



Metropolitan Los Angeles Branch

POLICIES AND PROCEDURES

OF THE

METROPOLITAN LOS ANGELES BRANCH

AMERICAN SOCIETY OF CIVIL ENGINEERS

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Metropolitan Los Angeles Branch

COMMITTEE NAME: **Audit**

ACCOUNTABILITY: **President**

MISSION: **To meet the audit criteria established in *ASCE Section and Branch Audit Guidelines***

TASKS:

- Chairman for the audit committee will be the Vice President
- Recommends committee members to the Board
- Members review ASCE National criteria for audits
- Establishes date of first audit committee meeting
- Follows through on gathering additional information, including review of past years' recommendations to verify compliance
- Verifies compliance with ASCE national criteria
- Prepares audit report with results of audit and, if necessary, suggestions for revisions to Branch accounting practices
- Prepare information for inclusion in Annual Report
- Submits letter to Board stating that audit was conducted in accordance with ASCE National criteria

CALENDAR:

OCTOBER BOARD MTG	President appoints committee members
OCTOBER – Early-Mid	Establish date for first audit meeting
OCTOBER - Late	Hold second audit meeting if necessary
NOVEMBER BOARD MTG	Submit audit report for previous fiscal year and letter to Board
NOVEMBER - Mid	Submit information for inclusion in Annual Report
ANNUAL MEETING (OCTOBER OF THE NEXT YEAR)	Treasurer reports audit findings



Metropolitan Los Angeles Branch

COMMITTEE NAME: Awards Committee

ACCOUNTABILITY: Treasurer

MISSION: To recognize Civil Engineers, public and private engineering organizations for their efforts to improve the quality of life within the Los Angeles County Branch.

TASKS:

- Committee Chair: Receive award applications and distribute to committee members. Act as facilitator during the awards selection meeting.
- Committee Members: Review nomination applications and select award winners, share tasks to notify winners, order awards, assist in publicizing the awards program.
- All: Submit any award applications for National Awards on behalf of Branch.

CALENDAR:

- FEBRUARY-Early
 - Post Awards guidelines and application period on branch website.
 - Consider direct mailer to all branch members (email at a minimum.)
 - Address letter of announcement of open awards period to 88 incorporated cities within L.A. County
 - Send text for announcement article to editor of Section Newsletter and request that it runs through May.
 - Write and send letter to Southern CA APWA announcing awards period is open.
- FEBRUARY – Mid
 - If committee is not full, choose at least three individuals to sit on the awards review committee.
- MAY – Late
 - Send reminder email and if funds permit, another direct mailing reminding branch members the deadline to submit award applications is one month away.
- JUNE 30
 - Deadline to submit award applications FIRM
- JULY-Early
 - Distribute award nominations to each committee member for review
- JULY-Mid to Late
 - Award committee meets and selects award winners
- AUGUST-Mid
 - Mail congratulation letters to winners
 - Confirm attendance at October luncheon
 - Order Awards
- AUGUST-Late
 - Submit branch award winners for Section awards
- OCTOBER
 - Present awards at annual Officer Installation lunch



Metropolitan Los Angeles Branch

COMMITTEE NAME: Budget
ACCOUNTABILITY: President
MISSION: To establish the budget for the next fiscal year

TASKS:

- Review the current year budget and accounting spreadsheets through May
- Chaired by the President-Elect with Committee Members recommended by Chair and approved by the President.
- Jointly with the Treasurer prepare projections through September
- Supply the current year budget with accounting and projections information to each committee Chairman
- Prepare spreadsheet for the Committee Chairman to enter requested budget for next year
- Present draft budget to Board
- Incorporate Board comments and finalize budget
- Distribute approved copy of budget to each Board Member and Committee Chairman

CALENDAR:

JUNE – Early	Distribute current year budget with accounting/projection information
JUNE – Mid	Distribute next year budget spreadsheet to Committee Chairman
JUNE – Late	Chairman submit proposed budget to Treasurer
JULY BOARD MTG	1st review of budget by Board
AUGUST BOARD MTG	Approve budget
SEPTEMBER	Distribute approved budget



Metropolitan Los Angeles Branch

COMMITTEE NAME: Bylaws (Ad Hoc)

ACCOUNTABILITY: Past President

MISSION: Review MLAB, other branch, and LA Section bylaws, and the ASCE model bylaws, and make recommendations for bylaw changes to the Board.

TASKS:

- The committee shall consist of a least three members from former and existing Branch officers.
- Recommend to the Board revision of or amendments to the MLAB Bylaws
- The Committee shall obtain the approval of any amendments or revision of from the MLAB Board.
- The Committee shall review the procedure for Los Angeles Section approval of changes to branch bylaws.

