



SACRAMENTO SECTION



Manual of Operations

Containing;
Constitution
Bylaws
Rules and Procedures

INITIATED NOVEMBER 2000

Revised

Sacramento Section of the American Society of Civil Engineers Manual of Operations

CONSTITUTION

November 2000

Revised

ARTICLE I NAME AND OBJECTIVES

- Section 1 The name of this organization shall be the Sacramento Section of the American Society of Civil Engineers (hereinafter referred to as the “Section”).
- Section 2 The place of business of this Section is in the Sacramento Metropolitan Area, State of California.
- Section 3 The objectives of the Section are: the maintenance of high professional standards among its members, the general advancement of engineering knowledge and practice in a manner consistent with the objectives of the American Society of Civil Engineers and the furtherance of the general welfare of the community. Specific means employed to obtain the objectives of the Section may include, but are not limited to:
- A. Stated meetings for professional and social disclosure.
 - B. Consideration of presentations, papers and articles pertaining to engineering and economic subjects.
 - C. Cooperation with other technical organizations and public bodies in important economic, industrial and civic movements in which members of this profession are particularly qualified to advise the public.

- D. Stimulation of interests of members in the affairs of the American Society of Civil Engineers with a view to promoting a more general participation in its activities.

Section 4 The Section may adopt Bylaws consistent with this Constitution for the furtherance of the stated objectives and the guidance of officers and members.

ARTICLE II **MEMBERSHIP**

Section 1 Members in any grade of the American Society of Civil Engineers whose addresses of record are within the boundary of the Section, as defined by the Society, shall be Assigned Members of the Section.

Section 2 A non-member of the American Society of Civil Engineers, who is a member of an institute of the American Society of Civil Engineers, may participate in the activities of the Section's technical groups upon payment of annual Section dues.

Section 3 Subscribing Members are those members of the American Society of Civil Engineers, in any grade who subscribe to the Constitution and Bylaws of the Section and have paid full dues to the Section and are in good standing.

Section 4 Only Subscribing Members of this Section who are in good standing shall be eligible to vote, to hold office, to serve on committees and to represent the Section officially.

Section 5 Members of the Sacramento Section who have become Life Members of the American Society of Civil Engineers shall have the status of the Subscribing Members.

ARTICLE III
DUES

- Section 1 There shall be no entrance fee.
- Section 2 Annual Dues shall be established by the Bylaws of the Section. Subscribing membership ceases for any member whose dues are more than six months in arrears.
- Section 3 Society Life Members shall be exempt from payment of dues in the Section.

ARTICLE IV
SECTION OFFICERS AND THE SECTION BOARD OF DIRECTORS

- Section 1 The affairs of the Section shall be managed by **Section Officers** and by a **Section Board of Directors** according to the provisions of this Constitution and in compliance with the Constitution, Bylaws and Rules of Policy and Procedure of the American Society of Civil Engineers.
- Section 2 **Section Officers** shall consist of a President, a President-Elect, a Senior Director, a Junior Director, an Executive Director, a Secretary and a Treasurer.
- Section 3 The **Section Board of Directors** shall consist of the Section Officers, the most recent Past President that is available to serve, the most recent Past President of the Younger Member Forum that is available to serve, and the current Presidents of each Branch of the Sacramento Section.
- Section 4 Section Officers and Directors do not receive compensation for their services.

ARTICLE V
MEETINGS

Section 1 An Annual Section Membership Meeting shall be held for the purpose of considering the reports of Section officers, committees, Branches and of the Younger Member Forum, for the installation of new officers, the transaction of other business, and for social function. The Annual Section Membership Meeting shall be held on such date and at such place as the Board of Directors designate.

Section 2 The Section Board of Directors shall meet at least quarterly during the Sections fiscal year for the transaction of business and the consideration of professional papers, addresses, social functions, or other programs. Other meetings may be called at the discretion of the Board of Directors; or by the President upon written request of at least ten Subscribing Members.

Section 3 Notice of call for a meeting shall be made available to Subscribing Members not less than 10 days in advance of the meeting date.

ARTICLE VI
SUBSIDIARY ORGANIZATIONS

Section 1 Subsidiary organizations may be formed within the Sacramento Section, to facilitate the carrying out of the objectives of the Section, to promote interest in the Society and to provide to members of the Section a better opportunity for participation in local Section activities, in accordance with the provisions of the Bylaws.

