

**BYLAWS OF THE  
STRUCTURAL ENGINEERS  
ASSOCIATION  
OF  
SOUTHERN CALIFORNIA**

*A Non-Profit California Corporation*

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[http://www.seaosc.org/about\\_bylaws.cfm](http://www.seaosc.org/about_bylaws.cfm)

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## **FOREWORD**

The Structural Engineers Association of Southern California was first conceived in 1927 by a small group of Southern California engineers engaged in the private practice of structural engineering. The purpose of the group was to promote the welfare of the structural engineer and to provide for the discussion of common problems: ethical, technical, and economic. The present Association was founded in 1929 with that group as a nucleus, and had a total of twelve charter members. It is believed that this was the first organization by and for structural engineers in the United States.

Shortly after its formation, the Association expanded both its purpose and its scope of membership. Each year since has seen a substantial increase in membership and an increased activity of program and of service, both to its members and to the public.

The Structural Engineers Association of Southern California (SEAOSC) is now a member organization of the Structural Engineers Association of California (SEAOC). The other member organizations of the State Association are the Structural Engineers Association of Northern California (SEAONC), the Structural Engineers Association of Central California (SEAOCC) and the Structural Engineers Association of San Diego (SEAOSD). The individual members of each regional association are automatically members of the State Association.

The Bylaws provide the rules under which the Structural Engineers Association of Southern California functions.

## **CHARTER MEMBERS**

R. McC. Beanfield	Mark Falk
Oliver G. Bowen	Paul E. Jeffers
Wendell Butts	R.R. Martel
Ralph A. DeLine	William Mellema
Clarence J. Derrick	Clarence E. Noerenber
Murray Erick	Blaine Noice

# BYLAWS OF THE STRUCTURAL ENGINEERS ASSOCIATION OF SOUTHERN CALIFORNIA

## A Non-Profit California Corporation

### ARTICLE I

#### Statement of Purpose

This Association is established for the following purposes:

**Section 1.** To advance the science of structural engineering; to assist the public in obtaining dependable structural engineering services; to encourage engineering education; to maintain the honor and dignity of the profession; to enlighten the public regarding the province of the structural engineer; to advance proper legislation and to oppose improper legislation affecting structural engineering practice; to cooperate with other professional organizations; to cultivate social contacts within its membership and by closer association and a better mutual understanding to discourage unethical and detrimental practice.

**Section 2.** To afford the public a reasonable assurance of the ability and integrity of its membership by requiring that those admitted shall have established and shall maintain a high professional reputation.

**Section 3.** To secure uniformity of action among the individuals forming this Association upon the general principles herein set forth, and upon such policies as may be decided upon from time to time for the good of the profession.

### ARTICLE II

#### Membership

Membership in the Association shall consist of the following grades:

Member SE, Member, Associate, Affiliate, Industry Member, Student, Corresponding Member, Business Forum Member, Fellow, Honorary Member, and Life (membership grade).

**Section 1.** A Member SE in the Association shall be: a civil engineer registered in the State of California with authority to use the title Structural Engineer. A Member SE may vote and hold office, serve as director, committee chair or committee member within this association and may serve as director, officer, committee chair or committee member for the structural engineers Association of California (SEAOC).

**Section 2.** A Member in the Association shall be:

a. A Civil Engineer registered in the State of California, regularly engaged in the practice of structural or related engineering or,

b. A person who is conducting research in or holding a teaching position in structural or civil engineering at a university or college, and who in the opinion of a majority of the Board of Directors has established such achievements in structural engineering as to qualify for the grade of Member.

c. A Member shall have all the privileges, duties and benefits of a Member SE except holding the office of President, President-Elect or Treasurer of this Association, or serving on the Board of Directors of the Structural Engineers Association of California (SEAOC), or chairing the SEAOC committees of Seismology, Code, Existing Buildings, Vision 2000, or Professional Activities. A Member may chair the above excepted SEAOC committees with the approval of a majority of the SEAOC Board of Directors.

**Section 3.** An Associate shall be a structural, civil, or architectural engineering graduate who is not eligible for Member or Member SE. An Associate shall have all the privileges, duties and benefits of a Member except that the Associate may hold no office and shall have no vote.

