shall be consistent with the provisions as set forth in the Constitution and Bylaws of the ASCE Pittsburgh Section.

ARTICLE 2 - Area and Membership

Section 1. *Area:* The area of the Pittsburgh Section YMF shall be the same as that of the ASCE Pittsburgh Section as set forth in their Constitution and Bylaws.

Section 2. *Younger Members:* As used in the Bylaws of the Pittsburgh Section YMF, the term "Younger Member" shall include any Associate Member, Member, or Affiliate Member of ASCE who has not reached their thirty-sixth (36th) birthday.

Section 3. *Assigned Members:* Any Younger Member of ASCE whose address of record is within the area of the Pittsburgh Section YMF shall be an Assigned Member of the Pittsburgh Section YMF.

Section 4. *Subscribing Members:* Only Younger Members who are current ASCE Pittsburgh Section dues paying members in a voting grade of membership shall be entitled to vote, hold office, or to represent the Pittsburgh YMF in an official capacity.

Section 5. *Separation from Membership:* Membership in the Pittsburgh Section YMF shall cease for any member upon reaching 36 years of age, or for any individual who ceases to be members of ASCE for any reason.

ARTICLE 3 - Dues and Finances

Section 1. *Dues:* There shall be no membership dues or entrance fees assessed by the Pittsburgh Section YMF.

Section 2. *Fiscal Year.* The Pittsburgh Section YMF Fiscal Year begins on October 1st and ends on September 30th which coincides with the Pittsburgh Section Fiscal Year.

ARTICLE 4 - Organization and Management

Section 1. *Executive Board:* There shall be an Executive Board whose voting members shall be the officers of the Forum and the Immediate Past-President.

Section 2. *Officers:* The officers of the YMF shall consist of a President, a President-Elect, a Secretary, and a Treasurer.

ARTICLE 5 - Officers and Directors

Section 1: *President:* It shall be the duty of the President to coordinate and oversee all YMF actions, with the assistance of the other members of the Executive Board; to preside over all meetings of the Executive Board and the YMF; to appoint all committee chairs, with the approval of the Executive Board; to report on YMF activities to the Pittsburgh Section; to ensure that YMF activities are included in the Section annual report; and to serve as the point of contact for ASCE and the Pittsburgh Section. With the help of the Executive Board the President shall develop a proposed budget for the year and will be responsible for presenting the budget to the ASCE Pittsburgh Section.

1.1 *Term:* The President shall serve a one (1) year term. The President shall assume the office immediately following the conclusion of a term as President-Elect.

Section 2: *President-Elect:* It shall be the duty of the President-Elect to perform the President's duties in his/her absence and to coordinate such activities of the YMF or its committees as assigned by the President or the Executive Board. The

President-Elect shall be also responsible for providing news articles to the Pittsburgh Section, ASCE, and news and media outlets.

- Section 3. *Secretary:* It shall be the duty of the Secretary to be parliamentarian for the YMF and to have available at each meeting a copy of these Bylaws and the current edition of *Robert's Rules*. The secretary shall record proceedings of general membership meetings and Executive Board meetings, including a record of members and guests present, outlines of talks by guest speakers, committee reports and appointments, and all business and other items of note. Other responsibilities include keeping Forum records in order, discarding those records more than two years old as approved by the Executive Board, and managing correspondence of the Forum.
- Section 4. *Treasurer:* It shall be the duty of the Treasurer to operate and maintain the YMF budget, ensure that the Forum operates within the prescribed budget, and to perform the other duties normally ascribed to the Office. Specific duties shall include coordination with the Pittsburgh Section Treasurer concerning funds for the preparation of taxes; possession and organization of receipts; as well as management and prompt payment of bills while maintaining an accurate record of YMF expenditures. In addition, the Treasurer shall submit detailed accounting of the YMF expenditures and credits to the Executive Board prior to each General Body Meeting, and prior/during planning of various YMF events and activities.
- Section 5. *Past President:* It shall be the duty of the Past President to provide guidance to the current Executive Board and to spearhead award submittal(s) on behalf of the YMF.
- 5.1 *Term:* The current President shall automatically advance to the position of Past President for the next YMG administration and shall serve a term of one year.
- 5.2 *Vacancy:* If the outgoing President is unable or unwilling to serve as Past President, a former YMG President may be recalled to serve as such. If no Past-Presidents are available, this office will remain vacant until the current President completes his/her term and moves into the position of Past-President. If there is no Past-President, Past-Presidential responsibilities shall be filled by remaining Executive Board Officers.
- Section 6. *Terms:* Except as otherwise provided in these bylaws, each officer and director shall be elected by vote of the Subscribing Membership and shall serve a term of one year, commencing on May 1. The Treasurer and Secretary are eligible for reelection but may not serve more than two (2) consecutive terms in the same office.