Section 2 Subsidiary Organizations shall adopt Bylaws consistent with this Constitution..

ARTICLE VII
AMENDMENTS

Section 1 A proposal to amend the Constitution must be submitted to the Section Secretary in a written petition signed by not less than fifteen (15) Subscribing Members of the Section. If the petition is presented to the Secretary at a Section Board meeting, the Secretary shall read the petition at that meeting; otherwise, the petition shall be read at the next Section Board meeting. At the next succeeding Section Board meeting after the petition is read, action thereon shall be taken. If approved by a majority of the Section Board, the proposed amendment shall be submitted to the ASCE Council of Vice Presidents for approval before being submitted to the entire Section membership for approval. If changes are requested by the ASCE Council of Vice Presidents, these shall be presented for approval at the next Section Board meeting. If approved at such stated meeting, the proposal shall be referred to the membership for a ballot at the earliest practical date. A ballot, upon which shall be set forth the proposed amendment or amendments, shall be distributed by the Secretary by mailing to each Subscribing Member at their last known address or by other such means as approved by the Section Board of Directors.

Section 2 To be eligible to be counted, the ballots shall be returned to the Secretary so as to be received not later than 21 days after ballots were made available. The ballots shall be counted by three tellers, one of whom shall be a member of the Section Board of Directors and all of whom shall have been elected at the stated Section Board of Directors meeting at which the proposed changes were approved for balloting. For the proposed amendments to receive approval they shall receive an affirmative vote of not less than two-thirds of the Subscribing Members voting and the approval of the ASCE Council of Vice Presidents.

ARTICLE VIII
MISCELLANEOUS PROVISIONS

Section 1. No part of the net earnings of the Section shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Section shall be carrying on propaganda or otherwise attempting to influence legislation, and the Section shall not participate in, or intervene in (including the publishing or distributing

ASCE Sacramento Section - Constitution

of statements), any political campaign on behalf of or in opposition to any candidate for public office.

Section 2. Upon dissolution of the Section, the assets remaining after the payment of the debts of the Section shall be distributed to such corporation, community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to children or animals, which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Board of Directors shall have designated and in the absence of such designation they shall be conveyed to the American Society of Civil Engineers.

Sacramento Section of the American Society of Civil Engineers Manual of Operations

BYLAWS

November 2000

Revised

ARTICLE I **FISCAL YEAR AND DUES**

Section 1 The Fiscal Year for the Sacramento Section shall begin on October 1 and end on September 30 of the following year.

Section 2 The annual dues for Subscribing members of the Sacramento Section shall be payable in advance of January 1st and shall be as follows, except as otherwise provided:

Members	\$18.00
Student Members	\$ 5.00

Section 3 Members assigned to the Section after the month of February shall become Subscribing Members upon payment of one-half the annual dues for the current Fiscal Year.

Section 4 Section and Branch dues shall be collected by National Headquarters. The Section shall retain Section dues to cover Section services. The Branches shall receive the Branch dues distributed by the National Headquarters except for student member allotments which shall be distributed to the student chapter.

ARTICLE II
SECTION OFFICERS AND BOARD OF DIRECTORS

- Section 1 The Board of Directors shall be responsible for the management of the business affairs of the Section; the collection of revenues and disbursements of funds; the care of the property of the Section; enforcement of the house rules approved by the Section; the filling of vacancies in any of the offices not otherwise provided for; and the performance of such other duties as may be required by the Constitution and Bylaws or as voted by a majority of the voting Section membership.
- Section 2 **Section Officers** shall consist of a **President**, a **President-Elect**, a **Senior Director**, a **Junior Director**, an **Executive Director**, a **Secretary**, and a **Treasurer** or as otherwise mandated by the Section Constitution. Except for the Executive Director, Section Officers shall have a one year term of office or shall serve until their respective successors are elected and installed. The term of office of the Executive Director shall be four years or until a successor is elected and installed. Section Officer terms of office shall begin upon their installation at the Annual Membership Meeting. The President-Elect shall automatically advance to the office of President and the Junior Director shall automatically advance to the office of Senior Director at the following Annual Membership Meeting. Candidates for President-Elect, Junior Director, Executive Director, Secretary, and Treasurer shall be elected by majority vote of the Section's voting membership. Such election shall be conducted by ballot in the manner set forth by the Section Board of Directors.
- Section 3 The officers shall perform the duties usually pertaining to their respective offices and such other duties as may be required by the Section Board of Directors. The Executive Director shall represent the Section on the regional council(s) to which the Section belongs and be the liaison between the regional council(s) and the Section.
- Section 4 In the event of a vacancy in the office of Section President the order of succession to that office shall be the President-Elect and then the Senior Director, in that order. A vacancy in any other elected office, except President Elect, may be filled by appointment made by the Section Board of Directors for the unexpired term. Any Director, appointed or elected, under the above provisions shall not continue in that office in the following year unless elected to that office at the next annual election of officers. A vacancy in the office of President-Elect shall be filled at the next annual election when both a President-Elect and a President shall be elected.

