YOUNGER MEMBER FORUM
PHILADELPHIA SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I – Name and Objectives

Sec. 1. The name of this organization shall be the Younger Member Forum, Philadelphia Section, American Society of Civil Engineers (ASCE). The approved abbreviation for the Philadelphia Section Younger Member Forum shall be the Philadelphia YMF (herein "YMF").

Sec. 2. The objectives of the YMF shall be:

A. To supplement activities of the ASCE Philadelphia Section in furthering the Society’s aims and programs, particularly with reference to younger members.
B. To provide networking opportunities.
C. To foster social fellowship among younger members.
D. To interact with schools and the general public to promote civil engineering.
E. To enhance career development.

ARTICLE II – Membership

Sec. 1. As used in the Constitution and Bylaws of the YMF, the term "younger member" shall include any member of ASCE, regardless of membership grade, who is less than thirty-six (36) years of age.

Sec. 2. Only currently enrolled, dues paying, younger members of the ASCE Philadelphia Section (herein “Members”) shall be entitled to vote, to hold office, to serve on committees, or to represent the Younger Member Forum YMF officially.
ARTICLE III – Organization

Sec. 1. There shall be an Executive Board whose voting members shall be the elected and appointed officers of the YMF.

Sec. 2. Elected officers of the Executive Board shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Past President (elected previous year)

Sec. 3 Non-elected officers of the Executive Board shall be appointed as deemed necessary by the incoming, current, and past Presidents and may include the following positions indicated in the attached document titled, “Guidelines Manual,” to be updated as described in Article II, Sec. 1, of the Bylaws.

- Assistant Secretary
- Community Service Chair
- College Contacts Chair
- Technical Groups Chair
- Information Technology Chair
- Archivist
- YMF Column Editor
- South Jersey Liaison

These non-elected officers, in conjunction with the Executive Board, shall constitute the YMF Board (herein “Board”).

ARTICLE IV – Activities

Sec. 1. Activities shall be open to all members of the ASCE and invited guests.

Sec. 2. All activities and actions taken by the Younger Member Forum YMF shall be consistent with the policies of the ASCE Philadelphia Section.

ARTICLE V – Amendments

Sec. 1. This constitution may be amended only by a majority vote of no less than two-thirds of the members present at each of two successive meetings of the YMF, provided a quorum is present as defined in the Bylaws.

Sec. 2. Members shall be notified at least two (2) weeks in advance of all meetings at
which amendments to the Constitution are to be considered.

Sec. 3. Amendments may be initiated by any Member at any YMF meeting but shall not be put to a vote until the following meeting.

Sec. 4. Amendments to this Constitution that have been passed by way of a majority vote as described in Article V, Sec. 1, of this Constitution must immediately be sent to the person(s) within ASCE National responsible for reviewing the Constitutions of Younger Member Groups (YMGs) for approval.
BYLAWS

ARTICLE I – Nomination and Election of Officers

Sec. 1. The President, not later than February, shall appoint a Nominating Committee of three (3) individuals that shall select candidates for offices to be filled in the ensuing year shall solicit interest in Executive Board positions for the following term by March. Only Members having paid ASCE Philadelphia Section dues for the current year shall be eligible to hold office. In order that the Executive Board is representative of a larger segment of engineering interests, an endeavor shall be made to select each nominee from a separate association, agency or company. Names of candidates selected and accepting nomination shall be submitted to the YMF members in April. Thereafter, any other eligible Member may be nominated from the floor. Eligible Members may only be nominated for one (1) Executive Board position in any given election. Nominations shall be closed at least two (2) weeks prior to the election.

Nominees for President must currently hold a position on the Executive Board and have held an Executive Board position for a minimum of one (1) full term.

Nominees for an Executive Board position must have served two (2) full terms on the Board.

The election will be conducted by the current President and Past President at an election meeting. The current President will be responsible for collecting all of the votes. All votes must be in a written format only. Acceptable votes may be cast in person at the election meeting or mailed, faxed or emailed to the current President prior to the election meeting. The current President and Past President will tabulate all written votes at the election meeting.

