

**THE
BYLAWS
OF
NORTH CAROLINA SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS**

**As Approved by the North Carolina Section on September 23, 2005
(Pending Approval by ASCE Board of Directors)**

ARTICLE I - ADMISSION OF MEMBERS

- Section 1. From time to time, the National Secretary, American Society of Civil Engineers, will inform the NC Section Secretary that a member is assigned to the NC Section. The member shall be considered a subscribing member of the NC Section at the time NC Section dues are paid. The Section Secretary may choose to write the new member and welcome them to the Section. Other information such as the NC Section Constitution and Bylaws may also be forwarded.
- Section 2. A member's connection with the Section ceases at the time he leaves the Section area as notified by the Secretary of the Society to the Section Secretary, or when dropped from the Society roll for any cause.

ARTICLE II - ELECTION OF OFFICERS

- Section 1. Not later than May 1 of each year, the Nominating Committee shall nominate one or more Subscribing Members for President-Elect, Vice-President, Secretary, and on alternate years the Treasurer for the succeeding year, and shall obtain the consent of each candidate to serve if elected.
- Section 2. Not later than July 1 of each year, the Secretary shall make announcement to all members, by letter or through the Section Newsletter, of the official candidates for office for the following year chosen by the Nominating Committee. Subscribing Members, except Affiliates, shall be entitled to vote, hold office, serve on committees, serve as directors, and represent the Section officially. A subscribing Affiliate shall have the right to serve on committees and participate in the affairs of the Section, but shall not have the right to vote or hold office.
- Section 3. Additional nominations for any office may be made by ten Subscribing Members of the Section who sign a nomination paper to that effect and file it with the Secretary not later than June 15.
- Section 4. The Secretary shall prepare ballots including the names of the official nominees and such additional nominations as may have been presented to him and shall send such ballots to the Subscribing Members of the Section not later than July 15 of each year.

ARTICLE III- DUTIES OF OFFICERS

- Section 1. The President shall have general supervision of the affairs of the Section, preside at all meetings of both the Section and Board of Directors, appoint all Committee Chairs and Directors with the approval of the Board, and shall be an ex-officio member of all Committees.
- Section 2. The President-Elect shall coordinate all committee activities, oversee the activities of all directors, be an ex-officio member of all committees, perform such additional duties as the president may designate and, in the absence of the President, preside at meetings.
- Section 3. The Vice-President shall serve as Chair of the Annual Meeting Committee and perform such additional duties as the President may designate. In the absence of both the President and the President-Elect, the Vice-President shall preside at meetings.
- Section 4. The Secretary shall keep official minutes of all Section and Board Meetings, keep an up to date roster of all members, and shall be the custodian of the files of the Section. He shall advise the Secretary of each Branch on the status and changes in status of each member in the Branch. The Secretary shall solicit information through the Branches regarding the death of any Section member. The Secretary shall prepare the obituary and submit it for publication in *The Bulletin*. The Secretary shall receive an annual honorarium and be reimbursed for all expenses incident to duties as prescribed by the Bylaws.
- Section 5. The Treasurer shall send out notices of dues and delinquencies, collect dues (if not collectable by National) and other credits, pay debts and take vouchers for all disbursements. The Treasurer shall receive an annual honorarium and be reimbursed for all expenses incident to duties as prescribed by the Bylaws. The Treasurer shall serve as a member of the North Carolina Section Scholarship Board of Trustees.
- Section 6. The Past-President shall keep the Section fully informed of its opportunities to nominate candidates for positions and honors at the National Level of the Society, and to encourage maximum participation by members of the Section in offering their candidacy. The Past-President shall serve as the Chair of the Nominating Committee and the Scholarship Committee, and he shall serve as a member of the North Carolina Section Scholarship Board of Trustees.

ARTICLE IV - DUES

- Section 1. There shall be no initiation fees. The annual dues shall be: \$15.00 Fellows, Members, Associate Members, and Affiliates, American Society of Civil Engineers; \$3.00 Student Members, American Society of Civil Engineers.
- Section 2. The full amount of annual dues is payable regardless of the date a member becomes affiliated with the Section.
- Section 3. If Section dues are not collected by National, the Treasurer shall send out, not later than November 30 of each year, to all members a statement of yearly dues.
- Section 4. If the NC Section collects its own dues, the Treasurer shall send out by February 28 of each year, a second statement to those members who have not replied to the first statement. Subscribing members who have not paid their current dues by July 1 shall be placed on the Assigned Member list.

Section 5. Life Members and Honorary Members of the American Society of Civil Engineers, enrolled in the Section, shall not be assessed dues.

ARTICLE V - COMMITTEES

Section 1. Whenever that need arises, the President shall appoint ad-hoc committees with specific charges to meet the needs. The Standing Committees shall be:

1. Nominating
2. Annual Meeting
3. Scholarship
4. Bulletin
5. Engineering Management

Promptly after the annual meeting the Committee Chairs shall appoint, with the approval of the Board, members of the Standing Committees.