Section 5 The **Section Board of Directors** shall consist of the **Section Officers**, the most recent **Section Past President** that is available to serve, the most recent **Past President of the Younger Member Forum** that is available to serve, and the current **Presidents of each Branch of the Sacramento Section** or as otherwise mandated by the Section Constitution.

Section 6 Section Officers shall be nominated by a Nominating Committee consisting of the five most recent past Section Presidents who are Subscribing Members and who are available to serve. The membership of the Nominating Committee shall be confirmed by the current Section President and announced at the second quarterly Section Board meeting.

Section 7 The Nominating Committee shall place in nomination the Section Officer candidates for the succeeding term prior to May 1st of any given year. Nominations shall be made for each of the officers of the Section defined in the Section Constitution. Any subscribing Section member may also make an additional Section Officer nomination by submitting a nomination petition to the Section Secretary signed by a minimum of three Section members and the Section Officer nominee prior to May 1st.

Section 8 Section Officer nominations shall be in ballot form for general Section membership vote and be made available to the membership by letter mailing or by other means authorized by the Section Board of Direction.

Section 9 The ballot for Section Officers shall contain the list of nominees, and shall provide space for a write-in vote for another candidate for each office. Ballots shall be mailed or made available to all Subscribing Members by May 31st. To qualify as a vote, the completed ballot must be returned to the Section Secretary so as to be received not later than twenty days from the date of publishing. The ballots shall be counted by three tellers, one of whom shall be a member of the Section Board of Directors, and all of whom shall have been appointed by the Board of Directors. The tellers shall report the results of the election to the Section Board of Directors. For each office, the candidate receiving the highest number of votes cast shall be declared elected. The dates of mailing/publishing and returning ballots and reporting results may be varied by the Board of Directors due to an unforeseen emergency.

ARTICLE III
MEETINGS

Section 1 There shall be a minimum of one Section Membership meeting per year. Twenty (20) Subscribing Members shall constitute a quorum for transacting business at Section Membership meetings. Notice of Membership meetings shall be publicized.

Section 2 Section Board of Directors Meetings shall be scheduled as directed by the Board of Directors. A minimum of four Section Board of Directors meetings shall be held each year. Notices of these meetings shall be publicized. Section Board of Direction members may be represented by proxy at a Section Board of Directors meeting if an officer of the Section has been advised by the absentee Board Member of the appointment and name of such proxy prior to the meeting. Five (5) members of the Board of Directors, at least three (3) of whom shall be elected members of the Section Board of Directors, shall constitute a quorum for transacting business at Section Board of Directors meetings.

Section 3 All business meetings of the Section organizations and meetings of the Board of Directors shall be governed by *Roberts Rules of Order, Newly Revised*, in all cases, to which these rules are applicable, and in which such rules are not inconsistent with the Constitution and Bylaws of the Section.

ARTICLE IV
SUBSIDIARY ORGANIZATIONS AND BRANCH BOUNDARIES

Section 1 Formation of subsidiary organizations shall be subject to the approval of the Sacramento Section Board of Directors, the Council of Vice Presidents, and such other requirements as may be established by the Society. Bylaws of subsidiary organizations shall be approved by the Sacramento Section Board before becoming effective.

Section 2 Subsidiary organizations may be, but are not limited to, Branches, younger member forums, and technical groups. Names of subsidiary organizations shall be as set forth in the Rules of Policy and Procedure of the Society.