CALENDAR:

JANUARY '05 BOARD MEETING Present recommendations to the Board

FEBRUARY '05 Finalize changes to bylaws

MARCH AND APRIL '05 Submit any changes to Bylaws to the LA Section Board and membership for approval



Metropolitan Los Angeles Branch

COMMITTEE NAME: Government Affairs

ACCOUNTABILITY: President-Elect

MISSION: To promote the involvement of Metropolitan Los Angeles Branch members in government and issues regulated by various Federal, State, and local agencies in order to provide a safe, clean, and environmentally friendly society.

TASKS:

- Promote the availability of various avenues of involvement such as ASCE's Internet Advocacy Website
- Organize and promote forums between various government agencies and engineers such as the Water Symposium to discuss important issues within government

CALENDAR:

MONTHLY Submit summary of activities to the Board



Metropolitan Los Angeles Branch

COMMITTEE NAME: **Membership**

REPORTS TO: **President-Elect**

MISSION: **To promote membership in the Metropolitan Los Angeles Branch of ASCE**

TASKS:

- Maintain appropriate access to the membership database with National and ensure that only authorized members have access and that only pertinent membership data is distributed.
- Download membership database list monthly then extract address information for new members and student members. Prepare and submit a report to President Elect.
- Draft a welcome letter addressed to each new member and give to President to sign then mail.
- Submit list of New Student Members to the chair of the Student Activities Committee who will be responsible for sending a welcome letter to new students.
- Submit lists of new members to branch newsletter editor for inclusion in the monthly newsletter and to the branch webmaster to list on the web as well.

CALENDAR:

MONTHLY Download and distribute new member information



Metropolitan Los Angeles Branch

COMMITTEE NAME: Nominating Committee/Elections Committee

ACCOUNTABILITY: Branch President

MISSION: To nominate suitable candidates for each fiscal year in accordance with Branch Bylaws and ensure the election process guidelines have been satisfied.

NOMINATING TASKS:

- Select one or more subscribing members as nominees for each Branch office listed under Article IV Officers of the Branch Bylaws. See “Calendar” below for specific schedule of events

NOMINATIONS CALENDAR:

PRIOR TO JANUARY 1ST	Past President forms Committee
PRIOR TO MARCH 1	Committee meets and selects nominees
MARCH 1	Committee reports nominations to Secretary
MARCH BOARD MEETING	Secretary announces nominations to Board of Directors

ELECTIONS TASKS:

- Conduct general election by preparing ballots which reflect all nominees in alphabetical order
- Provide an additional space under each office for which an officer is to be elected so that subscribing members may write in the names of any other eligible candidate for whom they wish to vote.
- Send ballots to each subscribing member not later than May 15. Those ballots are returned to the Secretary no later than noon, June 1, or if received by mail, postmarked no later than noon, June 1.

ELECTIONS CALENDAR:

MARCH BOARD MEETING	Secretary announces nominations to Board of Directors
APRIL 10	Secretary notifies each subscribing members of the nominees. Publication in Branch newsletter is acceptable as a means of notification if distributed before April 10 th .
MAY 1	Additional nominations received from membership to be included on official ballot. These nominations must be submitted with a petition signed by not less than twenty-five (25) subscribing members of the Branch and must be accompanied by a written acceptance of the nomination by the nominee.
JUNE 8	Three designated tellers canvass ballots no later than this date.
JUNE 15	If necessary, Secretary sends final ballot with names of two candidates under consideration
JUNE 23	Final ballots returned to the Secretary no later than noon, June 23, or if received by mail, postmarked not later than noon, June 23.
JUNE 30	Canvassed by three designated tellers.

GENERAL NOTES:



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Any candidate who on the first ballot received a majority of all the votes cast for that office shall be deemed elected. If no candidate for an office receives a majority of all the votes cast for that office, the Secretary shall mail to each subscribing member no later than June 15 a final ballot containing only the names of the two candidates receiving the highest number of votes for each office still unfilled.

Those final ballots returned to the Secretary not later than noon, June 23, or if received by mail postmarked not later than noon, June 23, shall be canvassed by the three appointed tellers not later than June 30. The candidate receiving the highest number of votes cast for any office shall be deemed elected to that office. In the event of a tie on the final ballot between two candidates for the same office, the Branch Board of Directors shall, at their earliest opportunity, cast a secret ballot to determine which candidate shall be deemed elected.

The Secretary shall keep on file a tabulation of all ballot results.