- Section 7. *Vacancies:* A vacancy in the office of President shall be filled by the President-Elect only if that person has been in office for a minimum of 6 months and agrees to take over the position. If the President-Elect moves into the President's office. A vacancy in any other office shall be filled by order of the Executive Board, as necessary, and the individual so appointed shall hold office for the remainder of the unexpired term.
- Section 6. *Removal:* The incapacitation of any officer, or neglect in the performance of the duties of the position may be grounds for removal from the position by the Executive Board. Such removal shall require the affirmative vote of a three-fourths (3/4) majority of the remaining members of the Executive Board.

ARTICLE 6 - Nominations and Elections

- Section. 1. *Nominating Committee:* The Nominating Committee shall select one (1) or more candidate for each office except for Past President to be filled in the ensuing year and shall obtain the consent of each nominee to serve if elected.
- 1.1 *Nominations:* Any Subscribing Member of the YMF may be nominated for an elected YMF office. Members may be self-nominated or nominated by any other Subscribing Member of the YMF. Nominated members must submit a bio and statement of purpose to the Nominations committee for approval before standing for election. All nominations and supporting materials must be received at least two (2) weeks prior to the start of the election. Candidates may only stand for election in one category.
- 1.2 *Informing Membership:* All approved candidates will have the opportunity to address the General Body of the Younger Member Forum prior to the election. Notice of this meeting must be provided to the membership at least two (2) weeks prior and include the names and supporting information of all persons nominated.
- Section 2: *Ballots:* Ballots may be sent by paper, electronic, or other means as determined by the Executive Board. Members must be informed of the methods and requirements for voting at least two (2) weeks prior to the start of the election. Elections will be held open for a period of two (2) weeks, and must be concluded by April 1.
- Section 3: *Tallying the Ballots:* Results will be tallied by the Nominating Committee. For each office, the candidate with the most votes will be considered elected. In the event of a tie, a run-off election shall be held among tying candidates only, utilizing the same methods as the original vote, and with the vote held open for a period of one (1) week. Only those members who participated in the original vote are eligible to vote in the run-off. In the event of a second round tie vote, the President, Past-President, and President-Elect will appoint the officer from one of

the remaining candidates by a unanimous consensus The current YMF President will announce the results of the election, and all candidates will be informed of the election results before they are released to the membership.

ARTICLE 7 – Activities and Meetings

- Section 1. *General Meetings:* General membership meetings shall be held regularly from September through April in coordination with the Pittsburgh Section. Frequency and location of meetings shall be designated by the Executive Board. Meetings may be changed or canceled at the discretion of the Executive Board after due notice to the membership.
- Section 2. *Technical Meeting:* The YMF shall have at least one program a year on a topic specifically aimed at all members of the Pittsburgh Section, held solely or in conjunction with a Technical Group meeting of the Pittsburgh Section.
- Section 3. *Executive Board Meetings:* Meetings of the Executive Board shall be held at such times and places as deemed necessary. Such meetings may be held in person, by telephone or web conference, or by any other means that permits all members to hear and be heard.
- 3.1 *Action Without a Meeting:* Executive Board actions may be decided without a meeting by unanimous consent. All members of the Executive Board must vote on the action and the vote must be unanimous to pass. Non-unanimous votes may be tabled for future discussion at in-person meetings.
- Section 4. *Notice of Meetings:* Notice of a membership meeting shall be sent to all Subscribing Members not less than two (2) weeks in advance of the meeting date. Notice of an Executive Board meeting shall be sent to all members of the Executive Board not less than two (2) weeks in advance of the meeting.
- Section 5. *Quorum:* Ten (10) Subscribing Members shall constitute a quorum for transacting business at a meeting of the YMF. A majority of the members of the Executive Board shall constitute a quorum at any meeting of the Executive Board.
- Section 6. *Parliamentary Authority:* All business meetings of the YMF and meetings of the Executive Board shall be governed by most current edition of *Robert's Rules of Order*, except where these rules are not applicable or are inconsistent with these Bylaws, the Constitution and Bylaws of the Section, or ASCE's governing documents.

ARTICLE 8 – Committees and Appointees

Section 1. *Standing Committees.* The Pittsburgh Section YMF Executive Board shall have the following standing committees.

1.1 *Nominating Committee:* The Nominating Committee shall consist of the current President, President-Elect, and Past President.

1.2 *Membership Committee:* The Membership Committee shall consist of not less than two Subscribing Members, who shall be appointed by the President with approval of the Executive Board and shall serve a one (1) year term... The Membership Committee is responsible for maintaining the YMF membership database, coordinating with the Pittsburgh Section on membership status, and encouraging and promoting renewal.