At the election meeting, the candidate receiving the greatest number of votes for each office shall be elected. In the event of a tie, the vote shall be retaken for tying candidates. The results of the election will be announced by the current President.

By default, the current President automatically advances to the position of Past President for the next YMF administration Board term.
Sec. 2. Officers shall be elected for a term of one year, commencing on the first day of June. The President and Past President may not hold the same position for more than one (1) term.

Sec. 3. Officers are responsible for planning and executing, from inception through completion, all tasks (e.g.: events, initiatives, reports, etc.) that were initiated within their year on the Board understanding that completion can occur in the succeeding term. Outgoing Officers are responsible for transitioning and transmitting all institutional knowledge of their position to the incoming Officer.

Sec. 43. A vacancy in any office shall be filled by order of the Executive Board, as necessary, and the officer so appointed shall hold office for the un-expired term.

ARTICLE II – Responsibilities of Officers

Sec. 1. President: It shall be the duty of the President to coordinate and oversee all YMF activities with the assistance of the other members of the Executive Board, to preside at all meetings of the Executive Board and all meetings of the YMF, appoint all committees with the approval of the Executive Board, submit a proposed operating budget to the ASCE Philadelphia Section at commencement of the fiscal year and be responsible for operating within the approved budget, to keep the ASCE Philadelphia Section informed of YMF needs, be an ex officio member of all committees, represent the YMF at ASCE Philadelphia Section meetings, and communicate national and regional ASCE activities to YMF members. Represent the YMF at ASCE functions and manage and oversee all YMF activities and appointed officers with the assistance of the Executive Board. These activities include but are not limited to: presiding at all Board meetings; appointing all committees with the approval of the Executive Board; being an ex officio member of all YMF committees; communicating the activity and the needs of the YMF to the Philadelphia Section; attending all Philadelphia Section Board meetings as the YMF representative; serving as the YMF delegate and voting on behalf of the YMF at the Eastern Regional Younger Member Council;
communicating ASCE National, Region 2, Committee on Younger Members, and Committee on Student Members activities, goals, and initiatives to Members; coordinating the location of monthly Board meetings; and obtaining prerequisite approvals for any activities requiring it. In the event the President cannot attend an ASCE function, the Vice President shall fulfill his/her duties. If the Vice President also cannot attend, the President shall appoint an experienced Board member to fulfill their duties, with preference given to current Executive Board members.

The President or their designee shall be responsible for maintaining and updating, as deemed necessary, the “Guidelines Manual”, which shall serve as the operating and best practices manual for the YMF.

The President shall represent the YMF at ASCE functions. In the event that the President cannot attend an ASCE function, a representative shall be appointed to take their place and fulfill their duties. By default, the first choice shall be the current Vice President.

Sec. 2. **Vice President:** It shall be the duty of the Vice President to perform the duties of the President in their absence, and to coordinate the activities of the committees of the YMF for which they are responsible. The Vice President shall monitor and report on the progress of committees and appointees of the President and the Executive Committee. The Vice President shall oversee the Outreach Committee and communicate the activity and the needs of the Outreach Committee to the current President. The planning of the Annual Winter Social along with the accompanying charity raffle shall also be the duty of the Vice President.

In the event that any appointed position cannot be filled during the current administration, the Vice President shall make sure the duties of the vacant position are fulfilled by officers of the Executive Board.

Sec. 3. **Secretary:** It shall be the duty of the Secretary to coordinate with distribution of announcements for YMF meetings and events, to record proceedings of YMF meetings and Executive Board meetings, to provide sign in sheets at all YMF meetings, to maintain the YMF member list, and to keep YMF records in order—discarding only those printed records more than two (2) years old as approved by the Executive Board. The Secretary shall maintain an electronic copy of all YMF records. Electronic records shall only be discarded as approved by the Executive Board. YMF announcements must be approved by the president or the Vice President prior to distribution and oversee the Communications Committee and communicate the activity and needs of the Communication Committee to the current President. The Secretary shall also be responsible for the following: maintaining and populating the YMF Member list; developing and distributing all email blasts and communications of activities, awards, events, meetings, and other relevant information; developing and distributing reminder and ‘thank you’ emails; creating event pages and RSVP links; taking notes during YMF Board
meetings for the purpose of preparing a record of the meeting in the form of
meeting minutes; and regularly checking the YMF email account(s) and
forwarding emails to the appropriate Board members.

