

**YOUNGER MEMBER GROUP, ST. LOUIS SECTION/BRANCH
AMERICAN SOCIETY OF CIVIL ENGINEERS**

BYLAWS

ARTICLE I - Name and Objectives

1. *Name.* The name of this group shall be the *St. Louis Section Younger Members Group* (hereinafter referred to as the “*YMG*”) of the St. Louis Section (hereinafter referred to as the “*Section*”), American Society of Civil Engineers (hereinafter referred to as the “*Society*”). The abbreviation of this group shall be *ASCE STL YMG*.
2. *Objective.* The objective of the *YMG* shall be the advancement of the science and profession of engineering and development of Younger Members in a manner consistent with the purpose of the American Society of Civil Engineers.
3. *Authority.* The activities and actions of the *YMG* shall be consistent with the provisions as set forth in the Constitution and Bylaws of the Section.

ARTICLE II - Membership

1. *Younger Members.* As used in the Bylaws of the *YMG*, the term "Younger Member" shall include any Associate Member, Member, or Affiliate Member of ASCE thirty-five (35) years of age or younger.
2. *Subscribing Members.* Only Younger Members who are current members in good standing of the Section shall be entitled to vote, to hold office, to serve on committees, or to represent the *YMG* officially.
3. *Rights of Members.* All members shall have equal rights and privileges, except as provided elsewhere in the Bylaws of the *YMG*.

ARTICLE III - Dues

1. *Member Dues.* There shall be no entrance fees or annual dues for the *YMG*.

ARTICLE IV – Management

1. *Executive Committee.* The management of the *YMG* shall be vested in an Executive Committee whose voting members shall consist of the officers of the *YMG*.
2. *Officers.* The officers of the Executive Committee shall be a President, a President-Elect, a Past President, a Treasurer, and a Socials Chair.

ARTICLE V – Duties of Officers

1. *Chair(s)*. It shall be the duty of the Chair(s) to coordinate and oversee all YMG activities, to preside at all meetings of the YMG, to keep the Section informed of the YMG's activities, to represent the YMG at Section meetings, ensure the completion and submittal of the YMG Annual Report, and such other duties as are customary and proper for such office. The Chair(s) shall keep administrative and budgetary records for the YMG and report to the Section annually. The Chairs(s) or duly appointed representative shall be a voting member of the Section Board.
2. *Terms*. The Chair(s) serve one (1) year, renewable terms, commencing at the end of the Section (or YMG) Annual Meeting, on October 1.
3. *Vacancies*. A vacancy by previous Chair(s) shall be filled by order of the Section Board, as necessary, and the individual so appointed shall hold office for the remainder of the unexpired term.

ARTICLE VI – Nomination and Election of Officers

1. *Nominations*. Candidates for elected positions may be nominated by submitting an application to the Executive Committee. The Executive Committee shall review applications and ensure nominees meet minimum requirements for each office to be filled in the ensuing year, except for President and Past President. Consent of each nominee to serve shall be obtained if elected.
2. *Ballots*. The Executive Committee shall send a ballot, containing a list of all nominees and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the YMG at least two (2) weeks prior to the Annual Meeting.
3. *Tallying the Ballots*. Ballots returned to the Executive Committee up to the time of counting shall be opened and counted at or prior to the Annual Meeting by the current President and Past President. For each office, the candidate receiving the highest number of votes cast shall be declared elected. In the event of a tie, the vote shall be retaken for tying candidates. In the event of a write in victory, the write in candidate must be verified for eligibility to hold office by the Nominating Committee and must accept the Office. The results of the election will be announced by the current President.
4. *Rotation*. The positions of President and Past President shall not be on the ballot. After serving a one (1) year term as President-Elect, they will rotate to President the following year. After serving a one (1) year term as President, they will rotate to Past President the following year.

ARTICLE VII - Activities and Meetings

1. *General Meeting*. General Meetings shall be held at regular intervals for the purposes of promoting active participation. A minimum number of six (6) meetings or activities shall be sponsored by the YMG each year.
2. *Annual Meeting*. The Annual Meeting shall be held on such date and at such place as the Executive Board shall designate, in coordination with the Section. Meeting announcements shall be distributed by the YMG Board.
3. *Other Activities*. Special meetings, field trips, and activities of the YMG shall be held at such times and places as designated by the Executive Committee.

