



EERI Sacramento Chapter Chapter Bylaws

Approved by the EERI Board of Directors on June 6, 2017

Article I: Name and Purpose

- 1) The name of the organization shall be the EERI Sacramento Chapter, hereafter called the Sacramento Chapter.
- 2) The purpose of the Sacramento Chapter shall be to foster professional, educational, and societal activities aimed at understanding earthquake hazards and reducing risk in Sacramento by creating an interdisciplinary organization in which relationships are built and information is shared; by advancing the science and practice of earthquake engineering; by improving understanding of the impact of earthquakes on physical, social, economic, political, and cultural environments; and, by advocating comprehensive and realistic measures for reducing the harmful effects of earthquakes.
- 3) The operations of the Sacramento Chapter shall be consistent with the provisions set forth in the bylaws of the national Earthquake Engineering Research Institute, hereafter called the Institute.

Article II: Area and Membership

- 1) The area of the Sacramento Chapter shall include the area within one hour driving distance of the City of Sacramento, exclusive of the area commonly known as the Bay Area.
- 2) Categories of membership, specifying voting privileges, and eligibility for elected and appointed offices shall be established by the Board of Directors of the Sacramento Chapter with the approval of the Institute.

Article III: Officers and Directors

- 1) The elected officers of the Sacramento Chapter shall be a President, a Vice President, a Secretary/Treasurer, and two Directors. The elected officers shall constitute a Board of Directors in which the government of the Sacramento Chapter shall be vested, with the President serving as Chairman of the Board of Directors.
- 2) The elected officers shall be elected by members eligible to vote. All active members of the Sacramento Chapter shall be eligible to vote.
- 3) The officers shall serve a term of three years.

- 4) Elected officers shall be eligible to serve no more than two consecutive terms in any single capacity as voting members of the Board of Directors.
- 5) All terms start at the opening of the Board of Directors meeting immediately following the election and continue until successors are elected and assume offices.
- 6) An officer succession plan that shows the terms of all officers and directors shall be maintained by the Secretary/Treasurer and shall be approved annually at the Board of Directors meeting immediately following the election.
- 7) In the event of a vacancy in the office of President, the vacancy shall be filled for the duration of the term by the Vice President. The position vacated by the Vice President shall be filled in accordance with these bylaws.
- 8) In the event of a vacancy in the office of Vice President, the vacancy shall be filled for the duration of the term by the Secretary/Treasurer. The position vacated by the Secretary/Treasurer shall be filled in accordance with these bylaws.
- 9) In the event of a vacancy in the office of Secretary/Treasurer, the vacancy shall be filled for the duration of the term by one of the elected Directors as appointed by a majority of the Board of Directors. The vacated elected Director position shall be filled in accordance with these bylaws.
- 10) In the event of a vacancy before the end of the term of an elected Director, the vacancy shall be filled for the duration of the term by an appointment made by a majority of the Board of Directors. An appointed Acting Director will serve as a voting member of the Board of Directors. An Acting Director remains eligible to serve two consecutive terms on the Board of Directors.
- 11) Ex officio (non-voting) Directors may be appointed by the Board of Directors to head specific activities for specified terms not exceeding three years, unless re-appointed by the Board of Directors.
- 12) The Board of Directors shall oversee the preparation of an Annual Report that shall be submitted to the Institute.
- 13) At meetings of the Board of Directors, a majority of the elected officers shall constitute a quorum.

Article IV: Nomination and Election of Officers

- 1) Elections shall be held in October once every three years.
- 2) The Secretary/Treasurer shall send a letter to all active Sacramento Chapter

members requesting nominations for the elected officer positions not less than 40 days previous to the start of the election.

- 3) All nominations returned to the Secretary/Treasurer within 15 days of the request for nominations shall be counted. For a nominee to be considered eligible for election they must consent to serve the full term if elected, and must be active members of the Institute and of the Sacramento Chapter.
- 4) If any position up for election does not have at least one eligible candidate nominated, then the Board of Directors shall appoint additional candidates for the ballot. Members of the current Board of Directors shall not be eligible for appointment.
- 5) The Secretary/Treasurer shall send a ballot containing a list of official nominees and a space for a write-in vote for each elected office to each member of the Sacramento Chapter at least 20 days previous to the day established as the deadline for receiving ballots.
- 6) Ballots returned to the Secretary/Treasurer up to the time of counting shall be counted by two tellers appointed by the Board of Directors. For each office, the candidate receiving the highest number of votes cast shall be declared elected. In the event of a tie, the Board of Directors shall have the deciding vote.

Article V: Board of Directors Meetings

- 1) The Board of Directors shall hold at least four meetings per year.
- 2) Notice of call for a Board of Directors Meeting shall be given to Board members not less than seven days in advance of the meeting date.
- 3) All meetings of the Board of Directors of the Sacramento Chapter shall be governed by Robert's Rules of Order, Revised, except as provided by these bylaws.
- 4) Either the President or a quorum of the Board of Directors can call special meetings.

Article VI: Meetings

- 1) The Sacramento Chapter shall hold meetings at least two times annually.
- 2) Meetings shall be organized and managed by the Board of Directors or by a committee appointed by the Board of Directors.

Article VII: Committees

- 1) The President shall appoint committees deemed necessary by the Board of Directors.
- 2) These committees will determine their own organizational structure based on the needs of the committee.
- 3) The normal duration of the committee is three years, but re-authorization of the committee can be made by the Board of Directors.
- 4) The committee will provide an annual summary of activities, expenses, and budget, as appropriate to the Board of Directors.

Article VIII: Bylaw Amendments

- 1) Bylaws may be adopted or amended only by the following procedures:
- 2) Any member may propose an amendment to the bylaws.
- 3) The Board of Directors may approve by majority vote the proposal for balloting, revising it as needed.
- 4) The Secretary/Treasurer shall send a ballot showing the approved proposal to each eligible voter at least 20 days previous to the day established as the deadline for receiving ballots.
- 5) To become effective, the bylaws or amendments thereto shall receive an affirmative vote of not less than a majority of the responding voters and shall be approved by the Institute.
- 6) Operations of the Sacramento Chapter not specifically addressed by the current bylaws shall be at the discretion of the Board of Directors, consistent with the bylaws of the Institute.

Article IX: Dues, Finances, and Assets

- 1) Activities of the Sacramento Chapter shall be financed by annual chapter dues collected by the Institute, expense allocations from and as approved by the Institute, net proceeds from Sacramento Chapter sponsored activities, and grants received by the Sacramento Chapter.
- 2) The Board of Directors shall determine the amount of the dues at a meeting prior to October of each year.

- 3) The Sacramento Chapter funds shall be held in Institute bank accounts and may be used by the chapter as necessary for conducting business.
- 4) The Sacramento Chapter's fiscal year shall be from January 1 to December 31, or as established by the Institute.
- 5) The chapter finances including the preceding year's budget, expenditures, and debts, if any, shall be reported by the Secretary/Treasurer at an open meeting of the Sacramento Chapter at least one (1) time per fiscal year.
- 6) The property of the Sacramento Chapter is irrevocably dedicated to charitable and educational purposes meeting the requirements for exemption provided by section 214 of the Revenue and Taxation Code, and no part of the net income or assets of this organization shall inure to the benefit of any private persons.
- 7) Upon dissolution of the Sacramento Chapter, after paying or adequately providing for all of its debts and obligations, the remaining assets, if any, are irrevocably dedicated to the Institute.