Section 3 There may be established branches of Sacramento Section each to be known as the (name) Branch of the Sacramento Section. Branches shall submit to the Section Board of Directors an annual Branch approved budget by the middle of the third fiscal quarter and an end-of-the year financial statement within 30 days of the end of the fiscal year. To establish a branch, the following requirements are necessary:

- A. Those proposing a new branch shall demonstrate in writing how it will be of advantage to members in the area desiring a branch.
- B. A petition containing a minimum of fifteen signatures of Society members residing in the area shall be submitted to the Section Board of Directors for approval.
- C. A proposed branch must have distinct boundaries stated in the petition.
- D. A proposed branch shall contain a minimum potential branch membership of thirty members of the Society.
- E. Upon Section Board of Directors approval, the proposal and petition shall be submitted to the ASCE Council of Vice Presidents for review and final approval.

Section 4 The boundaries of the Shasta Branch, established September 11, 1951, shall include all the Counties of Lassen, Modoc, Shasta, Siskiyou, Tehama and Trinity.

Section 5 The boundaries of Central Valley Branch, established September 19, 1953, shall include all of the Counties of Alpine, Amador, Calaveras, San Joaquin, Stanislaus, and Tuolumne.

Section 6 The boundaries of the Feather River Branch, shall include all of the Counties of Butte, Colusa, Glenn, Sutter, and Yuba, and those portions of Nevada and Placer Counties which are west of the crest of the Sierra Nevada mountains excluding the incorporated areas of Roseville and Rocklin.

Section 7 The boundaries of the Capital Branch established October 1, 1997, shall be defined as all the Counties of Sacramento, Yolo, El Dorado, Sierra, Plumas, those portions of Nevada and Placer Counties which are east of crest of the Sierra Nevada mountains, and the incorporated areas of Roseville and Rocklin.

Section 8 The Younger Members of the Section may establish and operate a Younger member Forum. The Younger Member Forum shall submit to the Section Board of Directors an annual YMF approved budget by the middle of the third fiscal quarter and an end-of-the year financial statement within 30 days of the end of the fiscal year. To establish a Younger Member Forum, the following requirements are necessary:

- A. Those proposing a new Younger Member Forum shall demonstrate in writing how it will be of advantage to members in the area desiring a new YMF.
- B. A petition containing a minimum of fifteen signatures of Subscribing Members of the Section is required to form a Younger Member Forum.
- C. Approval must be obtained from the Section Board of Directors to form a Younger Member Forum.
- D. A proposed YMF must have distinct boundaries stated in the petition

Section 9

Section Technical Groups or Committees, parallel to ASCE technical divisions or institutes, may be established. The Technical Groups or Committees shall submit to the Section Board of Directors an annual approved budget by the middle of the third fiscal quarter and an end-of-the year financial statement within 30 days of the end of the fiscal year. To establish a Technical Group or Committee, the following requirements are necessary:

- A. Those proposing a new Technical Group or Committee shall demonstrate in writing how it will be of advantage to members in the area.
- B. A petition containing a minimum of ten signatures of Subscribing Members of the Section is required to form a Technical Group or Committee.
- C. Approval must be obtained from the Section Board of Directors to form a Technical group or committee which shall operate under the general direction of the Technical Activities Committee.

Section 10

Subsidiary Organizations shall adopt Bylaws consistent with the Constitution.

ARTICLE V
COMMITTEES

Section 1

The following Standing Committees shall serve during each Fiscal Year:

- Committee on Finance

- Committee on Legislation
- Committee on Membership
- Committee of Past Presidents and Society Affairs
- Committee on Emergency Preparedness
- Committee on Engineering Education
- Committee on History and Heritage and Programs
- Committee on Professional Conduct (to meet as needed only)
- Committee on Professional Objectives and Awards
- Committee on Public Relations and Publications
- Committee on Technical Activities

Board of Trustees - Joe Gross Memorial Loan Fund
- Alfred R. Golze Memorial - Scholarship Fund

Section 2 The Committee Chair shall be a Subscribing Member of the Section and shall be designated by the Section President, the Chair shall appoint additional Subscribing Members to the committee as desired.

Section 3 The Section President may appoint such other committees as are deemed necessary.

ARTICLE VI **BUDGETS, EXPENSES AND FUNDS**

Section 1 All committees and subsidiary organizations shall submit to the Finance Committee their budget requests for the following Fiscal Year by June.

Section 2 The Treasurer shall keep the various funds of the Section in depositories that have been approved by the Board of Directors and shall pay out the monies of the Section as instructed by the Board of Directors. Checks shall be signed by the Treasurer. In the absence of the Treasurer, the Secretary, or a Director may be designated by the President to act as Treasurer.

