

AMERICAN SOCIETY OF CIVIL ENGINEERS  
ARIZONA SECTION  
Phoenix Branch Younger Member Forum Foundation  
January 2001

Article I. Name and Objectives

Section 1. The name of this organization shall be the Phoenix Branch Younger Member Forum Foundation (Foundation), Arizona Section, American Society of Civil Engineers (ASCE).

Section 2. Mission Statement: To promote the civil engineering profession through the distribution of funds towards engineering education and public awareness in the state of Arizona.

Section 3. Definitions: The Phoenix Branch Younger Member Forum Foundation Board of Directors shall be known as "Foundation Board" and the Phoenix Branch Younger Member Forum Board of Directors shall be known as "YMF Board".

Section 4. The Foundation goals shall be the following:

- (a) Support Younger Member Forum Organization
- (b) Support Jan J. Tuma Scholarship Program
- (c) Promote Engineering Education
- (d) Enhance Engineering Awareness
- (e) Enhance Community Welfare

Article II. Members

Section 1. Foundation shall consist of five (5) directors comprised of the four members nominated by the YMF Board and elected by the Foundation Board, and one (1) active YMF member elected by the YMF Board, this member shall retain the title of Foundation Liaison for a period of one (1) calendar year.

Section 2. The directors shall be members in good standing of the Arizona Society of Civil Engineers.

Section 3. The directors of the Foundation shall be the President, Vice President, Secretary, Treasurer and Liaison. The order of appointment of the directors will be such that the Treasurer of the Foundation nominated by a majority of the YMF Board and elected by a majority of the Foundation Board. The other officers shall rotate in order up one position from Treasurer to Secretary to Vice President to President. The term of office shall be of one (1) calendar year, from January 1 to December 31 of that year. The Liaison position shall not be a part of this rotation. However membership to the Foundation Board as Liaison shall not preclude future nomination on the Foundation Board.

Section 4. Whenever a vacancy occurs in the Foundation by death, resignation or for any reason other than by the normal completion of the term assignment, the vacancy shall be filled without undue delay by a vote of the majority of the remaining Foundation Members. The YMF Board, for final acceptance will approve this appointment.

Section 5. Foundation Members shall not receive any salary or other compensation for their services as YMF Foundation Board Members.

Section 6. Any Foundation Member may be removed from office for cause by a majority vote of the Foundation and YMF Board or by the Arizona Section Board.

Section 7. The Foundation shall meet twice a calendar year.

Section 8. The duties of the Foundation are described in the duties and responsibility section.

Section 9. There is no age limit for being a Foundation member.

### Article III. Organizational Structure

Section 1. Any organization requesting funds from the Foundation shall be sponsored by an active Phoenix YMF Member.

Section 2. Sponsors shall complete a Grant Request Form that shall be developed and approved by the YMF Board.

Section 3. Grant Request Forms shall be reviewed by the YMF Board. Grant Requests that are approved by the YMF Board shall be given to the Foundation for final review and approval.

Section 4. All funds distributed by the Foundation shall be toward the YMF Board for operating expenses, to the approved Grant Requests and toward the Jan J Tuma Scholarship endowment.

Section 5. Upon dissolution of the Foundation, the assets remaining after the payment of the debts and obligations of the Foundation shall be distributed to the Jan J Tuma Memorial Scholarship Endowment at Arizona State University.

Section 6. The rules contained in the current edition of "Roberts Rules of Order, Newly Revised" shall govern the Foundation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Foundation may adopt.

Section 7. These bylaws may be amended by a majority vote from the Foundation, YMF Board and the Arizona Section.

Section 8. In the absence of a Foundation Member a representative may be sent on behalf of the member. The stated representative shall have full voting privileges for that Foundation Board Member in all matters. The representative shall be an active Arizona Society of Civil Engineers member.

Section 9. The YMF Board shall establish a budget and financial statement for the Foundation that is approved by both the YMF Board and the Foundation and shall be forwarded to the Arizona Section with the YMF Board budget for final approval.

#### Article IV. Duties and Responsibilities

Section 1. The duties and responsibilities of the Officers shall be designated below and by direction of the YMF Board. All outgoing funds shall require a minimum of two officers signatures.

##### Section 2. President

- (a) Shall be the executive officer of the Foundation.
- (b) Shall preside at all Foundation meetings.
- (c) Is responsible for calling the meeting to order, preparing a meeting agenda and securing a place for the Foundation meeting.

##### Section 3. Vice President

- (a) Shall act in absence of the President.

##### Section 4. Secretary

- (a) Records minutes of all meetings and present them to the Foundation and YMF Board.
- (b) Responsible for keeping all non-financial records of the Foundation, and shall pass the records to the incoming Secretary in an orderly and organized fashion.

##### Section 5. Treasurer

- (a) Administer all financial transactions for the Foundation.
- (b) Maintain all financial records.

##### Section 6. Liaison

- (a) To present all grant requests to the Foundation.
- (b) To attend YMF Meetings and inform Foundation of proceedings of YMF Board meetings.

Section 7. YMF Board

- (a) Provide an annual budget to the Foundation every year.
- (b) Elect an active YMF member to become the acting Foundation Liaison for a period of one (1) calendar year.
- (c) Prepare an annual report of activities, expenditures, and status of programs supported by the Foundation to the to the Section. This report will then be included in the Section's annual report to National ASCE. The Foundation President and YMF Board President shall sign the report.

Section 8. Arizona Section Board

- (a) Perform an annual audit of the Foundation by an ASCE Arizona Section Officer as selected by the ASCE Arizona Section Board.

Article V. Miscellaneous Provisions

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