

STRUCTURAL ENGINEERS ASSOCIATION OF CENTRAL CALIFORNIA

POLICIES AND PROCEDURES

These Policies and Procedures, as adopted by the Board of Directors, are to be used for guidance to the Board, Committees, and other agents of the Board in the conduct of Association affairs.

The Policies and Procedures shall be adopted by a majority vote of the Board of Directors and continue in effect until deletions, additions, or changes are voted by a majority of the Board.

Be it resolved that:

These Policies and Procedures are hereby adopted by the Board of Directors as guidance for its decisions and for the administration of the Association affairs during the fiscal year from July 1, 2011 through June 30, 2012.

Should any conflict arise between these Policies and Procedures and the Bylaws of the Association, the provisions of the Bylaws shall govern.

So adopted:

Date:

I. MEETINGS**A. Association Meetings**

1. Regular Membership Meetings: Except for July and August, the Association's Regular Membership Meetings shall be held on the second Tuesday of each month.
2. The Association shall participate in a Joint Meeting with ACI during the Month of April.
3. Student Night will be held in November. At this time, the Student Relations Committee will have the opportunity to present the College Chapter Design Competition and Scholarships may be awarded.
4. The Annual Business Meeting will be conducted in June.

B. Board Meetings

1. At the first meeting of the year, the Board shall adopt a budget for the current fiscal year.
2. Unless otherwise scheduled, the Board of Directors shall meet on the second Tuesday of each month.
3. Each Board Member shall receive an agenda and minutes of the previous meeting.
4. Standing Committee Chairs, or their delegate(s), shall be invited to Board meetings throughout the year for the purpose of assisting in the formulation, implementation, and reporting of Committee charges and activity.

C. Special Events

1. SEAOCC may conduct continuing education seminars during the fiscal year.
 - a. Speaker Honorarium: If a speaker honorarium is paid, a check will be prepared and given to the speaker on the day of the presentation.
 - b. Speaker Expenses: Along with the honorarium check, speakers will be given a SEAOCC Expense Claim Form to request reimbursement for authorized travel and expenses. The Expense Claim Form must be submitted to SEAOCC within 30 days to be eligible for reimbursement.
2. Annual SEAOCC Golf Tournament may be held in June.
3. SEAOCC may conduct other special events or participate in community activities at the discretion of the Board of Directors.

D. Nominating Committees

1. Past President’s Nominating Committee:

Board of Directors Election - The following time schedule shall apply:

- a. March Past President’s Nominating Committee to determine a slate of candidates.
- b. April Results are announced in the Newsletter and nominations are taken from the floor at the Membership Meeting.
- c. May 15 Ballots Mailed.
- d. June 1 Ballots Counted. Results Announced.

2. Fellows Nominating Committee: The Committee shall consist of current Fellow Members. This Nominating Committee will submit their recommendation to the Board of Directors. The SEAOCC Board will then make the final determination. The Nominating Committee should submit their final selection to the Board of Directors at their May meeting so that formal recognition can occur at the June General Membership meeting.

II. MEMBERSHIP

A. Membership Dues - Schedule:

- June 1: Dues Notices Mailed.
- October 1: 20% Late Penalty Imposed.
- November 1: Notification of Suspension for those members whose dues are not paid by November 1.
- January 1: Members unpaid are deemed to have resigned - Dropped from Membership Roster.

B. Proration of Membership Dues: New members applying for membership after January 1 shall pay half dues.

C. Reinstatement of Members: Members who have been dropped from the SEAOCC Membership List may reinstate their membership by paying the current membership dues plus the 20% penalty for the remainder of the fiscal year.

D. Payment of SEAOCC Dues: SEAOCC Dues are payable monthly based on dues received from the membership.

- E. SEAOCC Fellow Members: The Board of Directors shall nominate Fellow Member(s) in March if a candidate is selected based on the SEAOCC Fellows Nominating Criteria. Announcement will be made to the SEAOCC Board of Directors before the June meeting. A presentation will be made by the SEAOCC President at the Convention. See also D.2. above for SEAOCC Procedure.

III. DELEGATES FROM SEAOCC

This policy covers delegates to the SEAOCC Board of Directors, SEAOCC Committees, as well as other agencies as appointed by the SEAOCC Board of Directors.

Delegates shall act as representatives of SEAOCC. When time permits, delegates shall obtain a position from the Board of Directors and represent positions accordingly on matters affecting professional practice and on matters of a technical nature. When there is insufficient time to obtain a Board position, the delegate(s) shall represent a committee consensus, previously established Board positions, or their best judgment.

The delegate(s) shall submit written reports to the President on any actions and shall make summary reports at the end of the year.