4. *Quorum.* At all membership meetings where business is transacted, three (3) Subscribing Members shall constitute a quorum. A majority of the members of the Executive Committee Shall constitute a quorum at any meeting of the Executive Committee.

ARTICLE VII – Committees

1. *Standing Committees.* The YMG may have a Nominating Committee consisting of three (3) individuals, who shall be appointed by the Executive Committee and shall serve a one (1) year term. In lieu of a Nominating Committee, the Executive Committee may serve as the Nominating Committee.
2. *Task Committees.* The President may establish such other committees as needed. Examples of such include: outreach, social, technical, tours, PE review, etc. Except as otherwise established by the Executive Committee, each such committee shall have a minimum of three committee members and each member shall serve a one-year term.
3. *Limitations.* No individual may serve on more than three YMG committees concurrently except for the President, who will serve as *ex officio* member of all YMG committees.

ARTICLE VII – Administrative Provisions

1. No part of the net earnings of the YMG shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the YMG shall be carrying on propaganda or otherwise attempting to influence legislation. The YMG shall not participate or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.
2. Upon dissolution of the YMG, the assets remaining after the payment of the debts of the YMG shall be distributed to the Section.

ARTICLE IX - Amendments

1. *Proposal.* An amendment to these Bylaws may be proposed by the President, any member of the Executive Board, or by a written petition submitted to the YMG President, containing the text of the amendment, signed by not less than two (2) Subscribing Members of the YMG. Proposed Bylaws changes shall be reviewed and approved by the Section.
2. *Process.* These Bylaws may be amended only by an affirmative vote of no less than two-thirds of the Subscribing Members present and eligible to vote at a duly constituted meeting of the YMG membership where a quorum is present, provided that written notice containing the text of the proposed amendment(s) is published to the YMG membership at least two (2) weeks in advance of the meeting; or by an affirmative ballot of no less than two-thirds the number of ballots returned.
3. *Approval.* Following any amendment of the Bylaws, the revised Bylaws shall be immediately forwarded to the Committee on Younger Members for approval by the Executive Committee.

Bylaws last revised on 8/5/24.

APPENDIX A: GROUP STRUCTURE

YOUNGER MEMBER GROUP STRUCTURE

Younger Member groups are not intended as a substitute for the Section or Branch activities, but rather a way to supplement normal Section or Branch functions with programs geared specifically for Younger Members.

Younger Member groups:

- Help the transition from Younger Member group member to Section/Branch member
- Provide training for future Section/Branch leaders
- Bring together Younger Members for topics of mutual interest
- Get new members involved by providing programs specifically targeted towards Younger Member career stages
- Provide a forum for Younger Members to discuss their views and ideas on Society and Section/Branch matters
- Support Student chapters and provide a bridge into active Society participation

Elected Positions

- President-Elect
- President
- Past President
- Treasurer
- Socials Chair

Volunteer Positions

- Publicist

This organizational structure can be expanded to include appointed positions, and those filling such positions should work closely with the officers under which their positions fall.

Recommended Standing Committees

In addition to the elected and appointed positions of the Younger Member group, the following standing committees may be added.

- Awards and Prizes Committee
- By-Laws and Legislation Committee
- Community Activities/Service Committee
- Membership Committee
- Field Trip and Picnic Committee
- Hospitality Committee
- Newsletter/Publicity Committee
- Program Committee
- University Liaison Committee
- Student Outreach (K-12) Committee

Each committee should consist of an appointed chairperson and enough volunteers to carry out the functions of the committee.

See [Officer Structure and Duties](#) for suggested specific officer and committee duties.