Sec. 4. **Treasurer:** It shall be the duty of the Treasurer to be responsible for preparing
the annual Fiscal Year Operating Budget (herein “Budget”) that funds the YMF
and its activities, to coordinate with the ASCE Philadelphia Section
Treasurer concerning funds and reimbursements; to manage the prompt payment
of bills; to keep accurate records and receipts of YMF expenditures; and to
submit a detailed accounting of the YMF expenditures at each Executive Board
meeting; prepare and submit an updated quarterly Budget report to the Board. It
shall also be the duty of the Treasurer to oversee and coordinate with the Events
Committee and communicate the activity and needs of the Events Committee to
the current President.

Sec. 5. Suggested duties to be performed by the appointed YMF officers and organization
of the Outreach Committee, Communications Committee, and Events Committee
shall be as follows, indicated on the attached document titled, “Guidelines
Manual” which is to be maintained as described in Article II, Sec. 1, of these
Bylaws.

**Assistant Secretary:** It shall be the duty of the Assistant Secretary to assist in the
performance of the duties of the Secretary.

**OUTREACH COMMITTEE**

**Community Service Chair(s):** It shall be the duty of the Community Service Chair(s) to coordinate community service activities, with assistance of the
Executive Board and oversee various community service projects for the purpose
of bettering Philadelphia and its surrounding communities. The duties of the
chair(s) shall include: planning and hosting at least two (2) volunteer events per
year; jointly planning and hosting two (2) Adopt-A-Highway cleanup events per
year with the American Society of Highway Engineers (ASHE); and organizing
or providing support to the ASCE YMF CANstruction competition team.

**College Contacts Chair(s):** It shall be the duty of the College Contacts Chair(s)
to coordinate YMF activities with the ASCE Student Chapters of the accredited
engineering colleges in the Philadelphia region including but not limited to:
Drexel University, Swarthmore College, Temple University, Villanova
University, and Widener University. The College Contacts Chair(s) shall
maintain current contact information for faculty advisors, practitioner advisors
and Student Chapter Presidents, and be responsible for distributing YMF
announcements to the Student Chapters. Additionally, the College Contact
Chair(s) shall visit or coordinate visits to each school at least once per semester;
aid each chapter in registering for the Workshop for Student Chapter Leaders
(WSCL); organize the annual Welcome Back Bowling event; and monitor the
effectiveness of the Student Chapters’ practitioner advisors.
Civil Engineering Club Chair(s): It shall be the duty of the Civil Engineering Club Chair(s) to coordinate and oversee the Civil Engineering Club™ based at the Chester A. Arthur Middle School located at 2000 Catharine Street in Philadelphia, PA. The CivE Club Chair(s) will be expected to: serve as the point-of-contact for the school; generate the schedule and curriculum for the school year; ensure the necessary materials are available at each session; recruit volunteers for the weekly sessions; communicate session objectives to the volunteers; and fill in for sessions where no volunteer has been acquired.

K-12 Outreach Chair(s): It shall be the duty of the K-12 Outreach Chair(s) to coordinate and oversee various grade school visits in and around the Philadelphia area for the purpose of promoting civil engineering and other Science, Technology, Engineering, and Math (STEM) related topics. The K-12 Outreach Chair(s) are expected to: organize a minimum of three (3) grade school visits; recruit volunteers for school visits; ensure necessary materials are available at each event; communicate event objectives to volunteers; fill in for sessions where no volunteers have been acquired; and stay up-to-date with the needs of other local, relevant, K-12 outreach activities (e.g. Future City Competition and GETT).

