



GEO-INSTITUTE



SAN FRANCISCO CHAPTER AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS (Draft for Review)

ARTICLE I. PURPOSE

The Geo-Institute (G-I) of the American Society of Civil Engineers (ASCE) is a specialty organization focused on the geo-industry. Similarly, the Geo-Institute San Francisco Chapter (SFGI) is the local specialty chapter mirroring the goals and purposes of the G-I. The purpose of the SFGI is to locally promote an interest in and the general advancement of engineering knowledge in the fields of geotechnical and geoenvironmental engineering, and related earth sciences.

ARTICLE II. MEMBERSHIP

Professionals engaged in the fields of geotechnical and geoenvironmental engineering, engineering geology, and the related earth sciences are eligible for membership in the SSGI. Membership in ASCE is not a requirement, but is encouraged. In addition, "Institute Only" members (e.g. membership in the national G-I and not membership in ASCE) are eligible for membership. Officers and Directors of SFGI shall be Members, Life Members, or Fellows, in good standing, of ASCE and the ASCE San Francisco Section.

ARTICLE III. DUES

Annual (calendar year) membership dues, if any, will be established by the Officers and Directors at the yearly Board of Directors (Board) meeting to be held in November. The need for collecting dues will be based on the financial status of the group. If dues are necessary, first year membership dues will be established on a quarterly prorated basis. Subsequent yearly dues shall be paid in advance by January 1st. The fiscal year of the Board shall extend from January 1st through December 31st each year.

ARTICLE IV. BOARD OF DIRECTORS

The Board positions of the SFGI are volunteer positions and members shall serve without pay. The Board shall consist of four Officers including a Chairperson, Vice-Chairperson, Treasurer, and Secretary, and additional Directors that may include: Email Coordinator, Workshop Coordinator, Dinner Coordinator, Website Coordinator, and others. The Officers shall serve one-year terms beginning on January 1st. New Directors shall be appointed at the annual Board of Directors meeting held in the fall. Vacancies shall be filled by the Board with the recommendation of the Chairperson. Any member of the

ASCE San Francisco Section is eligible to serve as a Director. Proposed Officer candidates shall have previously served a minimum of one year as a Director prior to election as an Officer.

Officer's Duties:

1. **Chairperson.** The Chairperson shall be the chief executive officer of the group and shall have general supervision of the business of the group. The Chairperson has the duty to call and preside at all meetings of the group and shall attend (or designates a member to attend) the ASCE San Francisco Section "Institute" Committee meetings. The Chairperson will be responsible for providing upcoming Group meeting schedules and events for inclusion in the ASCE San Francisco Section monthly newsletter. The Chairperson takes the lead for scheduling guest speakers (or designates a member to do so) and plans the general activities for the group. The outgoing Chairperson will prepare and submit a brief annual report to the ASCE San Francisco Section, describing the past year's activities of the group. The Chairperson shall have access to the funds of the Group and will manage the Treasurer's duties during his/her absence.
2. **Vice-Chairperson.** In the absence of the Chairperson or in the event of their disability or inability to act, the Vice-Chairperson shall perform all the duties of the Chairperson. The Vice-Chairperson shall have access to the funds of the Group and will manage the Treasurer's duties during his/her absence.
3. **Treasurer.** The Treasurer shall have access to and keep accurate records of the funds of the Group, and is responsible for the collection of fees and headcount during SFGI workshop and dinner meetings, and other events. The Treasurer shall be responsible to reimburse Group expenses.
4. **Secretary.** The Secretary shall prepare minutes for Board meetings. The Secretary shall maintain the membership list and perform other duties as assigned.

Duties of Other Directors

5. **Past-Chairperson.** The Past-Chairperson shall provide general guidance and leadership to the Officers of the Group. The Past-Chairperson shall also help coordinate the annual joint SFGI-UC Berkley Spring Lecture to be held in May.
6. **Email Coordinator.** The Email Coordinator shall prepare and submit meeting notices to the group membership.
7. **Workshop Coordinator.** The Workshop Coordinator shall arrange workshop meeting venues and provide support to the speakers during workshop meetings.
8. **Dinner Meeting Coordinator.** The Dinner Meeting Coordinator shall arrange dinner meeting venues and provide support to the Group during dinner meetings.

The dinner Meeting Coordinator is also responsible for negotiating and establishing yearly dinner rates with the dinner meeting venues.

9. **Website Coordinator.** The Website Coordinator shall update the Group's website on a regular basis and shall post presentations, documents, and other materials presented by guest speakers during Workshop and Dinner meetings.

The Board of Directors may also informally appoint "non-director" group representatives, such as Student/University liaisons. Specific duties of the appointed "non-director" group representatives shall be defined by the Board of Directors as needed. Appointments shall be made informally during Board meetings based on the decision of the majority of Officers and Directors present.

ARTICLE V. MEMBERSHIP MEETINGS

Membership meetings shall be held at a time and place designated by the Chairperson under sanction of the other Officers. The Board of Directors shall meet annually in the fall to appoint the next year's Directors and at other times as necessary to plan the activities of the group.

ARTICLE VI. COMMITTEES

Standing or ad-hoc committees shall consist of at least two Members selected by the Board of Directors. The committees shall perform tasks assigned to them by the Board of Directors and shall report to the Chairperson.

ARTICLE VII. AMENDMENTS

These bylaws may be amended by two-thirds of votes cast by Members in good standing, provided that such knowledge of addition or change has been previously distributed. Notice of proposed amendments shall be provided a minimum of 10 days prior to voting.

ARTICLE VIII. SPECIAL PROVISIONS

Policies and actions of this group shall comply with the Constitution and Bylaws of the ASCE San Francisco Section. Any member of the Board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.