The Younger Member group structure described above helps:

- provide avenues for increased participation by Younger Member group members in leadership roles
- improve Younger Member group continuity from year to year
- provide opportunities for Younger Member group members to contribute to the Younger Member group by volunteering on committees

OFFICER STRUCTURE AND DUTIES

Typically, a larger group is governed by an Executive Committee or Board of Directors, which includes elected officers and the immediate Past President. Elected officers may include:

Past President

The immediate Past President assists the President, serving as a source of information and guidance, as requested.

Term Length

- Past President serves a one-year term.
- They rotate to Past President position after serving as President for a one-year term.
- After serving as Past President for a one-year term, they will rotate off the Board.

Typical Duties

- Act as a source of information and guidance, as requested, for the President.
- Prepare the Annual Report for the YMG. Templates are made available in the fall, with due dates typically in November.
- May serve as Board contact for one or more committees/technical groups.

President

The President is the leader of the YMG and the manager of the YMG affairs. As a leader they should motivate fellow officers and members so that they may perform their respective duties with diligence, initiative, and responsibility. As a manager, they must delegate to each officer the authority of their respective position and ensure that they accept and performs the responsibilities of that position so as to enhance progress.

Term Length

- President serves a one-year term.
- They rotate to President position after serving as President-Elect for a one-year term,
- After serving as President for a one-year term, they rotate to Past President position.

Typical Duties

- Prepare an agenda and preside at each YMG meeting.
- Call all special meetings including a regular joint meeting of officers and committee chairpersons.
- Be prepared to make all major decisions of the YMG affairs that do not require voting by the YMG members.
- Maintain a close contact with the Section President.
- Represent the YMG on the affairs of the Society.
- Set an example of professionalism as well as sociability.
- Prepare regular columns for the Section Newsletter summarizing activities.
- Assist the President-Elect with committee assignments and organization.
- Represent the Younger Member group or appoint a delegate for the annual Younger Member Council or the Younger Member Leadership Symposium.
- Prepare miscellaneous correspondence for the YMG.
- Maintain a complete up-to-date file of YMG records concerning every activity that goes on. These records include, but are not limited to:
 - membership lists
 - meeting minutes for all major and minor meetings
 - attendance records of each regular YMG meeting
 - complete reports on each activity or project including names of participants, date, functions performed, etc.
 - copies of correspondence
 - copies of YMG publications
- Be responsible for recording the proceedings of YMG meetings and reading or distributing these minutes at the following meeting for approval for members.
- Assist the President-Elect with planning and implementing fundraiser.

President-Elect

The President-Elect assists the President according to specific needs and traditions of the Younger Member group. The President-Elect performs the duties of the President in the President's absence.

Term Length

- President-Elect serves a one-year term.
- They join the Board After being elected by Section Younger Members.
- After serving as President-Elect for a one-year term, they rotate to President position.

Typical Duties

- Accompany the President in representing the YMG at Section and Society functions whenever possible.
- Be responsible for planning and implementing a fundraiser to financially support the group during the year. Coordinate with President and Treasurer as needed.
- Track volunteering opportunities and actively pursue new volunteering opportunities within the community.
- Assist President with maintaining a complete up-to-date file of YMG records concerning every activity that goes on.
- Maintain a record of current Section Younger Members and track new members throughout the year.
- Organize a minimum of one (1) site visit a year for members to attend. This site visit should pertain to the civil engineering industry.

Treasurer

The Treasurer shall keep a complete and up-to-date record of Younger Member group monies. They shall work closely with the Section Treasurer for access to Section bank accounts.

Term Length

- Treasurer serves a one-year term.
- They join the Board after being elected by the YMG.

Typical Duties

- Act as liaison between Section and YMG to track group monies, request reimbursements, and submit donations to supply funds.
- Assist any YMG member who needs reimbursement and who presents a receipt for an authorized purchase by the YMG.
- Prepare an operating budget for YMG activities for the fiscal year, making allowances for each committee so that they may plan activities with the range allotted to them. Items that may be included are:
 - Society-level dues
 - Program – (meals)
 - Publicity – (material)
 - Activities – (outing & field trips)
 - Refreshments
 - Supplies – (postage, paper)
 - Cash on hand
 - Website
 - Miscellaneous.
- Provide a Treasurer's report including all itemized disbursements and receipts since the last report, the balance of the checking account, the cash on hand, and outstanding bills. The Treasurer should also supervise all fundraising activities and report on their status at each meeting.
- Announce the current balance of YMG accounts at each regular meeting.
- Maintain a complete file containing all paid bills and receipts of YMG purchases.
- Maintain a detailed list on donations received.
- Collect cash received for refreshments.