EVENTS COMMITTEE

Technical Events Group Chair(s): It shall be the duty of the Technical Groups Events Chair(s) to coordinate with the ASCE Philadelphia Section – Technical Committee Chairs and arrange at least one (1) YMF technical meeting and organize various technical meetings such as construction site or facility tours and technical seminars for the purpose of continuing education and technical enrichment for the YMF. The Technical Events Chair(s) will be expected to: coordinate PDH validation and certificates for qualifying events; jointly organize the technical presentation event with the Pennsylvania Society of Professional Engineers (PSPE); and plan/host at least two (2) additional technical events.

Professional Development Chair(s): It shall be the duty of the Professional Development Chair to coordinate and organize events that focus on topics that aren’t necessarily technical but can provide tools to help Members become successful professionals. The Professional Development Chair will be expected to plan and organize the annual Critical Issues Seminar and at least one (1) additional professional development event.

Social Events Chair(s): It shall be the duty of the Social Events Chair(s) to coordinate and oversee various social gatherings such as happy hours for the purpose of building relationships among Members. The Social Events Chair(s) will be expected to: plan and organize the annual Group Photo Happy Hour, jointly plan and host the Winter Happy Hour with ASHE; and attempt to plan and host four (4) additional social events.
Society Liaison Chair: It shall be the duty of the Society Liaison Chair to serve as the primary coordinator and point-of-contact between affiliate ASCE Younger Member Groups and local professional societies for the purposes of identifying potential partnerships when advantageous and/or where mutually beneficial and to aid in strategizing planning YMF events. The Society Liaison Chair will be expected to: learn about the events of affiliate ASCE Younger Member Groups and local professional societies (e.g.: Central Pennsylvania, Central New Jersey South Jersey, and Delaware YMGs; ASHE; Mid-Atlantic Section of the Institute of Transportation Engineers; Engineers’ Club of Philadelphia; etc.) and share them with the Board; share YMF events with other organizations when appropriate; alert board of potential event scheduling conflicts; and assist in the planning of the Delaware Valley Engineers Week Young Engineers Social.

COMMUNICATIONS COMMITTEE

Information Technology (IT) Chair(s): It shall be the duty of the Information Technology Chair to maintain the YMF website, manage and maintain the YMF’s website for the purpose of disseminating relevant information to Members and the public. The expectations of the IT Chair(s) include, but are not limited to: keeping the website current; archiving information to its appropriate location(s); answering website-related questions; maintaining the Network Solutions domain name; managing and maintaining the YMF’s digital file storage site; notifying the Executive Board of upcoming license renewals and storage limit encroachments; and ensuring Board members have access to Collaborate and the YMF file storage/sharing platform(s).

Archivist: It shall be the duty of the Archivist to take photographs, maintain an information log, and create a year-end summary of YMF activities. Information to be recorded and maintained shall include, but not be limited to the date, location, names of speakers, number of attendees, awards presented, and photos of each YMF activity.

YMF Column EditorPublic Relations (PR) Chair: It shall be duty of the YMF Column Editor PR Chair to prepare and submit the YMF Column for the ASCE Philadelphia Section Newsletter. The YMF Column Editor shall obtain input from the Executive Board to complete the column. The YMF Column must be approved by the president or the Vice President prior to submitting to the editor of the newsletter to prepare and submit monthly YMF news and updates, with the approval of the current Secretary and President, to the Philadelphia Section to be included in the their newsletter. Additionally, the PR Chair will be expected to: prepare and submit the YMF’s Annual Report to ASCE National with the approval of the current Secretary and President; prepare YMF news and updates for the inclusion in the Region 2 Updates column; and draft and finalize articles.
ARTICLE III – Meetings and Committees

Sec. 1. Meetings shall be held as designated by the Executive Board in coordination with the ASCE Philadelphia Section. Meeting announcements shall be distributed by the Secretary.