Metropolitan Los Angeles Branch

COMMITTEE NAME: Programs Committee

REPORTS TO: Vice President

MISSION: To provide value to members through educational and business development programs

MUTUAL TASKS:

- Grow participation in the Programs Committee by identifying and recruiting contributing members
- Identify and pursue ideas for Branch events, such as tours and presentations, from programs committee members, local companies, universities, events attendees, publications personal contact and fellow board members
- Respond to directives from the President related to potential new activity projects and recommend procedures for possible implementation
- Assist the Membership Chair, Branch President and President-Elect in coordinate ASCE cooperative activities with other professional associations with the goal of increasing both membership and participation
- Maintain a Branch Calendar of Activities which sets forth the basic dates of significant Branch, Section and National events
- Draft and submit advertisements for Branch events to Public Information Chair to dissemination to membership and interested parties through the Branch website
- Submit advertisements for Branch events to Branch Newsletter Editor
- Provide refreshments at Branch events
- Take photos at Branch events
- Provide information about future events at Branch meetings and events
- Contribute articles and photos of past events to the Public Information Chair and Newsletter Editor for distribution to appropriate venue
- Procure and provide speakers gifts to presenters and tour guides at Branch events
- Collect contact information for Branch event attendees, and forward to the Public Information Chair for addition to the master mailing list
- Collect any and all event fees from Branch attendees and forward to the Treasurer for deposit to the Branch bank account
- Provide receipts for Branch events expenses such as speakers gifts and refreshments and forward to the Treasurer for reimbursement
- Prepare and submit ad budget proposal outlining their estimated expenditures for the following fiscal year to the Branch Treasurer
- Recommend to the President for his/her consideration and experienced and qualified candidate for Program Committee Chairman for the upcoming fiscal year



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MONTHLY MEETING SPECIFIC TASKS

- Manage Committee members who locate and secure a regular monthly or bi-monthly meeting venue. The monthly luncheon should be held each meeting at the same time, place and day of the month for continuity.
- Gather contact information for potential speakers from Board, Committee and general members specific to the goals of the monthly luncheon which include business opportunity and networking.
- Have staff available at lunches to check in guests and locate potential volunteers.
- Coordinate with Programs Committee to provide a monthly theme between the luncheons and special tours/events.
- Set attendance goals at a minimum of 40 people, and strive to raise the quality of the luncheons while seeking to lower the costs to members.

EVENTS AND TOURS SPECIFIC TASKS

- Seek out special interest/educational programs for members from all available resources.
- Assign a committee member to coordinate the event between the location, facility and/or speaker.
- Coordinate at least three technical presentations annually with other engineering organizations.
- Develop evening technical presentations by coordinating with Branch technical groups.



Metropolitan Los Angeles Branch

COMMITTEE NAME: Public Information (E-Mail/Mailing and Website)

ACCOUNTABILITY: Secretary

MISSION: To directly relay information to the membership.
E-MAIL/MAILING

TASKS:

- Maintain e-mail/ mailing list for the Branch in coordination with the Membership Chairman who receives monthly membership updates from the ASCE national organization.
- Update information on a monthly basis.
- Utilize the e-mail/ mailing list to facilitate the election process. (Beginning in the 2005 election, member e-mail/ mailing information will be the method used to conduct the election).
- Utilize to distribute the Branch newsletter and announcement of such publication.
- Send e-mail notifications of Branch programs and events.

MISSION-WEBSITE: To provide easy access to information about the Branch Officers, Committees, and events. (Note: The Board has elected to outsource the position of webmaster to a professional, who is directed by the Secretary. The webmaster will maintain the website and update information on the site in a timely manner. The webmaster position may not be held by a member volunteer unless a change in this procedure voted on by the Board.)

TASKS:

- Maintain current information on the website.
- Changes to website are to be sent each month at a date determined by the Branch Secretary in order to minimize costs from continuous and/or disjointed information sent to webmaster. This date should generally be understood as being around or near the 15th of each month. This date falls after both the current Section and Branch monthly Board meeting dates as to include any information provided by either of these events. An exception to this date being that there may be important information to relay to the membership that, due to time constraints or severity, may not wait until a regularly scheduled time.
- The Chairman will recommend a webmaster to enter an agreement with the Board.
- The Chairman will monitor the tasks of the webmaster, which include:
 - Maintaining current information on the site as provided by the Board.
 - Maintain a good working relationship with the internet service provider for the site.
 - Work with Board to facilitate the electronic election process.
 - Keep copies of the any and all software purchased by the Board in working condition and available upon request to transfer to any new individual and/or company acting as the Branch's webmaster.
 - Hold responsibility for registering software purchased.
 - Notify the responsible Board Member of any occurrences that might interfere with the function(s) of the Branch website.