**Section 4.** An Affiliate shall, in the opinion of the Board of Directors, be qualified by position in an allied field cooperating and/or working closely with structural engineers in the advancement and practice of the technical and professional aspects of structural engineering. These individuals include, but are not limited to, geologists, CAD technicians, draftspersons, inspectors, surveyors, material testing technicians, architects, and attorneys. An Affiliate shall have the privileges, duties and benefits of a Member except that the Affiliate may hold no office and shall have no vote.

**Section 5.** An Industry Member shall, in the opinion of the Board of Directors be qualified by a position in our industry cooperating with structural engineers and by expression of interest in supporting the goals and purposes of this Association. An Industry Member shall have all the privileges, duties and benefits of a Member except an Industry Member may hold no office and shall have no vote.

**Section 6.** A Student at the time of admission to this Association shall be an engineering student interested in structural or related engineering who is enrolled full time in an accredited engineering school or college. A Student shall have such privileges, duties and benefits of a Member except that the Student may hold no office and shall have no vote.

**Section 7.** A Corresponding Member shall, in the opinion of the Board of Directors, be qualified by expression of interest in supporting the goals and purposes of this Association. A Corresponding Member is one not included under other membership categories. A Corresponding Member shall have all the privileges, duties and benefits of a Member except a Corresponding Member may not hold office and shall have no vote.

**Section 8.** A Business Forum Member shall be a firm accepted to the Business Forum of the Association. A Business Forum Member may participate in the activities of the Business Forum but has no other standing in this Association.

**Section 9.** A Fellow is a Member SE so recommended by the Board of Directors of this Association and designated by SEAOC in recognition of outstanding service or accomplishments in the field of structural engineering. Shall have been a Member and/or Member SE in good standing for a total of 15 years. A Fellow shall have all the privileges, duties and benefits of a Member SE.

**Section 10.** An Honorary Member is a person so designated by the Board of Directors in special recognition for their contribution to the excellence of the structural engineering profession. An Honorary Member does not have to be a Structural Engineer. An Honorary Member shall have those privileges, duties and benefits as applicable to the grade of membership held at the time of being designated Honorary Member.

**Section 11.** Life (membership grade) may be awarded at the discretion of the Board of Directors to a Member in good standing for a period of not less than 20 years who is retired. Life (membership grade) is applicable to the membership grades of Member SE, Member, Affiliate, Industry Member or Corresponding Member. Life (membership grade) shall have the same privileges, duties and benefits as applicable to the Membership grade held at the time of being designated Life (membership grade).

**Section 12.** Transfer from Affiliate to Associate to Member and from Member to Member SE shall be automatic when the qualifications shall have been attained and the transfer has the approval of the Board of Directors of this Association.

**Section 13.** The term "member" as used throughout these Bylaws shall mean a person holding any class of membership.

**Section 14.** The term "Voting Member" as used throughout these bylaws shall mean a person holding the class of "Member SE" or "Member".

**Section 15.** The qualifications of members shall be reviewed at the discretion of the Board of Directors.

### ARTICLE III

#### Admissions, Transfers, Leaves of Absence, Resignations, and Expulsions

**Section 1.** Admission to this Association shall be in accordance with the following procedure:

a. An application shall be submitted to the Board of Directors with the endorsement of at least 2 Voting Members except that applicants for the grade of Student shall require the endorsement of only 1 Voting Member.

If the applicant is unable to obtain the required number of endorsements, the Board of Directors, at its discretion, may delete the requirement for endorsements if it substitutes in their place an interview of the applicant with one or more members of the Board of Directors.

b. Notice of the application shall be sent to the Membership, who shall have 30 days from the date of mailing of the notice in which to file written objection to the election of the applicant.

c. The Board of Directors shall vote upon the application giving due consideration to any objections that might be received. The applicant shall be duly elected upon receipt of a majority vote of the Board of Directors.

**Section 2.** An application for transfer from a member in good standing of another member association of the Structural Engineers Association of California shall be considered as a new application for membership except that initiation fee and the requirement of endorsement shall be waived. The appropriate grade of membership shall be determined in accordance with this Association's Bylaws. An applicant shall furnish a statement from the former Association stating that the applicant is a member in good standing, that dues have been paid for their current fiscal year, citing the duration of time of membership and stating the present grade of membership. If all of the above requirements have been met, the applicant will not be required to pay any dues to this Association until the start of the next fiscal year.

**Section 3.** Upon written request, the Board of Directors may grant a member a leave of absence for the current fiscal year. Leave may be renewed with the suspension of dues at the discretion of the Board when requested in writing.

