



EAST CENTRAL FLORIDA BRANCH YOUNGER MEMBER FORUM AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS

ARTICLE I - Name and Objectives

- Sec. 1. *Name.* The name of this forum shall be the East Central Florida Branch Younger Member Forum, American Society of Civil Engineers (ASCE) (hereinafter referred to as the “YMF”).
- Sec. 2. *Objective.* The objective of the 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.
- Sec. 3. *Authority.* The activities and actions of the YMF shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Florida Section (and Bylaws of the East Central Florida Branch).

ARTICLE II - Membership

- Sec. 1. *Younger Members.* As used in the Bylaws of the YMF, the term "Younger Member" shall include any Associate Member, Member, or Affiliate Member of ASCE thirty-five (35) years of age or younger.
- Sec. 2. *Subscribing Members.* Only Younger Members who are current members in good standing of the East Central Florida Branch of ASCE shall be entitled to vote, to hold office, to serve on committees, or to represent the YMF officially.

ARTICLE III - Dues

- Sec. 1. *Member Dues.* There shall be no entrance fees or annual dues for the YMF.

ARTICLE IV - Management

- Sec. 1. *Executive Board.* There shall be an Executive Board whose voting members shall be the elected officers of the YMF.
- Sec. 2. *Officers.* The officers of the Executive Board shall be a President, a Vice President, a Secretary, a Treasurer, and a Past President.

ARTICLE V - Duties 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 YMF and/or the Executive Board, to keep the East Central Florida Branch informed of the YMF's activities to ensure the completion and submittal of the YMF Annual Report, and such other duties as are customary and proper for such office.
- Sec. 2. *Vice President.* It shall be the duty of the Vice President to perform the duties of the President in the President's absence and to coordinate such activities of the committees of the YMF as assigned by the President and/or the Executive Committee.
- Sec. 3. *Secretary.* It shall be the duty of the Secretary to record proceedings of the YMF meetings and Executive Board meetings, and to maintain the administrative records of the YMF.
- Sec. 4. *Treasurer.* It shall be the duty of the Treasurer to prepare the operating budget of the YMF, 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's expenditures at the General meeting .
- Sec. 5. *Past President.* The current President shall automatically advance to the position of Past President for the next YMF administration. If the outgoing President is unable or unwilling to serve as Past President, a former YMF President may be recalled to serve as such.
- Sec. 6. *Terms.* Each officer shall serve a term of one year, commencing on October 1 and ending September 30th of the following year. No member may serve as President for more than two (2) terms.
- Sec. 7. *Vacancies.* 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 remainder of the unexpired term.

ARTICLE VI - Nomination and Election of Officers

- Sec. 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. Candidates may also be self-nominated and then approved by the Nominating Committee.
- Sec. 2. *Ballots.* The Secretary shall send a ballot, containing a list of all nominees, petition nominees, and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the YMF at least two (2) weeks prior to the

ballot due date.

- Sec. 3. *Tallying the Ballots.* Ballots returned to the Secretary up to the time of counting shall be opened and counted by the current President and Past President. For each office, the candidate receiving the highest number of votes cast shall be declared elected. In the event of a tie, the vote shall be retaken for tying candidates. In the event of a write-in victory, the write-in candidate must be verified for eligibility to hold office by the Nominating Committee and must accept the Office. The current President will announce the results of the election.

ARTICLE VII - Activities and Meetings

- Sec.1. *General Meetings and Election Meeting and Budget Meeting.* General Meetings, the Election Meeting and the Budget Meeting shall be held on such dates and at such places as the Executive Board shall designate; General Meetings shall take place once a month and the Election Meeting shall take place in late spring. The meetings shall be open to all Subscribing Members of the YMF.
- Sec. 2. *Budget Meeting.* The Budget Meeting shall be held in August. The finalized Budget shall be approved by a quorum at a General Meeting.
- Sec. 3. *Other Activities.* Special meetings, field trips, and activities of the YMF shall be held at such times and places as designated by the Executive Board.
- Sec. 4. *Executive Board Meetings.* Meetings of the Executive Board shall be held at such times and places as deemed necessary, or business may be conducted by mail, conference call, or email in lieu of meetings at the discretion of the President.
- Sec. 5. *Quorum.* At all membership meetings where business is transacted, three Subscribing Members and one member of the Executive Board shall constitute a quorum. A majority of the members of the Executive Board shall constitute a quorum at any meeting of the Executive Board.

ARTICLE VIII – Committees

- Sec. 1. *Standing Committees.* The Executive Board shall appoint by a majority vote a Committee Chairs before the Election Meeting for each of the following committees: Education, PE Review, Technical Chair and Student Liaison. The appointments shall be approved during the Election Meeting. Co-chairs for Education and PE Review are to be voted for during the Election Meeting.
- Sec. 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.
- Sec. 3. *Limitations.* 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. 4. *Vacancies.* The President shall appoint chairs for mid-term vacancies, and such other committees ad hoc.

ARTICLE IX – Administrative Provisions

- Sec. 1. No part of the net earnings of the YMF shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the YMF shall be carrying on propaganda or otherwise attempting to influence legislation. The YMF shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- Sec. 2. Upon dissolution of the YMF, the assets remaining after the payment of the debts of the YMF shall be distributed to the East Central Branch of the Florida Section.
- Sec. 3. Any officer or committee chair attending National Conference as a representative of the East Central Florida Branch YMF is to have been active for at least one year an officer or committee chair in YMF. Attendance of any officer or committee chair at National Conference or ERYMC is based on the discretion of the Executive Board. YMF does not send representatives to the annual Florida Section meeting.

ARTICLE X - Amendments

- Sec. 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, signed by not less than five Subscribing Members of the YMF. Proposed Bylaws amendments shall be reviewed and approved by the East Central Florida Branch.
- Sec. 2. *Process.* These Bylaws may be amended only by an affirmative vote of no less than two-thirds of the Subscribing Members present and eligible to vote at a duly constituted meeting of the YMF membership where a quorum is present, provided that written notice containing the text of the proposed amendment(s) is published to the YMF membership at least two (2) weeks in advance of the meeting.

Approved by: ASCE Florida Section, East Central Branch, Younger Members Forum on November 12, 2009

Reviewed by: Tara Hoke, ASCE Legal Counsel on November 19, 2009

Approved by: ASCE Florida Section, East Central Branch on March 22, 2010