Metropolitan Los Angeles Branch

COMMITTEE NAME: Public Relations

ACCOUNTABILITY: President

MISSION: Provide and control publicity released to the news media. Promote and publicize the activities and accomplishments of the Branch and its members.

TASKS:

- Prepare and submit Committee budget, roster of members and annual report information
- Prepare a press release and notices to be distributed to news media announcing news related to the Branch, Section and the Society.
- Establish and maintain media contacts
- Assist other Committees in publicizing their activities to the media, when appropriate. This would include, but not be limited to following committees: Nominating, Awards, Programs, Technical Groups, Government Affairs.
- Assist publicity efforts for Professional practice papers or position papers.
- Coordinate activities with the Society through regular contact and the development of a list of qualified members who may provide professional responses to the media due to their position and/or expertise in engineering. These individuals must be approved by the Branch Board prior to any public statements.
- Submit an annual work plan of goals to the Board for the October meeting.
- If necessary, coordinate the employment of a public relations consultant to assist the Committee in special circumstances. All requests for special assistance shall be submitted to the Branch President for review and further Board action.

GENERAL NOTES:

When publicizing a stated policy or position of the Branch, Section or Society, the Committee shall use the wording that has been set by the Branch Board. Where a publicity issue appears to set policy in an area where no policy exists, or the application of what appears to be the pertinent policy is unclear, the Committee shall obtain the concurrence of the President before releasing the subject publicity to the news media.

LIMITATIONS

The Committee is limited in public statements to receiving approval by the Branch Board prior to release to the news media. In cases where an immediate public statement is required as a response to a local event, the Board shall be updated on which Branch member(s) are assigned to address the media.

CALENDAR:



Metropolitan Los Angeles Branch

COMMITTEE NAME: Student Activities

REPORTS TO: Treasurer
(For Structure and Coordination with Others, see Appendix A)

MISSION: To provide ongoing support for the students chapters under the Branch by providing resources, funding, and opportunities to the students. The intent is to build a strong engineering society through ongoing efforts to develop competent, capable and ethical engineers. Also, to create a strong future leadership for the organization by providing incentive and rationale for our students to continue with both engineering and the positive work ASCE.

TASKS:

- Enhance and support the quality of existing Student Chapters
- Assist in formation of new Student Chapters.
- Advise and respond to the Branch Board on student activities.
- It is the responsibility of Student Activities Chair to assure that all Faculty Advisor and Contact Member positions are filled throughout the school term.
- Establish a liaison with Student Chapters primarily through Faculty Advisors and Contact Members and keep them informed on ASCE activities.
- Coordinate, in concert with the Membership Committee, the distribution of regular ASCE membership forms to proposed graduates right before graduation.
- Monitor and cooperate with all Branches on events sponsored by each of their Student Activities Committees.
- Monitor and cooperate with the Younger Member Forum (YMF) to improve the support of Student Chapters through the combined and coordinated efforts of the Section and the YMF.
- Contact and coordinate with ASCE National Headquarters on Student Activities, to assist in planning and staging the annual Pacific Southwest Student Conference when hosted by a Student Chapter under the Branch. Attend and keep the Branch Board informed on the program for the annual Pacific Southwest Student Conference.
- Provide support to the Student Chapters in acquiring funding for required Student Conference costs. Cooperate with Student Chapters to support and promote conference attendance and participation.
- Advise the Branch Board on Faculty Advisors and Practitioner Advisors to assure that there will be continuity of service by properly appointed officers. Keep a current list of Faculty Advisors and Contact Members including the expiration dates of their terms.
- Report to ASCE National on the condition of each Student Chapter in relation to probation.
- Initiate Award and Scholarship programs.