**Section 4.** If all dues have been paid, a member may apply for resignation by written communication to the Board of Directors, which is empowered to accept the resignation. A member thus resigned may be reinstated by the Board of Directors without payment of the initiation fee.

**Section 5.** Any member may prefer charges for disciplinary action against any other member or members of any grade upon the grounds of unprofessional conduct or conduct detrimental to this Association or in violation of its Canon of Ethics or these Bylaws. Such charges shall be made in writing specifically stating the conduct in question, and shall be addressed and sent to or delivered to the Secretary of the Association and be signed by the member preferring the same. Such charges shall be treated as confidential by all concerned and they may not be discussed or disseminated except as provided by this section.

The Board of Directors shall consider the charges, and if disciplinary action appears to be warranted, the Secretary of this Association shall advise the member in writing of the charges against the member, the name of the person preferring such charges, the time and place of the hearing of such charges (which hearing shall be conducted by the Board of Directors), and of the member's right to present at such time a defense either in person or in writing. After considering the evidence presented at such hearing, the Board of Directors may, by a two-thirds vote, order such disciplinary action as it deems appropriate, including, but not restricted to, censure, suspension from membership or expulsion. The suspension period shall not exceed one year and, during the period of any suspension, the members obligation to pay dues shall continue. The Board of Directors may, at its discretion, notify the membership of the disciplinary action taken. Each member of this Association waives any claim for libel or slander which he may have against any member of the Board of Directors, or any officer, agent, or employee of this Association by reason of any charges made or published or any other action taken pursuant to this section.

**Section 6.** Should a member be expelled from this Association, he shall not again be entitled to membership, unless the Board of Directors decide that extenuating circumstances and /or subsequent record may favor an applicant for readmission.

#### **ARTICLE IV**

##### **Dues, Assessments and Contributions**

**Section 1.** Initiation and transfer fees shall be set by the Board of Directors and shall be published annually.

**Section 2.** Annual dues shall consist of Association dues, and SEAOC dues.

Association dues are those paid for support of, and use of, the Structural Engineers Association of Southern California and shall be set by the Board of Directors.

SEAOC dues are those paid for the support of, and use of, the Structural Engineers Association of California and are set by the SEAOC Board of Directors. Payment of SEAOC dues is mandatory for all SEAOC member grades assessed by SEAOC in the amounts so assessed.

**Section 3.** Annual dues shall be assessed at 100% for each grade of membership except: an Associate shall pay 50% of the annual dues, an Affiliate shall pay 80% of the annual dues, a Student shall pay 25% of the association dues (no SEAOC dues), a Business Forum Member shall pay those dues assessed by this Association and by SEAOC, an Honorary Member shall pay no dues and a Life (membership grade) shall pay 25% of the annual dues.

Annual dues and the amounts applying to each grade of membership shall be published annually. Annual dues shall be payable upon billing and any member more than four months in arrears shall, except as herein provided, cease to be a member of this Association. Any such person who wishes to be reinstated in this Association shall pay the full initiation fee.

**Section 4.** The Board of Directors may increase or decrease this Association dues, singly or collectively, by not more than 10% in any one year. Increases or decreases in excess of 10% must be approved by an affirmative vote of not less than two thirds of the Voting Members by letter ballot in which balloting a majority of the eligible Voting Members vote thereon.

Any members changing grade within this Association shall not be required to pay any additional dues during the fiscal year of the change.

On application from any member, the Board of Directors may, at its discretion and for cause, remit part or all current dues and/or assessment of the member or extend the time of payment.

**Section 5.** Additional monies required to carry on the activity of the association may be raised through assessments which shall not exceed the annual dues for any one fiscal year. Any assessments proposed by the Board of Directors shall be referred to the Voting Members by letter ballot. If two-thirds of those voting vote favorably, provided at least 50% of the Voting Members vote, that assessment shall be declared carried.

**Section 6.** The Board of Directors is empowered to receive contributions from any source, provided the funds so received are used to further the aims and objectives of this Association

**Section 7.** The fiscal year of this Association shall be from the first day of July to the last day of June of the following year.

#### **ARTICLE V**

##### **Officers and Directors**

**Section 1.** The officers of this Association shall be a President, President-Elect and Treasurer, all of whom shall be Members SE.

