ARTICLE 1. NAME AND OBJECTIVES

1.1 Name
The name of this organization shall be Structural Engineering Institute, San Francisco Chapter, hereafter referred as “SEI-SF”, and shall be affiliated with the San Francisco Section of the American Society of Civil Engineers.

1.2 Objective
The objective of SEI-SF shall be to serve and promote the structural engineering profession locally within the San Francisco Bay Area in a manner consistent with the purpose of the Structural Engineering Institute (SEI) of the American Society of Civil Engineers (ASCE): inspire and advance the art and practice of structural engineering, develop and implement programs to enhance knowledge exchange, networking, and other professional development and educational outreach activities.

1.3 Actions
The actions of SEI-SF shall be consistent with the provisions as set forth in the Constitution and Bylaws of the San Francisco Section of ASCE.

ARTICLE 2. MEMBERSHIP

2.1 SEI-SF Member
An “SEI-SF member” is defined as a professional who subscribes to the rules of SEI-SF and who is a member of ASCE or SEI. “SEI-SF member” status grants complete access to the activities and benefits offered by SEI-SF.

2.2 SEI-SF Affiliate
An “SEI-SF affiliate” is defined as a professional who subscribes to the rules of SEI-SF but who is not a member of ASCE or SEI. “SEI-SF affiliate” status may limit access to certain benefits offered by SEI-SF.

2.3 SEI-SF Student
An “SEI-SF student” is defined as a high school or a college student who is 16 years of age or older, subscribes to the rules of SEI-SF and who is recommended by an active member of SEI-SF. “SEI-SF student” status may limit access to certain benefits offered by SEI-SF.
ARTICLE 3. DUES AND FINANCES

3.1 Membership Dues
The membership dues shall be determined and reviewed by the Board of Directors of SEI-SF. The Board of Directors of SEI-SF reserves the right to set membership dues requirements differently for “SEI-SF members”, “SEI-SF affiliates”, and “SEI-SF Students.”

3.2 Budget
All budgets, expenditures and revenue generation activities shall be consistent with the ASCE-SEI policy and shall require prior approval of the majority of the Board.

ARTICLE 4. OFFICERS

4.1 Officer Qualifications
Officers must be “SEI-SF members” as defined in ARTICLE 2. Section 2.1.

4.2 Board of Directors
The officers of SEI-SF shall be Chair, Vice Chair, Treasurer, Secretary, Marketing Director, Technical Director(s), Inter-Organization Director, Webmaster, Outreach Director, and Historian, who with the latest active resident Past Chair shall constitute a Board of Directors in which the government of the SEI-SF shall be vested.

4.2.1 Chair
4.2.1.1 Qualifications
Candidates for Chair shall be a voting SEI member in good standing and shall be a current member of the Board. Candidates shall be a professional civil engineer and/or structural engineer licensed by the State of California and with clear status.

4.2.1.2 Term
The Chair shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Chair may be elected to serve for one (1) additional term. Upon completion of a second term, the Chair shall be ineligible for re-selection to the same office for six (6) years.

4.2.1.3 Vacancy
A vacancy in the office of Chair shall be filled by the Vice Chair.

4.2.1.4 Duties
The Chair shall have general supervision of the affairs of the chapter, its officers, and members. The Chair shall preside at chapter Board of Director’s meetings. The Chair is the primary liaison between the SEI SF chapter and the ASCE SF Section Board of Directors and SEI of ASCE. The Chair communicates on behalf of the chapter with updates on events, financial status, outreach, and requests for assistance from the Section. The Chair shall make available to the membership an Annual Report for the preceding fiscal year within ninety (90) days of the conclusion of the subject fiscal year.
4.2.2 Vice Chair

4.2.2.1 Qualifications
Candidates for Vice Chair shall be a voting SEI member in good standing and shall be a current member of the Board. Candidates shall be a professional civil engineer and/or structural engineer licensed by the State of California and with clear status.

4.2.2.2 Term
The Vice Chair shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Vice Chair may be elected to serve one (1) additional term. Upon completion of a second term, the Vice Chair shall be ineligible for re‐selection to the same office for six (6) years.