Metropolitan Los Angeles Branch

CALENDAR:

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| AUGUST | <ul style="list-style-type: none">• Committee develops goals and objectives for year's activities• Establish liaison with Faculty Advisors and Contact Members• Assure that all Faculty Advisor and Practitioner Advisor positions are filled• Contact Student Chapters regarding year's activities and Chapter needs |
| SEPTEMBER | <ul style="list-style-type: none">• Assist school hosting the annual Student Roundup• Form Scholarship Sub-committee• Update scholarship information on website to reflect the latest applications and current deadlines |
| OCTOBER | <ul style="list-style-type: none">• Mail out scholarship forms and notices to all Faculty Advisors and Student Chapter presidents for distribution to all eligible students. |
| NOVEMBER | <ul style="list-style-type: none">• Distribute the initial Student Chapter funding |
| DECEMBER | <ul style="list-style-type: none">• Contact all Student Chapters to determine delegates and funding requirements for attendance at National Student Chapter Workshop (PSSC)• Remind students of available scholarships and upcoming deadlines |
| JANUARY | <ul style="list-style-type: none">• Begin work on plans for Pacific Southwest Student Conference, if hosted by a Branch school• Deadline for submitting Branch scholarship applications |
| SPRING | <ul style="list-style-type: none">• Participate in YMF Sports Day |
| MARCH | <ul style="list-style-type: none">• Hold scholarship interviews and decide on recipients |
| APRIL | <ul style="list-style-type: none">• Attend Pacific Southwest Student Conference• Attend Student Night/Job Fair. Announce scholarship winners at the event |
| MAY | <ul style="list-style-type: none">• Distribute Spring funding based on conference preparation |
| JULY | <ul style="list-style-type: none">• Submit draft budget and proposed calendar of events for succeeding year |
| SEPTEMBER | <ul style="list-style-type: none">• Submit report for inclusion in Branch annual report |



Metropolitan Los Angeles Branch

SUBSIDIARY NAME: Younger Member Forum

ACCOUNTABILITY: President

MISSION: The Metropolitan Los Angeles Branch (MLAB) Younger Member Forum (YMF) provides an opportunity for civil engineers to become familiar with the engineering community and get involved in ASCE early in their careers. The official age range is 35 and younger, but we welcome those that are young at heart. Our goal is to capture the enthusiasm we all had as college students and build a coalition of successful younger engineers.

Younger Member Forums allow younger engineers to interact socially, provide business contacts and create a bridge between the Student Chapter and the Section by encouraging students to join ASCE when they graduate. Finally, MLAB YMF provides younger members with recognition from their professional society and their peers.

TASKS:

- Provide monthly representation at MLAB meetings.
- Volunteer and participate at Branch events.
- Provide a younger member to be appointed by the MLAB Chair to the SAC as a standing member.
- Promote the profession to College students.
- Promote the profession to K-12 using ASCE related outreach projects.
- Provide programs to help engineers gain professional licensure.
- Distribute a quarterly newsletter to all MLAB members.
- Maintain a current calendar of events on the website.
- Provide an article for each MLAB newsletter.
- Advertise and provide active volunteer opportunities for MLAB members.
- Host the annual Job Fair Student Night for LA Section.
- Submit annual budget requests to help sponsor MLAB YMF events.
- Submit an annual report (equivalent to CYM's annual report submittal) for review.

CALENDAR:

MONTHLY

MLAB YMF Board Meetings scheduled for the second Wednesday of every month at 7:00 pm. Meetings are located on the 7th floor of the DPW building: 1149 S. Broadway Bldg. Los Angeles, CA 90015



Metropolitan Los Angeles Branch

OFFICER ROLES AND RESPONSIBILITIES

OFFICER POSITION: Past-President

ACCOUNTABILITY: Branch President

COMMITTEE OVERSIGHT: Policies and Procedures Committee
Bylaws (Ad Hoc)

RESPONSIBILITIES:

- Serve as an advisor to the President
- Assemble and Chair the Nominations Committee of Board of Directors for the following year
- Assemble the Policies and Procedures Committee each year to include all members of the Board of Directors
- Review any modified Policies and Procedures identified by Board of Directors for their committees of oversight and submit to Branch President
- Prepare Annual Report for previous year



Metropolitan Los Angeles Branch

OFFICER POSITION:	President
ACCOUNTABILITY:	Section Board, Branch Board of Directors and General Membership
COMMITTEE OVERSIGHT:	Annual Report Committee Audit Committee Budget Committee Nominations/Elections Committee

RESPONSIBILITIES:

- Appoint the Committee Chairs
- Schedule Branch Board meetings at regular intervals, normally on a monthly schedule
- Additional meetings may be called by the Branch President when matters require prompt consideration
- At Section Board meetings, report to the Section on the highlights and accomplishments of the Branch during his/her term of office.
- Between meetings the Branch president acts as the official representative for the Branch Board.
- The Branch President shall strive to attend Branch programs and events
- Assist the president-elect during the strategic planning meeting for the upcoming fiscal year.
- Receive and present Branch awards
- Present Branch scholarships
- Prepare "President's Message" for each Branch newsletter
- Attend bi-monthly Section meetings (See Appendix D)
- Attend MLAB YMF monthly meetings, or send designee



