

**MINNESOTA SECTION
YOUNGER MEMBER GROUP
AMERICAN SOCIETY OF CIVIL ENGINEERS**

2013-2014 CHARTER

ARTICLE I - Name and Objectives

- Sec. 1. *Name.* The name of this organization shall be the Minnesota Section Younger Member Group, American Society of Civil Engineers (ASCE) (hereinafter referred to as the "YMG").
- Sec. 2. *Objective.* The objective of the YMG shall be the development of Young Engineers in the civil engineering profession, within ASCE, and within the community. This will be done through networking and social events, educational meetings and community outreach.
- Sec. 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 Minnesota Section of ASCE.

ARTICLE II - Membership

- Sec. 1. *Younger Members.* As used in the Charter 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.
- Sec. 2. *Subscribing Members.* Only Younger Members who are current members in good standing of the Minnesota Section of ASCE shall be entitled to vote, to hold office, to serve on committees, or to represent the YMG officially.

ARTICLE III - Dues

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

ARTICLE IV – Management

- Sec. 1. *Chair / Co-Chairs.* The Section/Branch Board shall appoint a Chair or Co-Chairs. This person or persons shall be designated the YMG Chair / Co-Chairs.
- Sec. 2. *President / Executive Board.* If warranted by future participation, the chairperson structure may be replaced by a President / Executive Board structure, if approved by the Section/Branch. The officers of the Executive Board shall be a President, a Vice President, a Secretary, a Treasurer, and a Past President (Chair). The Executive Board shall revise this Charter to reflect the amended management structure during its first year of operation in such a manner.

ARTICLE V - Duties

- Sec. 1. *Chair.* It shall be the duty of the Chair to coordinate and oversee all YMG activities, to preside at all meetings of the YMG, to keep the Minnesota Section informed of the YMG's activities, to represent the YMG at Minnesota 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 shall also perform the duties of the Minnesota Section's House & Hospitality liaison. These duties include coordinating monthly Minnesota Section meetings with host committees and assisting the Minnesota Section treasurer with meeting registration.

Sec. 2. *Vice-Chair.* It shall be the duty of the vice-chair to keep administrative and budgetary records for the YMG and report to the Section annually. The Vice-Chair shall also perform the duties of the Chair in the Chair's absence or in the event of a vacancy in the office of Chair. The Vice-Chair shall also act as the Section's *Education and Community Outreach* Chair. These duties include being the liaison between the Section and the YMG's Education & Community Outreach Team.

The YMG vice-chair shall also act as the ASCE-MN liaison to the Minnesota Federation of Engineering, Science, and Technology (MFESTS). These duties include attending approx. three meetings annually, ensuring that annual dues are paid, and updating MFESTS of Section and YMG activities.

Sec. 3. *Past Chair.* The current Chair shall automatically advance to the position of Past Chair for the next year. It shall be the main duty of the Past Chair to act as mentor to the current chair. Other duties and responsibilities may be assigned on an as-needed basis.

Sec. 4. *Terms.* Each office shall serve one (1) year, commencing on October 1. The Vice-Chair shall be elected by the leadership of the YMG and approved by the Section prior to October 1. The Vice-Chair shall automatically succeed to Chair and the Chair shall automatically succeed to Past-Chair creating a three year commitment to the leadership of the YMG.

Sec. 5. *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.

Sec. 6. *Reimbursement.* Chairs and team leaders do not receive compensation for their services, but may be reimbursed for authorized expenses by the Section.

ARTICLE VI - Activities and Meetings

Sec.1. *General Meetings and Annual Meeting.* General Meetings shall be held at regular intervals for the purposes of promoting active participation. Special meetings, field trips, and activities of the YMG shall be held at such times and places as designated. The Chair(s) shall distribute meeting announcements.

Sec. 2. *Annual Meeting.* The Annual Meeting shall be held on such date and at such place as the Leadership shall designate, in coordination with the Minnesota Section. Typically the Annual Meeting is held in June prior to the Section's summer planning meeting in July. At a minimum, the Annual Meeting agenda shall include; election of the vice-chair and setting a tentative monthly schedule for the following year's events. The Chair(s) shall distribute meeting announcements.

Sec. 3. *Quorum.* At all membership meetings where business is transacted, four (4) Subscribing Members shall constitute a quorum.

ARTICLE VII – Teams

Sec. 1. *Media Team.* It shall be the duty of the media team to update and keep current all YMG media activities.

These include:

- a. *Website.* Content on the Section's YMG webpage is updated on a monthly basis. Content shall include, at a minimum, past and future event information, current contact information, and photos.
- b. *Calendar.* Content on the YMG calendar is updated and coordinated with the Section calendar on a monthly basis.
- c. *Social Media.* YMG may have any number of social media accounts, including Facebook, Twitter and LinkedIn. These are updated on a weekly or monthly basis, as needed.
- d. *E-mail.* mnyoungermembers@gmail.com is the e-mail address for YMG. This is the main mode of contact for YMG. Contacts are periodically updated. ASCE National supplies updated membership lists on an annual basis. This list can be obtained from the Section secretary.

Sec. 2. *Networking Team.* It shall be the duty of the networking team to organize YMG networking events. Events include tours, socials, PE exam information session, coordination with Section Committees and any other event deemed suitable by the networking team. It is the goal of the Networking Team to hold (4) social/networking events, two (2) educational events for younger members, and two (2) events with the student chapter per year.

It is also the duty of the networking team to coordinate events with the Section's student chapters. The Section has student chapters at the University of Minnesota – Twin Cities and Minnesota State University – Mankato.

Sec. 3. *Education & Community Outreach Team.* It shall be the duty of the Education & Community Outreach Team to organize all education and community outreach events for the Section and YMG. These events include STEM programs at local schools, Future Cities mentoring and judging, Engineer's Week activities, and any other event deemed suitable by the team.

Sec. 4. *Task Teams.* The Chair(s) may establish such other teams as needed.

Sec. 5. *Limitations.* No individual may serve on more than three YMG teams concurrently except for the Chair(s), who will serve as *ex officio* member(s) of all YMG teams.

ARTICLE VII – Administrative Provisions

Sec. 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.

Sec. 2. Upon dissolution of the YMG, the assets remaining after the payment of the debts of the YMG shall be distributed to the Minnesota Section.

ARTICLE IX – Ratifications

Authored and approved by Minnesota Younger Member Group on date; approved by Minnesota Section/Branch on date.