4.2.2.3 Vacancy
Vacancies in the office of Vice Chair shall be filled by a qualified member of the Board, as determined by the Board at the time of the vacancy.

4.2.2.4 Duties
In the absence of the Chair, or in case of the Chair’s inability to act, the Vice Chair shall perform the duties of the Chair. Additionally, the Vice Chair supports the Chair to ensure effective functioning of the board: work closely with the Chair to establish a constructive relationship and share responsibilities; take on responsibilities delegated by the Chair; ensure the Board sets a clear vision and goal, and the responsibilities of its members support the goal effectively and efficiently.

4.2.3 Past Chair

4.2.3.1 Qualifications
The Past Chair shall have had prior service on the Board as Chair, and priority is given to the outgoing Chair.

4.2.3.2 Term
The Past Chair shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. A Past Chair may be recalled to serve as needed.

4.2.3.3 Vacancy
Vacancies in the office of Past Chair shall be filled by the most recent Past Chair who is available and willing to serve.

4.2.3.4 Duties
The Past Chair shall attend all meetings of the Board and of the members and perform such other duties as may be assigned from time to time by the Chair. The Past Chair shall serve as chair of the Nominations and Elections Committee.

4.2.4 Treasurer

4.2.4.1 Qualifications
Candidates for Treasurer shall be a current SEI-SF member for at least one (1) fiscal year.
4.2.4.2 Term
The Treasurer shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Treasurer may be elected to serve one (1) additional term. After serving two (2) full terms, the Treasurer shall be ineligible for re-selection to the same office for six (6) years.

4.2.4.3 Vacancy
Vacancies in the office of Treasurer shall be filled by appointment of the Board.

4.2.4.4 Duties
The Treasurer shall monitor management of the financial affairs of SEI-SF. The Treasurer shall establish and maintain a record of income and expenditures and shall be prepared to present an accounting of affairs as deemed necessary by the Board of Directors of SEI-SF.

4.2.5 Secretary
4.2.5.1 Qualifications
Candidates for Secretary shall be a current SEI-SF member for at least one (1) fiscal year.

4.2.5.2 Term
The Secretary shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Secretary may be elected to serve one (1) additional term. After serving two (2) full terms, the Secretary shall be ineligible for re-selection to the same office for six (6) years.

4.2.5.3 Vacancy
Vacancies in the office of Secretary shall be filled by appointment of the Board.

4.2.5.4 Duties
The Secretary shall manage meeting logistics, attend and record minutes of board meetings, facilitate board communications, advise the Board on its roles and responsibilities, maintain effective records and administration.

4.2.6 Marketing Director
4.2.6.1 Qualifications
Candidates for Marketing Director shall be a current SEI-SF member for at least one (1) fiscal year.

4.2.6.2 Term
The Marketing Director shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Marketing Director may be elected to serve one (1) additional term. After serving two (2) full terms, the Marketing Director shall be ineligible for re-selection to the same office for six (6) years.

4.2.6.3 Vacancy
Vacancies in the office of Marketing Director shall be filled by appointment of the Board.

4.2.6.4 Duties
The Marketing Director shall promote SEI-SF membership and events within ASCE and/or other professional groups. The Marketing Director shall ensure that we have a social media presence.
The Marketing Director will work with the SEI-SF Webmaster and other Board members on ensuring the SEI-SF website is up to date and in sync with social media pages. The Marketing Director will work with the Secretary, Chair, and other Board members on drafting and publishing newsletters as needed.

4.2.7 Technical Director(s)

4.2.7.1 Qualifications
Candidates for Technical Director(s) shall be a current SEI-SF member for at least one (1) fiscal year.

4.2.7.2 Term
The Technical Director(s) shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Technical Director(s) may be elected to serve one (1) additional term. After serving two (2) full terms, the Technical Director(s) shall be ineligible for re-selection to the same office for six (6) years.

4.2.7.3 Vacancy
Vacancies in the office of Technical Director(s) shall be filled by appointment of the Board.

4.2.7.4 Duties
The Technical Director(s) shall inspire (technical) knowledge exchange by organizing presentations, job site visits, factory tours and laboratory visits. The Technical Director(s) will collect input from members on topics of interest to identify potential topics and speakers for technical programs sponsored by SEI-SF; and coordinate with other local organizations to co-sponsor technical programs, such as meeting presentations or seminars that would be of interest to the chapter.