Metropolitan Los Angeles Branch

OFFICER POSITION: President-Elect

ACCOUNTABILITY: Branch President

COMMITTEE OVERSIGHT: Membership Committee
Government Affairs Committee

RESPONSIBILITIES:

- Chair Budget Committee
- Acts on behalf of the President in any and all meetings the President is unable to attend
- Oversees special projects as assigned by President
- Contacts volunteers to ascertain interest and appropriate committee assignment



Metropolitan Los Angeles Branch

OFFICER POSITION: Vice President

ACCOUNTABILITY: Branch President

COMMITTEE OVERSIGHT: Programs Committee

RESPONSIBILITIES:

- The primary responsibility of the Vice President is to maintain active and strong Programs Chairs assisting them in staffing their committee and locating programs and speakers throughout the year.
- Chairs the Audit Committee



Metropolitan Los Angeles Branch

OFFICER POSITION: Secretary

ACCOUNTABILITY: Branch President

COMMITTEE OVERSIGHT: Public Information Committee
Newsletter Committee

RESPONSIBILITIES:

- Responsible for all correspondence of the Branch
- Prepare monthly Board Meeting correspondence, including agenda
- Responsible for maintaining a current Branch Officers roster with officer contact information. The list shall not be sold or made available to other agencies, organizations, business firms, or individuals for any purpose not related to official ASCE business as determined by the Board of Directors
- Responsible for collecting and maintaining the Branch Bylaws and Policies and Procedures
- Responsible for preparing Board meeting minutes and issuing Board meeting minutes to the Branch Board of Directors one week prior to the Branch meeting, allowing adequate time for Board members to review the minutes before approving them at their meeting
- Assist in the preparation of the Annual Report
- Assist in the final preparation of SPAG Grant Applications.
- Prepare and disseminate the official ballot in accordance with the Bylaws



Metropolitan Los Angeles Branch

OFFICER POSITION: Treasurer

ACCOUNTABILITY: Branch President

COMMITTEE OVERSIGHT: Student Activities
Bylaws Committee (Ad hoc)

RESPONSIBILITIES:

- Chair Audit Committee
- Organization and preparation of the Annual Meeting
- Oversees special projects as assigned by President



Metropolitan Los Angeles Branch

OFFICER POSITION: All Officers

ACCOUNTABILITY: Branch President

RESPONSIBILITIES:

- Responsible to review monthly meeting minutes as submitted by Secretary
- Responsible to contact each Committee Chairman prior to monthly meeting to confirm either attendance or obtain written committee report
- It is the responsibility of the officers and committee chairs to review the roles and responsibilities documents of their committee of oversight at both the beginning and the end of their term and submit a written report of recommended modifications of such to the Branch Past-President within one month of taking office.



Metropolitan Los Angeles Branch

APPENDIX A

AMERICAN SOCIETY OF CIVIL ENGINEERS

BYLAWS

ARTICLE I. NAME AND OBJECTIVE

METROPOLITAN LOS ANGELES BRANCH

Section 1. The name of this organization shall be Metropolitan Los Angeles Branch, Los Angeles Section, American Society of Civil Engineers.

Section 2. The objective of the Metropolitan Los Angeles Branch shall be the advancement of the science and profession of civil engineering through education in a manner consistent with the objective of the American Society of Civil Engineers.

Section 3. The actions of the Metropolitan Los Angeles Branch shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Los Angeles Section.

ARTICLE II. AREA AND MEMBERSHIP

Section 1. The area of the Metropolitan Los Angeles Branch shall be the County of Los Angeles in the State of California.

Section 2. All members of the American Society of Civil Engineers of all grades, who subscribe to the Bylaws of the Metropolitan Los Angeles Branch and who have satisfied current dues requirements of the Section and Branch, and who are residents in the Branch area, shall be Subscribing Members of the Branch. All other members of the American Society of Civil Engineers of all grades, whose addresses are within the boundaries of the Branch, as defined by the Society, shall be Assigned Members of the Branch.

ARTICLE III. DUES AND FINANCES

Section 1. The Branch activities shall be financed by Branch annual dues and an annual allocation of monies from the Section based on a budget proposed by the Branch and approved by the Section.

Section 2. There shall be no entrance fee.

Section 3. The dues of each member shall be not less than \$1 nor more than \$30.00 per year.

ARTICLE IV. OFFICERS

Section 1. The officers of this Branch shall be a President, a President-Elect, a Vice-President, a Secretary and a Treasurer who, with the latest resident Past-President, shall constitute a Board of Directors in which the government of the Branch shall be vested.