Section 3 The Treasurer shall administer the special funds and trusts of the Section. Special funds and trusts may be established by the Board when it is appropriate, including the Joe Gross Memorial Loan fund and the Alfred R. Golze Memorial Scholarship Fund.

ARTICLE VII
MISCELLANEOUS

- Section 1 The Section will not actively participate in the election of candidates for political office.
- Section 2 The Board of Directors may hire and compensate an Executive Secretary to assist in performing the secretarial duties. The Executive Secretary shall provide services as outlined in a contract executed by the Board of Directors.
- Section 3 The Section Secretary shall maintain special records of those customs and usage's of the Section which may, from time-to-time, be accepted as especially appropriate to the objectives of the Section.

ARTICLE VIII
AMENDMENTS

- Section 1 These Bylaws may be adopted or amended only by the following procedures:
- A. The proposed Bylaws amendment shall be approved by not less than a majority of the Board of Directors and submitted to the ASCE Council of Vice Presidents for review and approval.
 - B. Upon Council of Vice Presidents' approval, the proposed Bylaw amendment(s) shall be distributed to the Subscribing Membership who shall be given the opportunity to vote.
 - C. The proposed amendment to the Bylaws shall be voted upon by those subscribing members in attendance at a business meeting if the intent of the proposed amendment was made known to the membership along with the meeting notice. If a meeting is not possible, a mail ballot option may be utilized.
 - D. To become effective the proposed amendment to the Bylaws shall receive an affirmative vote of not less than a majority of the subscribing members voting, and the approval of ASCE Council of Vice Presidents, in accordance with Society Bylaws.

Sacramento Section of the American Society of Civil Engineers Manual of Operations

RULES AND PROCEDURES

November , 2000
(Under Construction)

ARTICLE I HISTORY OF THE SACRAMENTO SECTION

Section 1 Sacramento Section Past Presidents and year of Service:

1922 Through 1941

Albert Given	1922	Fred J. Grumm	1932
Edward Hyatt	1923	W. Fitzhugh Turner	1933
Charles C. Pope	1924	Harlowe McV. Stafford	1934
Joseph C. Boyd	1925	Clarence H. Kromer	1935
Everett N. Bryan	1926	Walter E. Stoddard	1936
Drury Butler	1927	Thomas B. Waddell	1937
J. Burdette Brown	1928	Norwood Silsbee	1938
Joseph W. Gross	1929	Fred W. Panhorst	1939
Thomas A. Stanton	1930	Daniel R. Cate	1940
Stephan H. Searancke	1931	Martin H. Blote	1941

1942 Through 1959

Edwin A. Gairbain	1942	Ridgeway M. Gillis	1950
Asa G. Proctor	1943	Henderson E. McGee	1951
John Obermueller	1943	R. Robinson Rowe	1952
George E. Goodall	1944	Walter G. Schulz	1953
Everett E. Walsh	1945	Conrad A. Ecklund	1954
Gerald H. Jones	1946	J. Carl Jennings	1955
Stewart Mitchell	1947	Francis N. Hveem	1956
A.G. Mott	1948	Ralph W. Hutchinson	1957
Fred H. Paget	1949	Irvin M. Ingerson	1958
Edwin F. Sullivan	1949	Francis G. Christian	1959

1960 Through 1978

Clair A. Hill	1960	Ted George	1969
Jack Barrish	1961	Lyman Gillis	1970
John L. Beaton	1962	Travis Smith	1971
William L. Berry	1963	Joe Burns	1972
Frank L. Howland	1964	William Neuman	1973
Wayne MacRostie	1965	Charles McCullough	1974
Harry A. Dettmer	1966	Al Gallardo	1975
George Sherman	1967	William Gill	1976
William A. White	1968	Melvin Shore	1977
Alfred R. Golze	1969	Shelly N. Bailey	1978

1979 Through 1998

Donald H. Babbitt	1979	Ed Anderson	1989
Raymond A. Forsyth	1980	Jean Brown	1990
Frank J. Lombard	1981	Larry Lee	1991
Keith G. Barrett	1982	Rich Howell	1992
John W. Pulver	1983	Steve Dalrymple	1993
Samuel E. Johnson	1984	Eric Polson	1994
Howard H. Eastin	1985	Debra Galway	1995
Sandra J. Houck	1986	Duane Ford	1996
Joseph B. Hannon	1987	Paul Guyer	1997
Peter D. Rabbon	1988	Jorge Aguilar	1998

1999 Through 2018

Reed Gibby	1999
Larry Lee	2000
Ruben Trigueros	2001
Ruben Trigueros	2002
Craig Copelan	2003
Greg Zeiss	2004
Joyce Copelan	2005
David Schwegel	2006
Martin Farber	2007

Section 2 Formation of the Section:

Text to be added.

