

# Environmental Water Resources Institute

## Sacramento Chapter American Society of Civil Engineers

### *By Laws*

#### **ARTICLE I. MISSION STATEMENT**

It is the Mission Statement of the Sacramento Chapter of the Environmental Water Resources Institute (SCEWRI) of the American Society of Civil Engineers (ASCE) to:

*“Openly foster, through collaborative interaction and ongoing dialogue, enhanced coordination and cooperation between water engineers, hydrologists, water resource planners, aquatic-resource specialists, and environmental practitioners generally. In full recognition of the degree to which contemporary water projects along with associated planning and resource management efforts are so intricately interwoven, a multi-resource platform of collaboration and information exchange is essential; the SCEWRI is intended to nurture, promote and cultivate those relationships.”*

#### **ARTICLE II. MEMBERSHIP**

Membership in the SCEWRI is open to all professionals engaged in water-related resources work and who have standing within the EWRI. Membership in the ASCE is not a pre-requisite for membership in the SCEWRI. No distinction or restrictions are made between private, public and quasi-public, non-profit, or individual representation. All members will hold equal standing, apart from those distinctions set out in these By-Laws. The SCEWRI also strongly encourages the participation of students, members of research organizations, and university/college faculties. Membership acceptance and final decisions regarding the same will be the responsibility of the Officers (see Article IV, below).

#### **ARTICLE III. OFFICERS**

The officers of the SCEWRI will consist of voting members consisting of a Chair, Vice Chair – Public/Non-Governmental Organization, Vice Chair - Private, Secretary, and Treasurer, and a non-voting member the Ex-Officio Chair. These individuals represent the operational management team for the organization. Specific roles and responsibilities of the Officers are provided below:

Chair: The Chair shall represent the Chief Executive Officer of the organization and shall provide overall business, strategic, and political direction to the SCEWRI. The Chair will represent the SCEWRI in all official business capacities and serve as the liaison with the Sacramento Section of the ASCE and the national EWRI. The Chair will hold the duty of calling and presiding over all Officer, Board of Directors, and Membership meetings and shall either attend or, designate another Officer to attend the national EWRI meeting(s). The Chair shall oversee and be responsible to ensure the timely preparation and submittal of the annual budget (for the upcoming fiscal year) to the EWRI, by September 1 of each year. The Chair is also responsible for the preparation and submittal of the SCEWRI Annual Report to the EWRI and Sacramento Section of the ASCE by July 1 of

each year; with the Annual Report describing all of the activities of the SCEWRI in the preceding year.

Vice Chair -

Public/NGO:

The Vice Chair – Public/NGO (Non-Governmental Organization) shall be a representative of a governmental, public agency, or non-governmental organization, such as the State, Federal, local, special districts, or non-profit organizations. Responsibilities shall be shared with the Vice Chair – Private and includes an active role in the development, strategic direction, and growth of the organization. In the event of certain necessities, the Vice Chair shall perform all of the duties of the Chair (as directed by the Chair).

Vice Chair -

Private:

The Vice Chair – Private shall be a representative of a private professional firm. Responsibilities shall be shared with the Vice Chair – Public/NGO and includes an active role in the development, strategic direction, and growth of the organization. In the event of certain necessities, the Vice Chair shall perform all of the duties of the Chair (as directed by the Chair).

Secretary:

The Secretary shall hold the responsibility of organizational documentation and membership validity. The Secretary shall maintain the membership list, prepare and submit meeting notices, prepare and submit meeting minutes, and oversee the election process of the organization. Most importantly, the Secretary shall oversee and direct communication with the SCEWRI members

Treasurer:

The Treasurer shall be responsible for the operating budget and all finances associated with the operation and management of the SCEWRI. The Treasurer will have direct contact with the Sacramento Section of the ASCE and the EWRI nationally. The Treasurer shall report directly to the Chair. The Treasurer shall oversee all Program funding initiatives and work closely with outside interests in the securing of sponsorship funding.

Ex-Officio

Chair:

The Ex-Officio Chair shall chair the Nomination Committee (see ARTICLE VII) and act in accordance with its governing rules and procedures as set out in these By-Laws. The Ex-Officio Chair shall hold no other defined responsibilities serving as a resource advisor to the Officers.

**ARTICLE IV. TERMS OF OFFICERS**

Beginning July 1, 2009 Officers shall serve two-year terms. If an existing Officer terminates their term early, a replacement Officer shall serve in the vacated position for the remainder of the term of the exiting Officer in accordance with Article VII. At the end of the two year term the Officer may be nominated for additional terms in accordance with the nomination/election process specified in Article VII.

