

ARIZONA SOCIETY OF CIVIL ENGINEERS
WATER RESOURCES TECHNICAL GROUP
BYLAWS

Adopted April 6, 1995
Revised November 19, 1997

Article 1. Rules, Policy, Procedures

Section 1. All rules, policies, and procedures shall be in accordance with the Constitution and Bylaws of American Society of Civil Engineers(ASCE) and the Arizona Society of Civil Engineers(AzSCE).

Section 2. The Committee shall adopt bylaws consistent with the Constitution and Bylaws of the AzSCE.

Section 3. The Committee's Executive Committee shall adopt Rules of Policy and Procedure consistent with these Bylaws for the guidance of the Officers, Committee, and Members.

Section 4. The Committee's Secretary shall maintain a written file of current rules and of any action taken relative to amendments to the Rules of Policy and Procedure.

Article 2. Membership

Section 1. All subscribing members of the AzSCE who submit a written request to the Committee's Secretary requesting membership in the Committee shall be considered a Member.

Article 3. Meetings

Section 1. The Committee shall hold at least one general business meeting annually, on or before October 31, termed the Annual Meeting, on such date and at such place as the Committee designates.

Section 2. Five (5) Members shall constitute a quorum for transacting business at a general membership meeting.

Section 3. Other meetings shall be called at the discretion of the Committee or upon the written request of not less than fifteen (15) Members.

Section 4. All Members shall be notified by the Committee of a meeting not less than fifteen (15) days in advance of the meeting date. Announcements published in the AzSCE newsletter shall constitute notification.

Article 4. Officers and Governing Body

Section 1. The Officers of this Committee shall be a Chairman, Vice Chairman and Secretary.

Section 2. The governing body of the Committee shall be an Executive Committee consisting of the current Officers and the latest consenting active Past Chairman, or in the case of no Past Chairman, the at-large elected Committee member.

Section 3. Three (3) members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee.

Article 5. Executive Committee's Terms and Vacancies

Section 1. The term of office for each Officer shall be a maximum of 4 years. One new officer shall be elected each year. The Office held by individuals shall rotate each year. The newly elected officer will serve as Secretary. The outgoing Secretary shall move to the position of Vice Chairman, the outgoing Vice Chairman shall take the office of Chairman, and the outgoing Chairman shall take the position of Past Chairman. The outgoing Past Chairman will leave the Executive Committee and become an at-large member.

Section 2. Terms of office shall begin at the close of the Annual Meeting or on October 31 (which ever occurs first) and shall continue until successors are elected and assume office.

Section 3. A vacancy in the office of Chairman shall be filled by the Vice Chairman. A vacancy in the office of Vice Chairman shall be filled by the Secretary. A vacancy in the office of Secretary shall be filled by the at-large elected Executive Committee Member. Other vacancies shall be filled for the unexpired term by appointment by the Chairman with the advice and consent of the Secretary. A vacancy in Past Chairman will be filled by the latest consenting active Past Chairman.

Section 4. If vacancies occur within a year, the Chairman has the discretion of filling the open position during that year or waiting until the next election cycle to fill the vacancy. If an election is held to fill a vacancy, the incoming Secretary will remain as secretary for the completion of the vacancy year and the following year. Similarly other officers will remain in their positions for the year beyond the unexpired term. No election will be held at the annual meeting (see Article 6) to elect an incoming Secretary.

Article 6. Nominations and Elections

Section 1. The Chairman shall appoint a three person Nominating Committee which shall be comprised of the latest consenting active Past Chairman, or in the case of no Past Chairman, the at-large elected Committee Member, and two Committee Members not on the Executive Committee.

Section 2. The Nominating Committee shall nominate one or more candidates for election to each vacancy prescribed by the Bylaws. The Nominating Committee shall obtain the consent of nominees to serve if elected, and shall submit a list of nominees to the Secretary by the annual meeting.

Section 3. At the committee's annual meeting, other candidates can be nominated. At the close of nominations, a ballot vote will take place with the person receiving the most votes elected. A tie shall be decided by ballot vote of the Executive Committee.

Section 4. The Secretary shall announce the results of the election to the members in the minutes of the annual meeting and shall furnish a list of the Executive Committee to the AzSCE Secretary by no later than Oct. 31.

Article 7. Duties of Officers and Executive Committee

Section 1. The Executive Committee shall manage the affairs of the Committee in accordance with these Bylaws and the Constitution and Bylaws of both the AzSCE and the ASCE. It shall initiate measures to advance the interests of the Committee and shall make a written annual report to the membership at the Annual Meeting. It shall control any assets belonging to the Committee.

Section 2. The Chairman shall preside at all business meetings of the Committee and Executive Committee at which the Chairman is present.

Section 3. In the absence of the Chairman, the Vice Chairman shall perform the duties of the Chairman. In the absence of both the Chairman and the Vice Chairman, the Secretary shall perform the duties of the Chairman.

Section 4. The Secretary shall keep a record of all meetings of the Committee and of the Executive Committee, and shall effect notification in connection therewith. The Secretary shall make such reports of the activities of the Committee as may be required by the Executive Committee, by the Board of Directors of the AzSCE, and by the Board of Directors of the ASCE.

Section 5. The Secretary shall coordinate all moneys with the AzSCE, and shall keep a record of all receipts and expenditures by the Committee. Any committee expenditures shall require approval by at least two Executive Committee members.

Article 8. Amendments

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

A. A proposed amendment to these Bylaws must be submitted to the Secretary in a written petition signed by not less than five (5) Members of the Committee. Secretary shall submit the proposed amendment to the Executive Committee.

B. The proposed amendments shall be approved by the Executive Committee before being voted on by the Members. All Members shall be

notified by the Executive Committee of the proposed amendments not less than fifteen (15) days in advance of the proposed amendment ballot being voted on by the membership. Announcements published in the AzSCE newsletter shall constitute notification.

C. To become effective, the proposed amendment shall receive the approval of the AzSCE Board of Directors and the ASCE Committee on Local Sections and District Councils, and shall receive an affirmative vote of majority of the members voting on the proposed amendment.

D. The Executive Committee may initiate a proposed amendment.