

BYLAWS OF THE ARIZONA GEO-INSTITUTE CHAPTER

Article I: Name and Objectives

Section 1. The name of this organization shall be the Arizona Geo-Institute Chapter of ASCE. (Hereafter called “the Geo-Institute Chapter”.)

Section 2. The objective of the Geo-Institute Chapter shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers. The objectives of the Chapter shall be the advancement of knowledge in the technical fields related to Geotechnical, Geo-environmental and Geological Engineering, the professional application of this knowledge to the solution of engineering problems, and the promotion of the overall objectives of the Geo-Institute of ASCE.

Section 3. The actions of the Geo-Institute Chapter shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Arizona Section of the American Society of Civil Engineers.

Article II: Membership

Section 1.

- a) Regular Members: Membership is open to all members of the American Society of Civil Engineers or the Geo-Institute residing in Arizona, who subscribe to the rules of the Geo-Institute Chapter and who have satisfied current dues requirements of the Section(s) and the Geo-Institute Chapter. Voting privileges shall be restricted to Regular Members of the Chapter.
- b) Affiliate Members: Any subscribing Affiliate member of any Arizona ASCE chapter organization who applies for this status. Members in good standing of related professional societies, e.g. the Association of Environmental & Engineering Geologists, the American Rock Mechanics Association, etc., may also apply for Affiliate status.
- c) Student Members: Students enrolled in civil or geological engineering programs at colleges or universities in the State of Arizona who desire to be affiliated with the Chapter or to attend its meetings.
- d) Non-members: any person that has expressed the desire to be involved in the Geo-Institute activities and are not included in the Item “a”, “b” or “c” described in this section.

Section 2. Regular Members, Affiliate Members who are members in good standing of their associated professional organizations shall automatically receive status and be placed on the contact list of the Chapter after making application for membership to the Secretary of the Chapter. If a student or non-member requests, he/she shall be added to the Chapter list.

Article III: Officers and Board of Directors

Section 1. The officers of the Geo-Institute Chapter shall be Chair, Vice Chair, Past Chair, Treasurer, Secretary, Northern Arizona Chair and Southern Arizona Chair shall constitute a Board of Directors in which the government of the Geo-Institute Chapter shall be vested. The officers and the Board shall serve without pay.

Section 2. All officers shall be elected for terms of one year that shall coincide with the fiscal year beginning January 1. A member shall not be eligible to hold more than one office at a time or to succeed himself or herself in the same office, except for the Chair when required, for which the term of office shall not exceed two terms.

Section 3. Officers shall be members of the Arizona Section of ASCE and/or the Geo-Institute.

Section 4. A vacancy shall be filled for the unexpired term by appointment by the Board of Directors.

Section 5. The Chair shall preside at Board meetings, appoint committee members, and perform other duties as associated with the office. In the absence or disability of Chair, the Vice Chair shall perform the duties of the Chair. The Treasurer shall keep record of the organization's budget, manage income and expenses, and prepare financial reports as needed. The Secretary shall keep or cause to be kept a book of minutes of all meetings and actions of Directors and committees. The minutes of each meeting shall state the time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance with the law and these Bylaws.

Section 6. Meetings of the Board shall be at such places and times that are convenient for and agreed to by the Board members, including by telephone, internet, or other electronic means. At meetings of the Board of Directors, three members shall constitute a quorum. If a minimum of three members are not achieved, the meeting shall be canceled and postponed to another convenient time.

Article IV: Nomination and Election of Officers

Section 1. The Board shall prepare a list of official nominees for the next term. The Chair shall send a letter ballot or email, containing that list and a space for a write-in vote for another candidate for each office, to each member of the Geo-Institute Chapter at least 10 days previous to the election. The election of officers will be by a simple majority of those voting for each office, with the full membership of the Geo-Institute Chapter eligible to vote and may be by ballot or a voice vote at the noticed meeting. Alternatively, the election may be conducted by an electronic means acceptable to the Board, after the first election of officers.

Article V: Meetings

Section 1. Meetings shall be held on such date and at such place as designated by the Chair.

Section 2. All business meetings shall be governed by Robert's Rules of Order, Newly Revised, except as provided in local Institute rules.

Article VI: Committees

Section 1. The Chair may appoint committees as needed to operate the Geo-Institute Chapter.

Section 2. Such committees shall have the duties, and shall serve for the length of time, designated by the Chair.

Article VII: Amendments

Section 1. These Bylaws may be amended only by a 20-day notice to the Geo-Institute Chapter membership and a majority vote of those in attendance at a given meeting or an email ballot.