Section 2. All officers, except the President, shall be elected for terms of one year, which terms shall begin at the close of the Annual Meeting and continue until their successors are elected and assume the offices.

Section 3. Only subscribing members of the Branch shall be eligible for election to office.

Section 4. The term of office for the President shall be one year. The President-Elect shall succeed to the office of President at the close of the Annual Meeting.



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Section 5. A vacancy in the office of President shall be filled by the President-Elect. A vacancy in the office of President-Elect shall be filled by the Vice President. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 6. The duties of officers shall be those usual for such officers.

Section 7. The Board of Directors shall oversee the preparation of the Annual Report which shall be submitted to the Section in accordance with published requirements.

Section 8. At meetings of the Board of Directors, three (3) members shall constitute a quorum.

ARTICLE V. NOMINATION AND ELECTION OF OFFICERS

Section 1. The Nominating Committee shall consist of not less than three members, including the three most recent active Past-Presidents of the Branch.

Section 2. The Nominating Committee shall choose one or more candidates for election to each office, except the office of President, and obtain the consent of each nominee to serve if elected.

Section 3. The Secretary shall send a letter ballot, containing the list of official nominees and a space for a write-in vote for another candidate for each office, to each subscribing member of the Branch at least 20 days prior to the Annual Meeting.

Section 4. Ballots returned to the Secretary up to the time of counting shall be opened and counted by three tellers appointed by the President. For each office the candidate receiving the highest numbers of votes cast shall be declared elected.

ARTICLE VI. MEETINGS

Section 1. The Annual Meeting shall be held on such date and at such place as the Board of Directors designate. Other meetings shall be called at the discretion of the Board of Directors; or by the President upon the written request of at least ten subscribing members.

Section 2. In addition to the Annual Meeting, at least four other meetings shall be held each year at regular intervals.

Section 3. At all meetings ten (10) subscribing members shall constitute a quorum.

Section 4. Notice of call for a Branch meeting shall be mailed to all subscribing members of the Branch not less than seven days in advance of the meeting date.

Section 5. All business meetings of the Branch and of the Branch Board of Directors shall be governed by Robert's Rules of Order, Revised, except as provided in the Bylaws.

ARTICLE VII. COMMITTEES

Section 1. The President each year shall appoint initially the following committees: program, membership, nominating, and public information.

Section 2. The President shall appoint such other committees as are from time to time deemed necessary.

ARTICLE VIII. AMENDMENTS

Section 1. Bylaws may be adopted or amended only by the following procedure:

(a) The proposed Bylaw shall be distributed to the subscribing membership of the Branch who shall be given the opportunity to vote.

(b) Proposed amendment to the Bylaws may be distributed to the subscribing membership of the Branch to be voted upon or voted upon by those subscribing members of the Branch in attendance at regular or called meeting if the intent of the proposed amendment was made known to the subscribing members along with the meeting notice.



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(c) To become effective it shall receive an affirmative vote of not less than a majority of the subscribing members voting, and the approval of the Board of Directors of the Los Angeles Section (boundary changes would also be subject to the approval of the Committee on Sections and District Councils.).

ARTICLE IX. MISCELLANEOUS PROVISIONS

Section 1. No part of the net earnings of the Branch shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Branch shall be carrying on propaganda, or otherwise attempting to influence legislation and the Branch shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Section 2. Upon dissolution of the Branch, the assets remaining after payment of the debts of the Branch 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 purpose, 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 Engineer.

Approved by the Los Angeles Section Board of Directors/1997



Metropolitan Los Angeles Branch

APPENDIX B

STUDENT ACTIVITIES COMMITTEE STRUCTURE AND COORDINATION WITH OTHERS

STRUCTURE

The Committee

The Student Activities Committee (SAC) is composed of three standing members and a representative from each university. The three standing members of the Committee will be:

- 1) Branch Student Activities Chairman
- 2) Los Angeles Section Vice President of Student Chapters
- 3) Younger Member Forum (YMF) representative

The student representatives may and, will most likely, vary from semester to semester. The preferred student representative will either be a President or Vice President from the Chapter. The SAC will have regular monthly meetings in order for the Student Chapters to communicate their progress and the standing members to convey important information from the Section, Branch and YMF.

Faculty Advisors

These individuals are appointed by the university itself and are at their discretion. There is one Faculty Advisor for each school and their role is to provide communication between the university and the students.