Section 2. The Nominating Committee has the responsibility of recognizing the qualities of leadership and devotion to the aims of ASCE in members of the Section and of nominating members possessing these qualities of office in the local organization.

Section 3. The Annual Meeting Committee shall set up the Annual Meeting for the Section.

Section 4. The Scholarship Committee has the responsibility for general oversight and administration of Section affairs relating to the selecting and awarding of annual scholarships to deserving ASCE students who are student members in the Society and Student Chapters in North Carolina.

Section 5. *The Bulletin* Committee shall have the responsibility of soliciting, gathering, organizing, and editing the contents of *The Bulletin*. This committee shall also prepare and distribute *The Bulletin* to all assigned members of the Section on a bi-monthly basis.

Section 6. The Engineering Management Committee shall develop programs as it relates to management in the field of Civil Engineering. The Committee shall provide such programs for the Annual Meeting, as well as other seminars independent of the Annual Meeting, at the Chair's discretion, based on the Section's needs.

ARTICLE VI - DIRECTORS

Section 1. The Directors of the Section shall enlist the service of members of the section to help with responsibilities of their Directorship on an as needed basis as determined by the Director. The Directors of the Section shall be:

1. Legislative Affairs
2. Auditing
3. Student Activities

- Section 2. The Legislative Affairs Director shall monitor the legislative activities of the state and local government. The Director, or another member as requested by the Director, shall participate in joint committee activities with other professional societies. The Director shall collect information related to proposed legislation, compare the information to ASCE's national policies and priorities, keep the Section ASCE officers and members informed, establish budgets, and assist members in communicating with their legislative representatives.
- Section 3. The Auditing Director and at least one other member of the Auditing Committee shall, prior to November 15 each year, independently examine the accounts of the Treasurer and report the findings to the Board. The Secretary shall include the Audit Committee results in the Annual Report to National. The Auditing Director, or another member as requested by the Auditing Director, shall canvass the ballots on or before August 15 each year and certify the results of the canvass to the Board of Directors.
- Section 4. The Students Activities Director shall serve as a liaison and point of contact between the ASCE student chapters in the Section and the Board of Directors of the Section. The Director shall establish direct communication with each of the student chapter's faculty advisors and student presidents. This communication will serve as the means by which the Board of Directors can communicate with students.

ARTICLE VII - STUDENT MEETINGS AND AWARDS

- Section 1. A Section-sponsored Student Meeting will be hosted each year at each location in which the Student Chapters are located. The date and place of such meetings shall be fixed by the President in consultation with the Student Chapters and the Student Activities Director with the approval of the Board of Directors of the Section.
- Section 2. Each year the Section may award a number of paid one-year memberships in the American Society of Civil Engineers to outstanding senior students of North Carolina State University, Duke University, University of North Carolina at Charlotte, and NC A&T State University.
- To be eligible for the awards, senior students must have been in good standing in their respective Chapters for a period of six months previous to their nomination as a candidate for an award.

ARTICLE VIII - SCHOLARSHIP BOARD OF TRUSTEES

- Section 1. The North Carolina Section Scholarship Board of Trustees (NCSSBOT) shall have the responsibility of soliciting, gathering, organizing, and managing the funds generated for the North Carolina Section Scholarship Fund. This Board of Trustees shall be made up of the following members:
1. Past-President
 2. Treasurer
 3. 3 at-large members - appointed by the President with the approval of the Section Board. Each of the at-large members are to serve 3-year terms on a rotating basis, with one new member appointed each year.

Section 2. The NCSSBOT has the responsibility for general oversight of the scholarship funds, management and coordination of the fund investor(s), and recommending to the Board the amounts of the scholarships to be awarded each year.

ARTICLE IX - REGION 4 BOARD OF GOVERNORS

Section 1. The Section shall be represented by the Geographic Region Governor at all regular meetings of the Region 4 Board of Governors.

Section 2. The Region Governor shall be nominated from within the Section and elected by the voting members of the Region in accordance with the Bylaws and Rules of Policy and Procedures of the Region.

Section 3. The Region Governor shall confer with the Section Board of Directors regarding Society business before and after each Region 4 Board of Governors meeting.

ARTICLE X - AMENDMENTS TO BYLAWS

Section 1. Proposed amendments to the Bylaws must be signed by not less than five Subscribing Members of the Section and filed with the Secretary at least sixty days before any regular meetings.

Section 2. At least thirty days before the meeting, a copy of the proposed amendments shall be made available to all Subscribing Members. Such amendments may be discussed and amendments to same considered at the meeting and a vote shall be taken on the final amendment.

Section 3. The Bylaws may be amended only by an affirmative vote of a majority of the Subscribing Members present, and shall become effective when approved by the Board of Directors or a committee assigned by the Board of Directors of the American Society of Civil Engineers.