**Section 2.** The Board of Directors shall consist of a maximum of twelve (12) persons, one of whom shall be the Immediate Past President, three of whom shall be ex officio members by reason of their offices as herein before provided and the remaining shall be Directors. Each Director, whether elected as such or ex officio, shall at all time be a Member SE, except that one (1) and a maximum of two (2) elected Director(s) shall be a Member at the time of election. In addition, at least one (1) Director shall practice or reside in the region defined as Santa Barbara, San Luis Obispo and Ventura Counties; and at least one (1) Director shall practice or reside in the region defined as Orange, Riverside and San Bernadino Counties. The Secretary may be a member of the Board of Directors and selected there from by the President. All members of the Board of Directors shall have voting privileges.

**Section 3.** The term of office for President, President-elect, Treasurer, and Past President shall be one (1) year. The President-elect shall succeed to the office of President following his incumbency as President-elect. The Treasurer shall succeed to the office of President-Elect following his incumbency as Treasurer. The term of office for Directors shall be for two (2) years. Each year, one-half (1/2) of the directors shall be elected so that the remaining directors will carry over. Each officer or director shall continue for the term designated or until a qualified successor is duly elected.

**Section 4.** The election of Officers and Directors shall be as set forth in Article VI.

**Section 5.** All Officers and Directors shall be ineligible to succeed themselves.

**Section 6.** A vacancy in any office caused by death, reassignment or disability shall be filled by the Board of Directors, and the person so appointed shall hold office for the unexpired term or until his successor is duly elected, except where succession is otherwise provided in these Bylaws.

**Section 7.** An Executive Director may be appointed by the Board of Directors.

**Section 8.** Only the Executive Director shall receive remuneration for services.

## ARTICLE VI

### Nomination and Election of Officers and Directors

**Section 1.** The Nomination Committee shall consist of seven (7) members and shall be appointed by the Board of Directors. The Committee shall consist of three (3) Member SEs, three (3) members-at-large and a Chairman, who shall be a past president other than the immediate past president. The three (3) members-at-large shall be two (2) Members and one (1) Affiliate Member. The Immediate Past President shall serve as an alternate and observer.

**Section 2.** The nomination committee shall be appointed not later than January and shall select one (1) or more members as a nominee for each office to be filled by a general elections for the ensuing year, and shall secure each nominee's consent to serve if elected. The committee shall publish their nominations in the Newsletter announcing the March meeting. Additional nominations shall be requested in the Newsletter. Nominations by petition shall be signed by at least five percent (5%) of the Voting Members for the Office of President-elect, Treasurer or Director. Each Petition must be accompanied by a statement of the nominee's willingness to serve. The committee's nominees and any additional nominations shall be presented to the membership at the March general meeting.

**Section 3.** If not more than one (1) nominee, is presented for each office to be filled, the person nominated shall be deemed to be elected to office. If more than one nominee, is presented for any office to be filled, a secured letter ballot shall be sent to Voting Members for voting. The votes shall be counted prior to the June Annual Meeting, and the results shall be announced at the Annual Meeting.

**Section 4.** A majority of the votes cast shall be necessary for the election of the President-elect, Treasurer and Directors.

**Section 5.** In the event of a tie between two (2) or more candidates for the same office, the Board of Directors shall immediately cast a secret ballot to select one (1) of the candidates for whom the vote is a tie.

**Section 6.** The appointment of Delegates to represent this Association on the Board of Directors of the Structural Engineers Association of California shall be as set forth in Article X.

**Section 7.** If a candidate receiving a majority of the votes is unable to take office, the nominating committee shall nominate, within thirty (30) days after the Board of Directors is notified that such a vacancy will exist, one or more active Member or Members SE to fill said vacancy. An election to fill such vacancy shall be held conforming with the general procedure as outlined in Article VI, Sections 2 through 5.

## ARTICLE VII

### Power and Duties of Officers and Board of Directors

**Section 1.** Subject to the limitations of these Bylaws and the laws of the State of California, all powers shall be exercised by the Board of Directors. It shall be the function and duty of the Board of Directors to direct and control the affairs of this Association; to prescribe, oversee and coordinate the activities of the standing and task committees; to maintain and keep current the Manual of Policies and Procedures; and to perform all administrative functions of this Association not otherwise delegated herein.

