

Local Institute Chapter Organization SAMPLE BYLAWS

Note:

- (1) A Constitution is not required since the Section Constitution would govern.
- (2) Bylaws are not required for a local Institute Chapter. This sample is provided for those Chapters that wish to prepare Bylaws. Rules or Memorandums of Understanding are alternate governing documents that may also serve the needs of the Chapter.
- (3) Articles I and VIII must not be altered. Other Articles may be altered to meet the specific needs of the Local Institute Chapter.

Article I: Name and Objectives

Section 1. The name of this organization shall be _____ Institute Chapter, _____ Section (Sections or Region), American Society of Civil Engineers.

Section 2. The objective of the _____ 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. (List the specific objectives of the local Institute Chapter and how affiliation with a National ASCE Institute will bring added products and services to local members)

Section 3. The actions of the _____ Institute Chapter shall be consistent with the provisions as set forth in the Constitution and Bylaws of the _____ Section.

Article II: Membership

Section 1. Membership is open to all members of the American Society of Civil Engineers and the respective National Institute organization, who subscribe to the rules of the Institute Chapter and who have satisfied current dues requirements of the Section(s) and _____ Institute Chapter. (Refer to ASCE Bylaw 9.4.2.2.1)

Article III: Dues and Finances

Section 1. (to be determined by the local Institute Chapter.)

Article IV: Officers

Section 1. The officers of the _____ Institute Chapter shall be Chair, Vice Chair, Secretary and/or Treasurer, who with the latest active resident Past-Chair shall constitute a Board of Directors in which the government of the _____ Institute Chapter shall be vested.

Section 2. All officers shall be elected for terms of one year, which terms shall begin at the close of the Annual Meeting and continue until their successors are elected and assume the offices.

Section 3. Officers must meet ASCE and Institute requirements. (detail as needed)

Section 4. A vacancy in the office of Chair shall be filled by the Vice Chair. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 5. The duties of officers shall be those usual for such officers.

Section 6. At meetings of the Board of Directors, three members shall constitute a quorum.

Article V: Nomination and Election of Officers

Section 1. The Nominating Committee shall consist of not less than three members appointed by the Board of Direction.

Section 2. The Nominating Committee shall choose one or more candidates for election to each office.

Section 3. The Secretary shall send a letter ballot or email, containing a list of official nominees and a space for a write-in vote for another candidate for each office, to each member of the _____ Institute Chapter at least 20 days previous to the Annual Meeting. Election may be by ballot or a voice vote at a noticed meeting.

Article VI: Meetings

Section 1. Meetings shall be held on such date and at such place as the Board of Directors designate.

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

Article VII: Committees

Section 1. The Chair each year shall appoint committees as needed to operate the _____ Institute Chapter.

Section 2. The President shall appoint such other committees as are from time to time deemed necessary.

Article VIII: Amendments

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