Practitioner Advisors

There will also be two active individuals working with each student chapter to be a conduit of information to the students, assist in coordinating meetings and conferences, contribute hands-on assistance and advice and act as a professional resource. These advisors are nominated by the Branch chair and approved by the Section and will serve a calendar year beginning in January and ending in December at which time there will be an opportunity to evaluate the needs of the students and the advisor. There is currently no limit to the number of years a Practitioner Advisor may serve, but the preferred assignment is to have one engineer newer to the profession serving along with a more experienced engineer.

Sub-Committee

Each year the Chair will create a Sub-Committee that will evaluate the students who have applied for the Branch Scholarship. This Sub-Committee will consist of three to six members, at the discretion of the Chair and will conduct interviews of students who apply each year for funds available. These members may or may not be part of the Standing Committee, but should represent a broad cross-section of public sector, private sector engineers and educators. A copy of this Scholarship may be found with the Student Activities Committee Chair.

COORDINATION WITH OTHERS

Student Chapters
Younger Member Forum
ASCE National Headquarters on Student Activities
Membership Committee
All Branches
Career Guidance and Curriculum Committee



Metropolitan Los Angeles Branch

Public Relations and Publicity Committee
Life Member Committee
Program Arrangement Committee

The Committee shall assist YMF in inviting the Dean of Engineering, Civil Engineering Department Chair, Faculty Advisors and other engineering department professors to attend the Student Night meeting. The Committee shall emphasize the participation in the Section scholarship program such as the Philip Abrams, Leopold and Patricia Hirschfeldt, Jack W. Pierce and Jeffrey Gordon Memorial Scholarships. The Chair, through the Branch President, shall keep the Branch Board informed of the activities of The Committee and the Student Chapters. Regular attendance by the Chair at Branch Board meetings is encouraged.

In keeping with the Section Board's desire to encourage student activity, the Section Board has established the policy that the Section Board shall pay (or reimburse the Branch, technical group or YMF) for one half of the cost of the dinner or luncheon meeting for all students and members of ASCE student chapters and clubs attending YMF meetings. Also, if a student is a special guest or is receiving an award from the Section, the Section will pay the full cost of the meeting for that student.

The Committee shall be support the organizing student meetings and field trips. These will be rotated between the schools. The host school shall take the lead with all arrangements. The Committee will support the host school. The Committee shall coordinate with the Career Guidance and Curriculum Committee and the Public Relations and Publicity Committee in an effort to provide training in public speaking for ASCE Student Members during undergraduate education. The Committee shall use the resources available through the Life Member Committee to enhance its work and presentations at all levels of student activities.



APPENDIX C

TRAVEL EXPENSE REIMBURSEMENT GUIDE

Members are eligible to be reimbursed for their actual expenses for transportation, lodging and meals on ASCE MLAB related travel outside of southern California according to the following guidelines:

- 1) Breakfast/day \$11.00
- 2) Lunch/day \$14.00
- 3) Dinner/day \$35.00
- 4) Hotel \$180/night, plus all taxes
- 5) Parking Actual Cost
- 6) Rental Car Cost for mid- or full-size, 3 to 5 passengers
- 7) Personal Car \$0.45/mile
- 8) Airport Transportation Actual cost
- 9) Air Fare Cost of economy (coach) flight, plus all taxes (booked 14 days in advance)

Receipts are required for all expenses, except meals, under \$14.01. Reimbursement of any costs in excess of the guidelines, or of an unusual nature, requires Board approval. Expenses of a personal nature or of entertainment are not considered necessary to ASCE and are not reimbursable. Approval must be either given in advance by the Board, or by the Committee Chair whose budget the funds are drawn against.

REIMBURSEMENT FROM COMMITTEE BUDGETS

Travel expenses shall agree with guidelines stated above. Any travel, event or activity-related expenses against a Committee’s budget shall be at the approval and discretion of the Committee Chair before expenses are incurred.



Metropolitan Los Angeles Branch

APPENDIX D

BRANCH REPRESENTATION

Section Meetings

The President of the Metropolitan Los Angeles Branch (MLAB) is a voting member of the ASCE Los Angeles Section Board of Directors, and attendance is requested at regularly scheduled Section meetings. Should circumstances seen or unforeseen prevent the Branch President from attending any part or all of this meeting, the duty of representing the Branch shall fall in the order of President-Elect, Vice President, Treasurer, Secretary and Past President. The ability of this individual to vote on behalf of the Branch at the Section meeting will be dependent upon current Section Bylaws and/or Constitution.

General

When the Branch President is expected or required at an event or function, the order shall fall as shown above. Should no member of the Board of Directors be available, the President shall designate a Branch member to represent the Branch, preferably a Committee Chair.