



**Construction Institute
Sacramento Section
American Society of Civil Engineers**

BYLAWS

ARTICLE I. PURPOSE

The Construction Institute (C-I) of the American Society of Civil Engineers (ASCE) is a specialty organization focused on the Construction Industry. Similarly, the Sacramento Section Construction Institute (SSCI) is the local specialty chapter mirroring the goals and purposes of the C-I. The purpose of the SSCI is to locally promote interest and advance engineering knowledge in the construction industry.

ARTICLE II. MEMBERSHIP

Professionals engaged within the construction industry are eligible for membership in the SSCI. Membership in ASCE is not a requirement, but is encouraged. In addition, "Institute Only" members (e.g. membership in the Society C-I and not membership in ASCE), members of other "Construction Organizations" (CMAA, AGC, SAME, etc), contractors and suppliers are also eligible for membership. Officers and directors of SSCI shall be members of ASCE and the ASCE Sacramento Section or the Construction Institute.

ARTICLE III. DUES

Annual (calendar year) membership dues, if any, will be established by the Officers and Directors at the yearly Board of Directors meeting to be held in June. 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 1.

ARTICLE IV. BOARD OF DIRECTORS

The Board of Directors of the SCI shall consist of four Officers including a Past-Chairperson, Chairperson, Vice-Chairperson, and Secretary/Treasurer, and at least one appointed Director. The Officers shall serve on-year terms beginning July 1. The appointed Director(s) shall serve a two-year term. The Directors(s) shall be appointed at the annually Board of Directors meeting in June.

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 designate a member to attend) the ASCE Sacramento Section "Institute" Committee meetings. The incoming Chairpersons initial responsibility is the submittal of an annual budget to the ASCE Sacramento Section by September 1. The Chairperson's final responsibility is the preparation and submittal of an annual report to the ASCE Sacramento Section by July 1, describing the past year activities of the group.

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 prepare and submit meeting notices and election ballots to the group membership. The Vice-Chairperson shall also serve as program coordinator for the group. The program coordinator takes the lead for scheduling meeting venues, guest speakers, and plans the general activities for the group.
3. **Secretary/Treasurer.** The Secretary/Treasurer shall prepare minutes for meetings and keep accurate records of the funds of the Group. The Secretary/Treasurer shall maintain the membership list and perform other duties as assigned.

The Past-Chairperson and Director(s) shall provide general guidance and leadership to the Officers of the group.

ARTICLE V. NOMINATIONS AND ELECTIONS

Nominations for Chairperson, Vice-Chairperson and Secretary/Treasurer shall be made annually by a Nominating Committee consisting of the Chairperson and two members appointed by the Chairperson. The nominations shall be made prior to the first membership meeting of the calendar year. Officer election ballots will be distributed with the next membership meeting notice. The ballots will then be collected and tallied by the Nominating Committee and the results presented at the next membership meeting.

ARTICLE VI. MEMBERSHIP MEETINGS

Membership meetings shall be held at a time and place designated by the Officers. The Board of Directors shall meet annually in June. Additional meetings, if necessary, shall be scheduled by the Officers.

ARTICLE VII. COMMITTEES

Committees shall consist of at least 2 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 VIII. AMENDMENTS

These bylaws may be amended by 2/3 of votes cast by members in good standing, provided that such knowledge of additional change has been previously distributed.

ARTICLE IX. SPECIAL PROVISIONS

Policies and actions of this group shall comply with the Constitution and Bylaws of the ASCE Sacramento Section and the Construction Institute.