4.2.8 Inter-Organization Director

4.2.8.1 Qualifications
Candidates for Inter-Organization Director shall be a current SEI-SF member for at least one (1) fiscal year.

4.2.8.2 Term
The Inter-Organization Director shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Inter-Organization Director may be elected to serve one (1) additional term. After serving two (2) full terms, the Inter-Organization Director shall be ineligible for re-selection to the same office for six (6) years.

4.2.8.3 Vacancy
Vacancies in the office of Inter-Organization Director shall be filled by appointment of the Board.

4.2.8.4 Duties
The Inter-Organization Director shall serve as a liaison between SEI SF and various professional development organizations within the industry to facilitate a close working relationship: establish lines of communication between organizations; coordinate joint events/activities with other groups.
4.2.9 Webmaster

4.2.9.1 Qualifications
Candidates for Webmaster shall be a current SEI-SF member for at least one (1) fiscal year.

4.2.9.2 Term
The Webmaster shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Webmaster may be elected to serve one (1) additional term. After serving two (2) full terms, the Webmaster shall be ineligible for re-selection to the same office for six (6) years.

4.2.9.3 Vacancy
Vacancies in the office of Webmaster shall be filled by appointment of the Board.

4.2.9.4 Duties
The Webmaster shall be the primary individual responsible for maintenance of the chapter’s web presence. This presence shall include a calendar of events and electronic communication mechanism that are available for use by all Board members. The webmaster shall in a timely manner update the chapter’s web presence with content provided by the chapter Board members and will also maintain connections to other communication mechanisms such as those provided by social media sites.

4.2.10 Outreach Director

4.2.10.1 Qualifications
Candidates for Outreach Director shall be a current SEI-SF member for at least one (1) fiscal year.

4.2.10.2 Term
The Outreach Director shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Outreach Director may be selected to serve one (1) additional term. After serving two (2) full terms, the Outreach Director shall be ineligible for re-selection to the same office for six (6) years.

4.2.10.3 Vacancy
Vacancies in the office of Outreach Director shall be filled by appointment of the Board.

4.2.10.4 Duties
The Outreach Director shall spearhead community involvement and student outreach programs and promote the membership drive.

4.2.11 Historian

4.2.11.1 Qualifications
Candidates for Historian shall be a current SEI-SF member for at least one (1) fiscal year.

4.2.11.2 Term
The Historian shall serve a one (1) year term to commence on the first board of directors meeting of the fiscal year, and continue until a successor is installed. The Historian may be selected to serve one (1) additional term. After serving two (2) full terms, the Historian shall be ineligible for re-selection to the same office for six (6) years.
4.2.11.3 Vacancy
Vacancies in the office of Historian shall be filled by appointment of the Board.

4.2.11.4 Duties
The Historian shall work closely with the Secretary and ensure there is a record of all SEI-SF events, activities, and projects; write ups of events as needed; provide records for the Annual Report.

4.3 Removal from Office
The incapacitation of any SEI-SF Officer, neglect in the performance of the duties of the office, or failure to remain an Institute member in good standing, may be grounds for removal from the Board. An SEI-SF Officer may be removed from office by a two-thirds (2/3) majority vote of the Board. The vacancy shall be filled in accordance with applicable provisions of the SEI-SF Bylaws.

ARTICLE 5. MEETINGS
5.1 Board of Directors Meetings
5.1.1 Requirements
No fewer than six (6) meetings of the Board shall be held each year. The Board shall be given at least thirty (30) days’ notice of the meeting by electronic mail (email) to the current email addresses on file with SEI-SF. Agenda items shall be filed with the Secretary not later than one (1) week prior to the meeting. The agenda shall be distributed to the Board at least four (4) days in advance of the meeting.