IV. ASSOCIATION SPOKESPERSON

The position of SEAOCC on any matters shall be presented officially only by one of the following three officers: The President, the President-Elect, or the immediate Past President. Whenever feasible, a spokesperson shall not represent an official position of SEAOCC without prior approval of a majority of the Board of Directors. In all cases, the spokesperson shall report, at the earliest opportunity, the nature and content of the position represented, and the circumstances under which the representation was made.

V. ANNUAL FILING OF FEDERAL AND STATE TAX RETURNS

Prior to November 15, SEAOCC is required to file an annual tax return with the Internal Revenue Service and State of California.

VI. MAILING LIST FEES

The Association shall make available its membership address labels for mailing by outside entities. The following fees apply:

\$60	Not for Profit Uses	\$.50 per name	Commercial Users
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In all cases, a disclaimer shall be added in the invoice stating the following:
*“Please note that these mailing labels are to be used exclusively by -----
and are not to be copied or utilized for any other purpose than that intended for the
mailing as mutually agreed upon by SEAOCC.”*

The Executive Secretary, with consultation of the President as needed, may determine whether the mailing addresses are to be made available and at what fee. The President has the discretion to waive the fee.

VII. NEWSLETTER**A. Professional Directory Fees:**

1. Firms wishing to participate in the Newsletter's Professional Directory shall be charged \$300 per year for one business card size listing.
2. The listing will appear in at least ten issues of the SEAOCC Newsletter.

B. Newsletter Inserts: \$300.00 will be charged for one-time inserts to the SEAOCC Newsletter for commercial uses. The insert copies shall be provided to SEAOCC for this purpose.**C. Job Forum:** Job Forum advertisements for ¼ of a page will be accepted free of charge from firms with a minimum of one SEAOCC member employee. Advertisements shall be submitted as a Microsoft Word document (.doc) and shall conform to the following requirements. There will be no limit on duration for this type of ad.

- Maximum Page Dimensions: 4.5" tall x 3.5" wide (including a logo if that is chosen) with 1/8" margins, header, and footer.
- Acceptable Font Styles: Helvetica, Times New Roman, Arial.

The following alternatives are also available for a nominal charge:

- Additional ¼ Page: \$25.00 for a Two-Month Period (Two month period minimum)
- Insertion of Logo: \$25.00 for a Two-Month Period (.jpg format only)
- Help Wanted Non-Member: \$50.00 One Time

SEAOCC HARASSMENT POLICY

All SEAOCC members and guests have the right to participate in official SEAOCC functions in an environment free from all forms of discrimination and conduct which can be considered offensive, coercive, or disruptive and therefore inappropriate of a professional organization. Consistent with SEAOCC's respect for the rights and dignity of each member or guest, any offensive behavior, including discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, ancestry, physical handicap, medical condition, disability, marital status, citizenship, or any other characteristic protected by law, will not be sanctioned nor tolerated.

Offensive behavior may include, but is not limited to, the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual conduct such as derogatory and/or sexually-oriented presentation graphics, posters, photograph, cartoons, drawings, or gestures;
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with program participation;
- Threats and demands to submit to sexual requests;
- Retaliation for having reported or threatened to report any offensive action or behavior.

Complaint Procedure: If any individual or guest witnesses offensive behavior, or feels that they have been the subject of discrimination or harassment by anyone at an official SEAOCC activity, they are encouraged to immediately report the matter to the President of SEAOCC or a member of the SEAOCC Board of Directors. Furthermore, if any officer or director of SEAOCC receives or hears a harassment complaint, they must immediately report the complaint to the SEAOCC President.

Investigation of the complaint by SEAOCC shall include the following:

The President and/or his/her designates shall thoroughly and discreetly investigate. A determination shall be made and the results communicated to the complainant, to the alleged offender and, as appropriate, to all others directly concerned.

In cases where voluntary compliance does not occur, SEAOCC (by a vote of the Board of Directors in closed session) may take disciplinary action in accordance with the Bylaws, and may seek any or all recourse available by law through legal action.

On at least an annual basis, the President of SEAOCC will hold a review presentation at a Board of Director's regularly scheduled meeting, or distribute by E-mail the SEAOCC Harassment Policy to the Board of Directors, Officers, and Event and Committee Chairs for their review. If the distribution is done by E-mail, the Board, Officers, and Event and Committee Chairs will be asked to respond by return E-mail acknowledgement receipt of the Harassment Policy. The purpose of the review will be to insure that all Board Members and Event or Committee Chairs understand the SEAOCC Harassment Policy and are able to enforce the policy intent.