**Section 2.** The President shall be the chief governing officer and shall preside at all meetings of this Association and of the Board of Directors. The President shall appoint all committee chairs and be an ex-officio member of all committees.

**Section 3.** The President-elect shall fulfill the duties of the President in the absence of the latter.

**Section 4.** The Treasurer is the responsible Officer of this Association's finances and shall fulfill the duties of the President in the absence of the President and President-elect.

**Section 5.** The Secretary shall keep an accurate record of all meetings of this Association and the Board of Directors.

**Section 6.** The Board of Directors shall direct and control the affairs of the Association.

## ARTICLE VIII

### Meetings

- Section 1.** Meetings of this Association shall be held at the call of the Board of Directors.
- Section 2.** The Board of Directors shall meet periodically. Special meetings may be called by the President.
- Section 3.** Five Directors shall constitute a quorum of the Board of Directors.
- Section 4.** The Annual Meeting of this Association shall be the regular meeting in June of each year.
- Section 5.** Roberts' Rules of Order as latest revised shall govern all parliamentary procedure not otherwise provided for by these Bylaws.

## ARTICLE IX

### Amendments

- Section 1.** Amendments to the Bylaws may be initiated by the Board of Directors, or on petition of at least 10% of the Voting Members. Petitions must be verified within 30 days of receipt, and upon validation, the board shall initiate a vote of the membership.
- Section 2.** The amendment(s) shall be adopted only upon an affirmative vote by at least two-thirds of the responding Voting Members, provided at least 50% of the Voting Members vote by the deadline. If at least 50% of the Voting Members do not vote, then a favorable vote by at least two-thirds of the seated Board of Directors and a favorable vote by at least two-thirds of the responding Voting Members, provided at least 20% of the Voting Members vote.
- Section 3.** A vote of the membership may be executed in-person, by mail, electronically, or by other method deemed appropriate by the Board of Directors. Votes taken in person require a 30-day notice of intent. Votes taken electronically or by mail require a minimum of thirty days for return of ballots, and the deadline shall be clearly marked on the ballot.

## ARTICLE X

### Delegates to the Structural Engineers Association of California

- Section 1.** The number and qualifications for the Delegates to the Structural Engineers Association of California (SEAOC) shall meet the requirements set forth in the Bylaws of the Structural Engineers Association of California.
- Section 2.** The appointment of Delegates to represent this Association on the Board of Directors of SEAOC shall be made by the Board of Directors of this Association prior to the annual convention of SEAOC. The term of office of Delegates shall as set forth in the SEAOC Bylaws. The appointed delegates shall be Member SE's of this Association, one of which shall be the President of this Association at the time of the SEAOC annual convention each year.

## ARTICLE XI

### Standing Committees

- Section 1.** The standing committees of this Association shall include but not be limited to the following:
- |                   |                             |
|-------------------|-----------------------------|
| Seismology        | Professional Activities     |
| Code              | Business Forum              |
| Existing Building | Convention                  |
| Research          | Disaster Emergency Services |
| Quality Assurance |                             |
- Section 2.** The membership and number serving on committees shall be as specified in the Manual of Policies and Procedures as established by the Board of Directors.
- Section 3.** The President may appoint any other committees at his discretion. Additional standing committees may be created or existing committees eliminated by the Board of Directors.

## ARTICLE XII

### Student Chapters

- Section 1.** Student chapters may be organized by student members on any college or university campus, where there is sufficient interest to warrant and where such a chapter is approved by the Board of Directors.
- Student chapters may organize activities consistent with the aims of this association including technical programs and social events.
- Section 2.** The internal organization of the chapters shall be determined by the chapter members and shall be subject to approval by the Board of Directors.
- Section 3.** The relationship of the Student Chapters to this Association shall consist of the following:

- a. All members of the student chapter shall be Student or other grade Member of this Association and shall have all the usual privileges of those grades.
- b. Students may be Student Members of this Association without belonging to a Student Chapter.
- c. The President of this Association will appoint a contact member for each chapter, who shall be a member. The contact member shall act as liaison between the student chapter and the Board of Directors.
- d. This Association will provide support for student chapter activities in the form of speakers, tours, publications, etc., in so far as possible, as requested by the chapters and approved by the Board of Directors.

**Section 4.** Student chapters shall have a faculty advisor who should preferably be a member of this Association.

**Section 5.** Student chapters shall be financially self sustaining and may impose dues consistent with the financial needs of the chapter.