

**BYLAWS  
of the  
SHASTA-CASCADE STRUCTURAL  
ENGINEERS ASSOCIATION  
SEPTEMBER 30, 1996**

**PREAMBLE**

The purpose of this Association is to provide a forum for local discussion of both technical and political issues influencing the structural engineering community and to provide for the overall advancement of the structural engineering profession.

**ARTICLE I--OFFICES**

The principal office of this Association shall be located in Redding, California. This Association is also informally affiliated with the Structural Engineers Association of Central California (SEAOCC).

**ARTICLE II--MEMBERSHIP**

- Section 1 Pronouns such as "he", "his", etc., used in these Bylaws are intended to also mean and include "she", "hers", etc., and not intended to be gender specific.
- Section 2 Membership in this Association shall consist of the following classes: MEMBER SE, MEMBER, ASSOCIATE MEMBER, INDUSTRY MEMBER, HONORARY MEMBER AND LIFE MEMBER.
- Section 3 A MEMBER SE at the time of his admission to the Association shall be a Registered Civil Engineer with the authority to use the title "Structural Engineer" in the State of California.
- Section 4 A MEMBER at the time of his admission to the Association shall be a Registered Civil Engineer in the State of California.
- Section 5 An ASSOCIATE MEMBER at the time of his admission to the Association shall be a Structural, Civil, or Architectural Engineering Graduate who is not eligible for Member SE or Member.
- Section 6 An INDUSTRY MEMBER shall, in the opinion of the Board of Directors be qualified by a position in our industry cooperating with Structural Engineers and by expression of interest in supporting the goals and purposes of the association. An Industry Member shall have all the privileges, duties and benefits of a Member except an Industry Member may not hold office and shall have no vote.
- Section 7 An HONORARY MEMBER is a person so designated by the Board of Directors in special recognition for their contribution to the excellence of the Structural Engineering profession. An Honorary Member does not have to be a Structural Engineer. An Honorary Member shall have those privileges, duties and benefits as applicable to the grade of Membership held at the time of being designated Honorary Member.
- Section 8 LIFE (Membership Grade) shall have been a member in good standing of this Association for a minimum of 20 years, shall have retired from the active practice of structural or allied engineering. Life(Membership Grade) is applicable to the membership grades of Member, Associate Member SE, Member and Industry Member. A Life Member shall have those privileges, duties and benefits as applicable to the grade of Membership held at the time of being designated Life Member.
- Section 8-cont. A member receiving such membership classification shall retain the class of membership previously held at the time of his retirement together with its privileges, duties, and benefits. The designation "Life" shall be added to and precede his membership

classification.

- Section 9      Transfer from ASSOCIATE MEMBER to MEMBER and from MEMBER to MEMBER SE shall be automatic when the qualifications have been attained and the transfer has the approval of the Board of Directors of the Association.
- Section 10     The term "member" as used throughout these Bylaws shall mean a person holding any class of membership. When written "MEMBER SE", it shall refer only to the specific class of membership described in this section.

### **ARTICLE III--DUES AND ASSESSMENTS**

- Section 1      The annual dues of this Association shall be determined by the Board of Directors as required to meet the financial obligations and operational costs of the Association. The annual dues for membership shall be set by the Board of Directors and shall be published as an Appendix to these Bylaws.
- The Board of Directors of the Association shall not increase the annual dues of the membership by more than ten (10) percent in any one fiscal year without first conducting an election and obtaining thereby the approval of two-thirds of the eligible voting members who return ballots in that election.
- Section 2      Annual dues are due and payable on or before September 1 for the fiscal year beginning September 1 and ending August 31. Any member whose dues have not been paid by January 1 of the following year shall automatically be assessed an additional twenty (20) percent of the dues amount originally required on September 1. Any member whose dues are more than four (4) months in arrears shall, at the discretion of the Board of Directors of the Association, be suspended from membership in this Association and thereby forfeit, during the period of arrears, all privileges of membership.
- Members who are suspended for nonpayment of dues shall be notified of this suspension by letter and informed of the requirements of reinstatement.
- Section 3      Any additional moneys required to carry on the activities of this Association shall be raised through assessments on the members, excluding Life Members. Any assessments levied by the Board of Directors shall be referred to the members for a letter ballot. If two-thirds of eligible members vote favorably, providing at least 50 percent of the eligible members vote, the assessment shall be declared carried.