ARTICLE II

ORGANIZATION CHART AND DUTIES OF THE SECTION BOARD OF DIRECTORS

Section 1 Local Organization. Text to be added.

Section 2 Regional and National affiliations. Text to be added.

ARTICLE III

ANNUAL CALENDAR OF ACTIVITIES

Section 1 text to be added.

Section 2 text to be added.

ARTICLE IV
COMMITTEES

Section 1 The following Standing Committees shall serve during each Fiscal Year:

- Committee on Finance
- Committee on Legislation
- Committee on Membership
- Committee of Past Presidents and Society Affairs
- Committee on Emergency Preparedness
- Committee on Engineering Education
- Committee on History and Heritage and Programs
- Committee on Professional Conduct (to meet as needed only)
- Committee on Professional Objectives and Awards
- Committee on Public Relations and Publications
- Committee on Technical Activities

Board of Trustees - Joe Gross Memorial Loan Fund

- Alfred R. Golze Memorial - Scholarship Fund

Section 2 The Committee Chair shall be a Subscribing Member of the Section and shall be designated by the Section President, the Chair shall appoint additional Subscribing Members to the committee as desired.

- A. At least one member of the Committee on Public Relations and Publications and the Committee of Past Presidents shall be an Associate Member.
- B. The Chair of all Standing Committees shall render a minimum of two written report during any Section fiscal year to the Section Board of Directors.
- C. The Section President or the Board of Directors shall each have authority to appoint such task committees and special committees as may be required. The duties and term of office of such committees shall be determined by the appointing authority.
- D. The Section President shall be an ex-officio member of all committees.

- E. All committees, at the time of their appointment, shall be provided by the appointing authority with written general instructions and specific instructions if appropriate. A copy of these Bylaws shall be given to the Chair of each Committee with the notice of appointment.
- F. Committees of the Section shall incur expenses or indebtedness only as approved by the Section Board of Directors.
- G. Committee Chairs shall provide to the Secretary copies of all correspondence initiated or received. They shall maintain a file of their correspondence and proceedings. That file shall be delivered to the Section Secretary by the Chair of Standing Committees at the close of the year and by special committees at the time of rendering a final report.
- H. The Senior Director shall monitor the Finance, Membership, Professional Objectives and Awards and Technical Activities Committees.
- I. The Junior Director shall monitor the Emergency Preparedness, History and Heritage, Engineering Education and the Public Relations and Publications Committees.
- J. The Junior Past President shall monitor Professional Conduct, Nominating (in conjunction with the current Section President), Past Presidents Committees and serve as National ASCE liaison.
- K. The Executive Director shall monitor the Legislative Committee.

Section 3

The Committee on Finance shall consist of five Subscribing Members, including representatives from each Branch and at least one past Treasurer. One member shall be appointed by the President each Fiscal Year for a four year term, with the senior member performing the function of Chair. The Committee shall submit the draft annual budget of the Section for the following Fiscal Year to the Section Board of Directors at or prior to the third quarterly meeting, shall discuss the draft budget at the third quarterly meeting. Shall request approval of the budget at the fourth quarterly meeting, shall audit the financial records of the Treasurer, and shall recommend to the Board of Directors the segregation and investment of special funds and trusts. In addition, the Committee may audit the books of any Committee or subsidiary organization

Section 4

The Committee on History and Heritage and Programs shall be responsible for 1) the continuous assemblage and orderly preservation of the records produced by the Section and 2) all arrangements for the Annual Membership meeting, commemorative events and other significant events. As a general guide to the Committee, the following recommendations outline the duties:

- A. Receive from the former Chair and maintain custody of all historical records of the Section except files of minutes and Committee reports which files are maintained by the Secretary.
- B. Assemble, bind, index, and deliver to the Secretary, for safe keeping and reference, the previous year's minutes of Section meetings, minutes of Board meetings and Committee reports.
- C. Assemble, file and index such other records and historical material as is produced in connection with the activities of the section.
- D. Make suitable record of undocumented activities of the Section.