5.1.2 Quorum
At meetings of the SEI-SF Board of Directors, a majority presence of the officers will constitute a quorum.

5.2 Special Meetings of the Board of Directors
5.2.1 Requirements
Special Meetings of the Board may be called at any time by the Chair upon the request of three (3) Officers. Notice of a Special Meeting shall be provided to the Board at least ten (10) days in advance of the meeting. Notice of a Special Meeting shall state the purpose of the proposed meeting. No business other than that stipulated in the notice shall be considered at any such Special Meeting.

5.2.2 Quorum
At meetings of the SEI-SF Board of Directors, a majority presence of the officers will constitute a quorum.

5.3 Meeting Governance
All business meetings shall be governed by Robert’s Rules of Order, Revised, except as provided in these SEI-SF Bylaws.

ARTICLE 6. NOMINATION AND ELECTIONS
6.1 Candidate
A Candidate is a qualified SEI-SF Member who is pursuing or considering the pursuit of an elected
office within the SEI-SF.

6.2 Nominee
A Nominee is a Candidate who has received the nomination of the Nominations and Elections Committee.

6.3 Nomination and Elections Committee
The SEI-SF Nominations and Election Committee shall be comprised of four (4) voting SEI-SF members, including the Past Chair, who shall preside over the Committee. The Chair shall appoint at least one (1) current member of the Board and at least one (1) past member of the Board. No Candidate for office shall be a member of the Nominations and Elections Committee.

6.4 Candidate Selection
The Nomination and Elections Committee shall choose one or more candidates for election to each office.

6.5 Distribution of Ballots
The Secretary shall distribute the current year’s election ballot and instructions for voting to all eligible voting members of the SEI-SF in good standing to their Email Address of Record at least 90 days prior to the end of the Fiscal Year.

6.5.1 Email Address of Record
The email address designated by the SEI-SF member, shall be considered as the Email Address of Record unless the SEI-SF member instructs otherwise.

6.6 Deadline for Receipt of Ballots
The polls for the election shall close at the end of business on the date specified on the ballot. The ballots shall be counted within fourteen (14) days after the election closes.

6.7 Tellers Committee
The ballots shall be counted and verified under the supervision of no fewer than three (3) Tellers who shall be appointed by the Chair from among the SEI-SF members in good standing. These Tellers comprise the Tellers Committee. No count or listing of votes cast in any SEI-SF election shall be permitted until after the polls have closed and then only by the Tellers Committee. The person who receives the largest number of valid votes for an office shall be declared elected. In the event of a tie between two (2) or more persons for the same office, selection shall be made by the Board from the persons so tied.

6.8 Announcement of Results
Following adjournment of the Tellers Committee, the Secretary shall announce the members of the Board to the SEI-SF membership.
ARTICLE 7. COMMITTEES

7.1 Routine Appointments
The Chair each year shall appoint committees as needed to operate SEI-SF. The Board of Directors shall appoint committee chairs, as necessary, to coordinate the committee activities with the Board of Directors. A committee chair can be either an “SEI-SF member” or “SEI-SF affiliate.”

7.2 Special Appointments
The Chair shall appoint such other committees as are from time to time deemed necessary.

ARTICLE 8. AMENDMENTS

8.1 Amendment
These bylaws may be amended only by a twenty (20) day notice to the “SEI-SF members” and a majority vote of those said members at a given meeting or an email ballot, and shall be approved by a three-fourth (3/4) majority of the SEI-SF Board of Directors.

ARTICLE 9. MISCELLANEOUS PROVISIONS

9.1 Benefit and Influence
No part of the net earnings of SEI-SF shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of SEI-SF shall be carrying on propaganda or otherwise attempting to influence legislation, and SEI-SF shall not participate in, 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.

9.2 Dissolution
At any duly constituted meeting, the Board, by a two-thirds (2/3) majority of those present and voting, may recommend dissolution of the SEI-SF by the San Francisco Section of ASCE Board of Direction, provided that a written notice be given prior to the meeting of the Board meeting during which the dissolution vote is taken, and provided further that the proposed dissolution shall have been published, together with an announcement soliciting membership comments, in an Institute, Society, or third party publication that normally reaches the entire membership by other means.

Upon dissolution of SEI-SF, the assets remaining after the payment of the debts of the SEI-SF shall be distributed to San Francisco Section of ASCE.