

EWRI BYLAWS

St. Louis Chapter Environmental and Water Resources Institute

Revised October, 2014

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Article 1: Name and Objectives

Section 1.

The name of this organization shall be the St. Louis Chapter of the Environmental and Water Resources Institute (STLEWRI), of the American Society of Civil Engineers (ASCE) (hereinafter referred to as the Society).

Section 2.

It is the Mission of the STLEWRI of the ASCE to:

“Openly foster, through collaborative interaction and ongoing dialogue, enhanced coordination and cooperation between engineers, planners, and environmental practitioners generally. In full recognition of the degree to which contemporary engineering and environmental projects along with associated planning and resource management efforts are so intricately interwoven, a multi-resource platform of collaboration and information exchange is essential; the STLEWRI is intended to nurture, promote and cultivate those relationships.”

Section 3.

The action of the STLEWRI shall be consistent with the provisions as set forth in the Constitution and Bylaws of the St. Louis Section of ASCE.

Article II: Membership

Section 1.

Membership in the STLEWRI is open to all individuals who have standing in the national Environmental and Water Resources Institute (EWRI). Membership in the ASCE is not a requisite for membership in the STLEWRI (ASCE bylaws Section 9.4.2.2.1). Members shall subscribe to the rules of the STLEWRI and satisfy current dues requirements (see Article III). Membership acceptance in the STLEWRI and final decisions regarding the same will be the responsibility of the STLEWRI officers.

Article III: Dues and Finances

Section 1.

Annual dues may be collected on a calendar year basis for involvement in STLEWRI. The annual Section dues of each member shall be fixed by a majority vote of the Board of Directors at the Annual Meeting.

Section 2.

The St. Louis Section of ASCE shall hold the finances of the STLEWRI.

Article IV: Officers

Section 1.

The officers of the STLEWRI will consist of a Chair, Vice Chair, and Secretary/Treasurer. Officers will serve two-year terms. Specific roles and responsibilities of the Officers are provided below:

Chair: The Chair shall represent the Chief Executive Officer of the organization and shall provide overall business, strategic, and political direction to the STLEWRI. The Chair will represent the STLEWRI in all official business capacities and serve as the liaison with the St. Louis Section of the ASCE and the national EWRI. The Chair will hold the duty of call and presiding over all Officer, Board of Directors, and Membership meetings. The Chair is responsible for the preparation and submittal of the STLEWRI Annual Report to the EWRI and St. Louis Section of the ASCE by September 1 of each year; with the Annual Report describing all of the activities of the STLEWRI in the preceding year.

Vice Chair: The Vice Chair responsibilities shall not be restricted solely to an in-absentia position to the Chair, but will assume an active role in the development, strategic direction and growth of the organization. In the event of certain necessities, the Vice Chair shall perform all of the duties of the Chair (as directed by the Chair). The Vice Chair and Secretary/Treasurer shall jointly serve as the Program Coordinators for all programs developed and administered by the STLEWRI.

Secretary/Treasurer:

The Secretary/Treasurer shall hold the responsibility of organizational documentation and membership validity. The Secretary shall maintain the membership list, prepare and submit meeting notices, prepare and submit meeting minutes, and oversee the election process of the organization. The Secretary/Treasurer will have direct contact with the St. Louis Section of the ASCE. The Secretary/Treasurer shall report directly to the Chair.

Section 2.

The officers of the STLEWRI along with the latest active resident Past-Chair, shall constitute a Board of Directors in which the government of the Environmental and Water Resources Engineering Institute Chapter shall be vested.

Section 3.

All officers shall be elected for terms of two years, which terms shall begin at the close of the Annual Meeting, held on the 3rd Tuesday of September, subject to change if necessary and continue until the next election.

Section 4.

Officers must meet all applicable EWRI requirements.

Section 5.

The Vice Chair shall fill a vacancy in the office of Chair. The Secretary/Treasurer shall fill a vacancy in the office of Vice Chair. Other vacancies shall be filled for the unexpired term by appointment by the Board of Directors.

Section 6.

At meeting 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 Directors, typically the immediate Past-Chair, Chair, and Vice-Chair.

Section 2.

The Nominating Committee shall choose one or more candidates for election of each vacant office. The Vacant Office shall be the Secretary/Treasurer position, unless otherwise approved by the Nominating Committee. The Chair shall become the Past-Chair; the Vice-Chair shall become the Chair; the Secretary/Treasurer shall become the Vice-Chair.

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 STLEWRI at least 14 days previous to the Annual Meeting. Election may be by ballot or a voice vote at a noticed meeting. The Nominating Committee shall administer the election.

Section 4.

New Officer-elects, shall be invited to all Officer and Board of Director meetings during the pendency of their upcoming tenure, which commences after the annual meeting.

Article VI: Meetings

Section 1.

The Annual Meeting shall be set by the Board of Directors, but shall be held as close to the third Tuesday of September (before or afterward) as practical.

Section 2.

Meetings shall be held on such date and at such place as the Board of Directors designate. The Board of Directors must meet at least annually to conduct any business that might properly come before it. The Chair of the Board of Directors shall establish the place and date for this annual meeting.

Section 3.

Any action required to be taken at a meeting of the Board of Directors, or any action that may be taken at a meeting of the Board of Directors, may be taken without a meeting if it is consented in writing, setting forth the action so taken, shall be agreed to by all Board of Directors members and be filed with the minutes of the meeting. Members of the Board of Directors may participate in any meeting of the Board of Directors by telephone conference or similar communications equipment by means of which all persons participating in the meeting can hear each other and such participation in a meeting shall constitute attendance at the meeting.

Article VII: Committees

Section 1.

The Chair each year shall appoint committees as needed to operate the STLEWRI. The Chair shall determine the name, purpose, and number of committees.

Article VIII: Administration

Section 1.

All membership meetings of the Chapter and meetings of its Board of Directors shall be conducted according to the most recent version of Robert's Rules of Order, in all cases to which these rules are applicable and in which such rules are not inconsistent with the Society and/or Institute Constitution, Bylaws, and Rules of Policy and Procedure.

Section 2.

The Chapter may conduct conferences and conventions by itself or acting in conjunction with other units of the Society or other affiliated organizations. Potential conferences and co-sponsoring opportunities include the Midwest Levee Technical Exchange, Educational Seminars, and the annual Earth Day Symposium.

Article IX: Dissolution

At any duly constituted meeting of the Board of Directors, by a two-thirds vote, the Institute Chapter Board of Directors may vote to recommend dissolution of the Institute Chapter provided that a written notice of this proposed action shall have been given at a previous meeting of the Chapter Board of Directors, and provided further that the proposed dissolution shall have been published in the Section newsletter.

Article X: Amendments

Section 1.

The Chapter Bylaws may be amended at a duly constituted meeting of the Board of Directors by a two-thirds (2/3) majority of those present and voting, provided that a written notice of such proposed amendment shall have been given at a previous meeting of the Board of Directors.