A Vice Chair shall assume the office of the Chair at the conclusion of the Chair's term. The vacating Chair position will be assumed by either the Vice Chair – Public/NGO or Vice Chair – Private. The Vice Chair position to assume responsibility of the Chair shall alternate between Public/NGO and Private for each consecutive term of the Chair. No Vice Chair of the same affiliation (public/NGO or private) may assume the office of Chair for any consecutive term.

**ARTICLE V. BOARD OF DIRECTORS**

The Board of Directors shall include all Officers as well as the ex-Officio Chair and any nominated *Special Advisor(s)* by the Officers. The Chairman of the Board shall be the Chair of the SCEWRI and shall set the meeting date(s) and agendas for the Board of Directors meetings. The Board of Directors shall meet twice a year; once at the submittal of the annual budget for the upcoming year and at a minimum, one other time, at the discretion of the Chair.

**ARTICLE VI. SPECIAL ADVISORS**

*Special Advisors* to the SCEWRI shall be nominated and approved by a consensus vote of the Officers at any time. These individuals hold unique standing in that they are dues exempt and serve at the pleasure of the Officers. *Special Advisors* have no specific function; they shall provide ongoing input, guidance, and direction on matters specific to their areas of expertise and, at the request of the Officers. *Special Advisors* shall not hold voting rights. Noticing to the membership of any *Special Advisors* nominated and approved shall be duly made. There are no term limits for *Special Advisors*. *Special Advisors* will include Student Liaison Officers, assigned from time to time as situations warrant.

**ARTICLE VII. NOMINATIONS AND ELECTIONS OF OFFICERS**

Nominations for the Officer positions shall be made bi-annually. Nominations shall be made prior to the Annual Meeting (on successive years, consistent with the term limits of the Officers) and shall be administered by a Nomination Committee consisting of the Ex-Officio Chair, Chair and Vice Chairs. The Ex-Officio Chair shall serve as the Chair of the Nomination Committee. The Nomination Committee shall select or solicit nominees for the Vice-Chair position being vacated including that of the Secretary and Treasurer. The Nomination Committee shall accept nominations for Secretary and Treasure from the general membership. New Vice Chairs are appointed by the Nomination Committee. The Secretary and Treasurer candidates, however, are voted on by the membership. Voting by the membership is open to all members in good standing with the results announced at the Annual Meeting. One of the Vice Chairs shall serve as the Election Officer for voting by the membership for any open Secretary or Treasurer positions.

New *Officer-elects*, shall be invited to all Officer and Board of Director meetings during the pendency of their upcoming tenure, which commences on July 1. In the event an existing Officer must terminate their term early, the Nomination Committee will convene to replace the Officer position being vacated. If no Officer is available, the Nomination Committee may, upon its discretion, nominate and elect a replacement Officer from the general membership.

**ARTICLE VIII. MEMBERSHIP MEETINGS**

The SCEWRI strives, consistent with its mandate, to foster ongoing dialogue, information exchange, relationship building, and a networking platform that will augment and enhance water resource related initiatives throughout the Region. Membership meetings are a recognized as an important means of nurturing these objectives. Such meetings shall be held at a time and place designated by the Officers and conveyed through the Secretary. An Annual Meeting of the membership will be convened on or about June 1 of each year; coincident with the release of the Annual Report. Full programs and agendas shall be developed by the Officers and conveyed through the Secretary to the general membership.

**ARTICLE IX. COMMITTEES**

The SCEWRI encourages the development of specialized committees, either as Subcommittees or Ad Hoc Committees. Any member can propose the formation of a specialized committee (Subcommittee or Ad Hoc Committee) to the Secretary. The Officers will jointly approve or disapprove the formation of any new committee.

**ARTICLE X. BY-LAW AMENDMENTS**

The By-Laws of the SCEWRI may be amended from time to time. Amendments to the By-Laws shall be approved by a majority vote of the Board of Directors. Duly noticed announcements of any changes to the By-Laws shall be made to the membership by the Secretary.

**ARTICLE XI. PROGRAMS**

The Vice Chairs and Secretary shall jointly serve as the Program Coordinators for all programs developed and administered by the SCEWRI. As part of the ongoing effort to generate increasing interest in the mandate and objectives of the SCEWRI, new, innovative, and engaging programs and initiatives will be developed. Ideas and proposals for various programs and sub-program elements shall be actively encouraged and solicited from members. The Vice Chairs and Secretary will be directly responsible for the development of these programs.

**ARTICLE XII. POSITION STATEMENTS**

The SCEWRI represents, by definition and objective, a diverse consortium of practicing professionals in the areas including, but not limited to, water resources engineering, hydrology, environmental/water resources planning, and aquatic resource-related disciplines. It is important that, as an organization, such a collection of professionals can provide input and comment on a wide range of initiatives, as aligned to their specific areas of expertise. White Paper Position Statements shall be developed on topical issues presented by the membership. The SCEWRI shall also provide position statements on various local, regional, and State-wide initiatives and projects.