### **ARTICLE IV--ADMISSIONS, EXPULSIONS, AND RESIGNATIONS**

- Section 1      The name of each applicant shall be submitted to the Board of Directors, for verification, with the endorsement of at least one eligible voting member of this Association. MEMBER SE, MEMBER and ASSOCIATE MEMBERS shall be SEAOC members in good standing.
- The applicant shall be duly elected to membership if he receives a majority vote of the Board of Directors of the Association. All applicants so elected to membership shall, after having been duly notified, subscribe to the constitution and bylaws of the Association and pay the current annual dues, except that if election to membership occurs within three months of the end of the fiscal year, dues for the remainder of that year shall be waived.
- Section 2      RESIGNATION. Any members whose dues are more than six (6) months in arrears shall be deemed to have resigned from membership in the Association. Reinstatement may occur if the member makes a written request to the Board of Directors for such action, and submits payment for current and past annual dues and applicable penalties, and favorable action on the request is taken by the Board of Directors.

Any member may voluntarily resign from the Association by stating his desire to do so in writing to the Board of Directors of the Association. A former member who has resigned from the Association for a period of two (2) years or longer may reapply for membership in accordance with the provisions of the above paragraph.

Section 3      EXPULSION. The Board of Directors shall consider proceedings toward the expulsion of any member on receipt of written information properly signed that, for cause set forth, a person belonging to the Association be expelled. The Board of Directors shall consider the case, and if the circumstances appear to warrant further action, it shall advise the accused of the charges against him, who may, if he so desires, present a defense either in person or in writing which shall be considered at a meeting of the Board of Directors, of which meeting he shall receive due notice. A member shall be expelled only by a majority vote of the Board of Directors of the Association and by a two-thirds (2/3) vote of eligible voting members casting ballots, provided a majority of the same vote.

Should a member be expelled from the Association, he shall not again be entitled to membership unless the Board of Directors decides that extenuating circumstances or subsequent record may favor an applicant's readmission.

#### **ARTICLE V--OFFICERS**

Section 1      The officers of the Association shall be President, Vice President/President Elect, and Secretary/Treasurer. The President and Vice President/President Elect must be MEMBER SE'S.

Section 2      The Board of Directors shall consist of seven (7) MEMBER SE, MEMBERS or ASSOCIATE MEMBERS which shall include the President, Vice President/President Elect, the last available Past President, and four (4) additional Directors. Should a Past President not be available, an additional MEMBER SE, MEMBER or ASSOCIATE MEMBER shall be substituted.

Section 3      The President and Vice President/President Elect shall be elected in the odd numbered years, and two (2) directors shall be elected in the even numbered years. The Secretary/Treasurer shall be appointed by the President and shall serve at the pleasure of the Board of Directors.

Section 4      The President and Vice President/President Elect and Directors shall be elected to serve for a term of two (2) years.

Section 5      Vacancies in any office or directorship shall be filled for the unexpired term by the Board of Directors.

#### **ARTICLE VI--NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS**

Section 1      Nomination of officers and directors shall be held each year at the regular meeting in the month of May.

Section 2      Candidates for the offices of President and Vice President/President Elect and Directors shall be nominated and elected in accordance with the following procedure:

"The President shall appoint a Nomination Committee Chairman and two (2) other eligible voting members to serve as the Nominating Committee. Service on this committee shall not affect a member's eligibility for office. Before April 1, the Nominating Committee shall report their nominations for Officers and Directors to the Board of Directors. A nomination report shall be sent to the eligible voting members in the monthly newsletter preceding the May membership meeting. Additional nominations may be made from the floor by eligible voting members at the regular May membership meeting.

- Section 3 During the month of May, all eligible voting members shall be sent a ballot listing all of the nominees for the various offices along with a plain envelope and another envelope marked "BALLOT". The marked ballots from the members eligible to vote shall be sealed in the plain envelope, enclosed in the outer envelope, which shall be signed by the voter, and returned to the Secretary/Treasurer before June 15. The ballots shall then be counted by the Board of Directors, and those candidates receiving the highest vote shall be declared elected.
- Section 4 All elections shall be conducted by the Board of Directors of the Association. The results of the balloting at all elections shall be sent to the membership either through a special mailing or notice in the newsletter immediately following the counting of the ballots. The terms of office for the elected officers of the Association begin July 1st and end June 30th of the respective election years.