1.3 *Budget Committee:* The Budget Committee shall consist of not less than two members who shall be the Treasurer and an individual appointed by the Executive Board to serve a one (1) year term as Fundraising Chair., The Budget Committee shall be responsible for managing the YMF finances and bank account, leading fundraising efforts, and ensuring all invoices are issued or paid in a timely manner.

Section. 2. *Task Committees.* The Executive Board shall establish such other committees as needed. Except as otherwise established by the Executive Board, each such committee shall have a minimum of two (2) committee members.

Section 3. *Student Chapter Practitioner Advisors:* The Pittsburgh Section YMF shall appoint Student Chapter Practitioner Advisors who will be assigned to ASCE Student Chapters within the Pittsburgh Section. The Practitioner Advisors must be a Subscribing Member of the Pittsburgh Section YMF. Each Advisor will be responsible for working with his/her assigned university by coordinating YMF involvement, fostering professional growth, and promoting involvement in ASCE beyond graduation. Student Chapter Advisors shall also provide periodic status reports to update the Pittsburgh Section YMF Executive Board on any new developments with the universities.

Section. 4. *Limitations:* No individual may serve on more than three YMG committees concurrently except for the President, who is an *ex officio* member of all YMG committees. There are no limitations on the number of times that a member may be reappointed to serve on a Committee.

ARTICLE 9 - Administrative Provisions

Section 1. *Use of Finances:* No part of the net earnings of the Pittsburgh Section YMF shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Forum shall be carrying on propaganda or otherwise attempting to influence legislation. The Pittsburgh Section YMF shall

not participate in, or intervene in (including publishing or distributing of statements), any political campaign on behalf of or in opposition to any candidate for public office.

- Section 2. *Dissolution:* Upon dissolution of the Pittsburgh Section YMF, the assets remaining after the payment of all debts shall be conveyed to the ASCE Pittsburgh Section as per Section Bylaws Article 9, Section 1.9.
- Section 3. *Authorization for Expenditures by YMF:* All expenditures less than \$50 must be approved by a minimum of one (1) Pittsburgh Section YMF Executive Board Member. All expenditures \$50 or greater and less than \$1500 must be approved by a majority of the Pittsburgh Section YMF Executive Board. Expenditures greater than \$1500 must be approved by majority of the voting YMF members present at a General Meeting.
- Section 4. *Tax Status:* The YMF functions as a subsidiary of the Pittsburgh Section, which is a 501(c)(3) public charity.
- Section 5. *Operations Manual:* The YMF shall adopt an Operations Manual which shall include additional rules and details governing the operation and management of YMF. The Operations Manual shall be reviewed and revised at the end of each YMF operating year, to ensure the details discussed are current.

ARTICLE 10 - Amendments

- Section 1: *Proposal.* An amendment to these Bylaws may be proposed by any member of the Executive Board or by a written petition submitted to the YMF Secretary, containing the text of the amendment, if accompanied by signatures of support from at least ten (10) other Subscribing Members. Proposed bylaws changes must be reviewed by ASCE's legal counsel and approved by the Pittsburgh Section Board of Directors.
- Section 2: *Process:* The proposed Bylaw amendment shall first be approved by a $\frac{2}{3}$ majority of the Executive Board before being put to vote by the general body membership. The Bylaws must be approved by a majority vote of no less than two-thirds of the Subscribing Members present at the next meeting of the Younger Members Forum, provided members were notified no less than two (2) weeks in advance of the meeting that a Bylaw amendment would be considered. The Younger Member Forum President shall provide the approved amendment to the Pittsburgh Section Board of Direction no less than 14 days before the scheduled meeting. At that meeting the amendment shall be approved through action of the Pittsburgh Section Board of Directors. The approved amendment will be submitted to ASCE National for final approval.

Sections 2: Amendments to Branch Bylaws: If amendments adopted to the Pittsburgh Section Bylaws are in conflict with these Younger Member Forum Bylaws, the Younger Member Forum Board shall draft necessary amendments to the Younger Member Forum Bylaws to remove the conflict within (30) days of the adoption of the Section Bylaws and shall go through the approval process described in Section 1 above.

If not approved the Younger Member Forum and its members will be required to petition the Pittsburgh Section Board as outlined in the Section Bylaws for either a change in the Section Bylaws or permission of non-conformity.

Section 3. Bylaws Review: These bylaws shall be reviewed not less than every five (5) years to ensure that they remain consistent with ASCE and Section documents and that they correctly reflect with the present operations of the YMF. The sitting President will be responsible for establishing a task committee to review the Bylaws.