Socials Chair

The Socials Chair is the leader of the Socials Committee and oversees the planning of YMG social events throughout the year.

Term Length

- Socials Chair serves a one-year term.
- They join the Board after being elected by the YMG.

Typical Duties

- Plan social events throughout the year with the approval from the President.
- Maintain list of potential locations to host social events.
- Track expenses with the Treasurer before, during, and after each social event.
- Coordinate advertising for each social event with Publicist.
- Oversee members of the Socials Committee and provide direction as needed.

Publicist

The Publicist is the overseer of the YMG external communications. The duties of this office require organization and attention to detail.

Typical Duties

- Be responsible for maintaining and updating YMG social media pages and website.
- Assist with updating official group documents.
- Assist the President with preparing regular columns for the Section Newsletter summarizing activities.

POTENTIAL COMMITTEE STRUCTURE

Typically, a committee would be organized with a chairperson. Each committee can be organized with as many members as deemed desirable or necessary to carry out the mission of the committee. It is recommended that the President set goals at the beginning of the term of office and meet these through modern management techniques. All committees should be given specific assignments and time to produce results.

Awards and Prizes

The Awards and Prizes Committee honors members for outstanding accomplishments, and nominates members for Society, CYM, or Younger Member Council Awards.

Bylaws and Legislation

The Bylaws and Legislation Committee maintains the YMG Bylaws, updates, publishes and distributes a policy and procedure manual, and coordinates with the Section or Branch Legislative Committee to keep the YMG informed about legislation of interest at the local, state and Society level.

Community Activities/Service Committee

The Community Activities/Service Committee encourages and assists members in becoming interested and active in their community and finds areas of community involvement for members or YMG as a whole.

Membership Committee

The Membership Committee promotes professional affiliation and participation in ASCE and encourage young engineers and engineering students to become more active in local Section activities.

Field Trip and Picnic Committee

The Field Trip and Picnic Committee investigates, proposes and organizes field trips of interest to civil engineering and coordinates various activities for an annual picnic.

Hospitality Committee

The Hospitality Committee is generally responsible for the arrangements and functioning of the YMG meetings. The committee may also be assigned specific tasks by the President or Board. The purpose of the committee is to ensure that the YMG meetings run smoothly, all new members attending those meetings are made to feel welcome, and all guests are properly recognized.

Newsletter/Publicity Committee

The Newsletter/Publicity Committee solicits and/or prepares pertinent news article for inclusion in the Section Newsletters and submission for consideration for ASCE's Student and Committee on Younger Members Newsletter (CYM), The Ladder, etc. Such articles should clearly publicize and report all YMG activities, thereby creating interest and encouraging participation. The committee should also prepare news releases for submission to local newspapers on involvement in community activities such as PTA, Boy Scouts, political and professional activities.

Program Committee

The Program Committee provides topics and speaker(s) for general meetings. The committee should research and present information of professional interest such as salaries, educational opportunities and other career-related matters, and arrange the speakers and subject for each program well in advance of the meetings. The committee is also responsible for seeing what equipment is needed by the speakers and forwarding this information on to the Hospitality

Committee so that the equipment will be available at the meeting. The committee is responsible for preparing a yearly budget and also forwarding its requests for reimbursement for any expenses the committee accrues.

University Liaison Committee

The University Liaison Committee promotes participation at the Student Chapter level by distributing information on current ASCE and related activities to Student Chapters supported by the YMG. Coordinate activities such as Student Night and Younger Member support of student conferences (Concrete Canoe Competition, Steel Bridge Competition, etc.).

Student Outreach (K-12) Committee

The Student Outreach Committee plans activities to teach children about civil engineering to help promote awareness of the profession.