## **ARTICLE VII--NOT USED**

## **ARTICLE VIII--MEETINGS**

- Section 1 Membership meetings shall be generally held on the second Wednesday during the months of January, March, May, September, and November, and shall be held at times and places determined by the Board of Directors. Special meetings may be held either at the call of the President or the Board of Directors.
- Section 2 A quorum at any meeting of the Association shall be ten (10) eligible voting members or thirty (30) percent of all eligible voting members, whichever is less.
- Three (3) members of the Board of Directors shall constitute a quorum of that body, and majority shall constitute a quorum of all committees.
- A simple majority shall be sufficient to take any action, except as otherwise provided.
- In the event the Board of Directors takes action contrary to the wishes of the Association, the action may be overruled by a three-quarter (3/4) vote of the eligible voting members present at the next regular meeting.
- Section 3 Roberts Rules of Order, Newly Revised, shall govern the conduct of the meetings when the provisions of these Bylaws are not specifically applicable.

## **ARTICLE IX--POWERS AND DUTIES OF THE OFFICERS, BOARD OF DIRECTORS, AND THE ASSOCIATION**

- Section 1 The powers of the Association shall be exercised, its property controlled, and its affairs conducted by the Board of Directors, except as limited by these Bylaws.
- Section 2 The President shall be the chief governing officer and shall preside at all meetings of the Association and of the Board of Directors. He shall appoint all committees and be ex-officio member of all committees.
- Section 3 The Vice President/President Elect shall fulfill the duties of the President in the absence of the President. In the event of the President's death or resignation, the Vice President/President Elect shall succeed the President until the expiration of the term of the President. Vice President/President Elect is also the technical program chairman.
- Section 4 The Secretary/Treasurer shall keep an accurate record of all meetings of the Association if any Association business is conducted at the membership meeting. The record shall include the date, time, and place of the meeting, the name of the presiding officer, and the name and topic for the speaker on the program as a minimum. He shall keep an

accurate record of all the actions and decisions of the Board of Directors. He shall preserve the membership list and have charge of communications to members. He shall prepare the minutes of each Board of Directors meeting and distribute the minutes to the members of the Board of Directors immediately following each Board meeting. Copies of the minutes shall be available to any member of the Association upon request.

Section 5 The Secretary/Treasurer shall have charge of all funds and financial records of the Association and shall deposit such funds in an Association Bank Account and disburse same by check. The Secretary/Treasurer may make payments for all expenses which have been authorized in the approved Association annual budget. He may make payment for additional expenses with the approval of the Board of Directors. He shall prepare and present to the Board of Directors at each monthly meeting a report of the income and expenses of the Association.

The Secretary/Treasurer shall render a written report at the May membership meeting. An audit of his account shall be made and certified by the Board of Directors at the close of the fiscal year and presented to the Board of Directors.

Section 6 The Board of Directors shall not obligate the Association for a single unbudgeted expenditure in excess of two hundred dollars (\$200) without prior approval of the Association. A copy of the annual Association budget shall be mailed to the membership with the newsletter immediately following the adoption of the budget by the Board of Directors.

Section 7 The Association shall take an active part in political and legislative matters only to the extent that they concern the welfare of the Association or its membership. Any action taken on such matters in the name of the Association shall be determined at a meeting of the Association Board of Directors. Delegates and the Board of Directors of this Association shall abide by that policy when acting on behalf of the Association or its members.

**ARTICLE X--NOT USED**

**ARTICLE XI--AMENDMENTS**

Amendments to the Bylaws of the Constitution of this Association may be initiated by the Board of Directors or on petition signed by five (5) eligible voting members. The amendment shall be adopted only upon an affirmative vote of not less than two-thirds (2/3) of the eligible voting members casting ballots in an election in which a majority of the eligible voting members of the Association have voted. The proposed amendments must be included in the edition of the Association newsletter at least one month before mailing the letter ballot or must be presented in written form at a membership meeting preceding mailing of the letter ballot.

**APPENDIX**

Effective September 1, 1996, and continuing until modified by the Board of Directors of the Association as permitted in the Bylaws or by vote of the membership of the Association, the annual dues structure of the Association shall be as follows:

MEMBER SE. ....	Twenty Dollars (\$20.00).
MEMBER . . . . .	Twenty Dollars (\$20.00).
ASSOCIATE . . . . .	Twenty Dollars (\$20.00).
INDUSTRY . . . . .	Twenty Dollars (\$20.00).
HONORARY . . . . .	Twenty Dollars (\$20.00).
LIFE . . . . .	Twenty Dollars (\$20.00).