Section 5 The Committee on Legislation assists in the representation of the Sacramento Section, at the regional council level. The Committee's purpose is to study legislative and Board of Registration matters and to establish a position to be taken by the regional council. The Committee Chair reports to the membership at large on the details of bills before the Legislature. Any chair recommendations or actions shall require Section Board of Directors approval.

Section 6 The Committee on Membership shall stimulate and assist new and continued membership and the upgrading of members, distribute application forms and information material, and encourage participation in Section affairs by new members and newcomers. The Committee is expected to encourage the upgrading of eligible members to higher grades and to make early contacts with members of the Society newly arrived in the area.

Section 7 The Committee on Professional Conduct shall review and investigate complaints of unprofessional conduct. The Committee prepares reports and recommendations to the Section on matters coming before it. These are transmitted to Society Headquarters for action by the Board of Direction of the Society. The Committee makes no search for cases of unprofessional conduct, acting only on cases brought to its attention.

Section 8 The Committee on Professional Objectives and Awards shall advise the Board on nominations of engineering projects and candidates for award of medals, prizes, fellowships and memorials and maintain records on all advice provided.

Section 9 The Committee on Public Relations and Publications shall review all matters involving public relations and report to the Section before action is taken. The Committee is expected: to exercise initiative in obtaining general recognition of the contribution of civil engineers to the community both as to their professional accomplishments and civic activities; to study the feasibility of Section participation in civic activities and

recommend active participation of individual members; and to seek opportunities to inform the general public, utilizing available resources of the membership. The Committee shall edit the Section newsletter publication and program announcements.

Section 11 The Committee of Past Presidents shall consist of all Past Section Presidents and the Younger Member Forum Junior Past President who are Subscribing Members. It will responsibly advise and guide the Section Board of Directors, on matters affecting the relation of the Section to other Sections and to national affairs of the Society, and on such other matters as may be referred or delegated to it by the Section Board of Directors. The Committee Chair shall be the most recent Past Section President that is available to serve.

Section 12 The Board of Trustees of the Joe Gross Memorial Loan Fund and Alfred R. Golze Memorial Scholarship Fund shall manage the student loan fund and scholarship fund, and shall consist of five Subscribing Members, one of which is a Younger Member at the time of appointment, and shall serve five-year sequential terms. The Board of Directors shall appoint one Trustee in July of each year. The Board of Trustees of the Joe Gross Loan Memorial Fund and Alfred R. Golze Memorial Scholarship Fund shall manage the student loan fund and scholarship fund, and shall consist of five Subscribing Members, one of which is a Younger-Member at the time of appointment, and shall serve five year sequential terms. The most senior member is the Chair.

ARTICLE V **REPORTS**

Section 1 All Board of Direction officers and the Chair of each standing Committee shall render written reports of their official activities at the end of the Section fiscal Year and at such other times as required.

Section 2 The minutes of meetings of the Section Board of Direction and reports of officers and committees of the Section shall be indexed and bound annually by the Section Secretary.

ARTICLE VI
GENERAL ADMINISTRATIVE POLICIES

- Section 1 Matters involving the public relations of the Section should not be acted on without a report and recommendation of the Committee on Public Relations and Publications and will not be called up for action prior to the next succeeding meeting of the Section Board of Directors except on a showing of urgent necessity and by unanimous consent of the members present. The Section will not participate in the election of candidates for political office.
- Section 2 A copy of the minutes of each quarterly Section Board meeting shall be furnished to the Board of Directors, Committee Chairs and Board of Trustees within four weeks following the Board meeting. If no errors or omissions are charged, the President is authorized to approve them. An agenda and material to be considered at the next quarterly Section Board meeting shall be mailed at least two weeks prior to that date.
- Section 3 The Section Secretary shall maintain special records of those customs and usage's of the Section which may, from time-to-time, be accepted as especially appropriate to the objectives of the Section.
- Section 4 The Board of Directors may hire and compensate an Executive Secretary to assist in performing the secretarial duties. The Executive Secretary shall be supervised by the Secretary and shall provide services as outlined in a contract executed by the Board of Directors.
- Section 5 All motions requiring reference to any committee or relating to important policies shall be submitted in writing.
- Section 6 Twenty Subscribing Members shall constitute a quorum at general membership meetings for all business and a majority vote shall govern, unless otherwise provided.