Sec. 2. The Executive Board shall determine the necessity of committees and each committee shall have a minimum of three committee members. **No individual may serve on more than three YMF committees concurrently except for the President who shall be an ex officio member of all YMF committees.**

Sec. 3. Special meetings, field trips, and activities of the YMF shall be held at times and places designated by the Executive Board.

Sec. 4. A majority vote of the members of the Executive Board shall be required to take any action. Ideas and decisions made by any committee or at any meeting must first be approved by the Executive Board before taking action.

Sec. 5. Meetings of the Executive Board shall be held at such times and places as necessary. Business may be conducted by mail, conference call, or email in lieu of meetings at the discretion of the President.

ARTICLE IV – Policy and Procedure

Commented [k1]: To be removed from the bylaws and put into a separate document that our bylaws will refer to so that appointed positions can be altered without having to vote.
Sec. 1. Activities and actions taken by the YMF shall be consistent with the policies of the ASCE Philadelphia Section.

Sec. 2. A quorum of the Executive Board shall be present for voting on approval of the minutes of Executive Board meetings, the Budget, expenditures in excess of the approved Budget, and other matters deemed appropriate by the Executive Board. A quorum of the Executive Board shall consist of four at least fifty (50) percent of the Board’s officers, either elected or appointed, as defined in Article III, Sec. 3 of the Constitution.

Sec. 3. A quorum of the YMF membership shall be present for voting on amendments to the Bylaws, and shall consist of at least twenty (20) Members of the YMF, as defined in Article II, Section 2 of the Constitution.

Sec. 4. An member-officer of the Executive Board shall handle the counting of votes on all items of business.

ARTICLE V – Rights of Members

Sec. 1. All Members shall have equal rights and privileges, except as provided in the YMF Constitution or elsewhere in these Bylaws.

ARTICLE VI – Dues

Sec. 1. There shall be no YMF membership dues.

ARTICLE VII – Awards

Sec. 1. The ASCE Philadelphia YMF may recognize one Member per Award, for his/her exceptional representation of the qualities described herein, thereby enhancing its reputation and furthering the core values and goals of ASCE, and recognizes him/her at a YMF event. The Awards may include, but are not limited to the following:

- Younger Member Community Engagement Award
- Younger Member Student Outreach Award
- Outstanding Younger Member Award
- Outstanding Student Member Award

To qualify for an Award, the Board may rely on the following non-exclusive criteria for awarding each Award: professional success; community engagement; connection to ASCE; civic engagement; and, perseverance. All current Board members are ineligible for these awards.
Sec. 2. The Board may establish how often and when the Awards are given by adopting policies in accordance with these Bylaws. Only one of each Award may be awarded in any fiscal year.

Sec. 3. Any member of the ASCE community may nominate a Member to the Board for the Award. The Board may form an ad hoc committee to select nominees and to provide recommendations with regard to nominees.

A majority vote of the committee members is required for a nominee to be awarded an Award. The committee then puts forward the award recommendations to the Board for a vote. A majority vote by the Board is required to choose a nominee.

Sec. 4. The current President may award, at his/her discretion, up to four (4) Presidential Awards throughout their term as President. The qualifications, selection, and presentation of the Presidential Award(s) will also be at the discretion of the current President.

ARTICLE VII – Amendments

Sec. 1. These Bylaws may be amended only by a majority vote of no less than two-thirds of the Members present at each of two successive meetings of the YMF, provided a quorum is present as defined herein.

Sec. 2. YMF Members shall be notified at least two (2) weeks in advance of all meetings at which amendments to the Bylaws are to be considered.

Sec. 3. Amendments may be initiated by any Member at a YMF meeting, but shall not be put to a vote until the following meeting.

Sec. 4. Amendments to these Bylaws that have been passed by way of a majority vote as described in Article VIII, Sec. 1, of these Bylaws must immediately be sent to the person(s) within ASCE National responsible for reviewing the Bylaws of YMGs for approval.

This Constitution and Bylaws of the Younger Member Forum, Philadelphia Section, American Society of Civil Engineers was voted on and approved by the Executive Board of the Younger Member Forum on (insert date), according to the provisions of the Constitution.