

ENVE Alumni Chapter  
Bylaws

ARTICLE I – NAME

Section A: Name

The name of this organization is the Environmental Engineering Alumni Chapter (hereafter referred to as “ENVE Alumni Chapter”), an alumni chapter affiliated with the California Polytechnic State University Alumni Association (hereafter referred to as “Cal Poly Alumni Association”).

ARTICLE II – MISSION STATEMENT AND PURPOSE

Section A: Mission Statement

To support and promote the student activities and goals of the Civil and Environmental Engineering Department through organizational efforts of the ENVE alumni.

Section B: Purpose

The ENVE Alumni Chapter is organized to promote and support the interaction between the civil and environmental engineering industry and the students and goals of the Civil and Environmental Engineering Department, to coordinate activities that encourage interaction and information between alumni and students, to promote networking, to promote a spirit of fellowship and social well-being between alumni and students, and to coordinate fund raising activities that will support environmental engineering student activities.

ARTICLE III – AFFILIATION STATUS

Section A: Educational Purpose

The ENVE Alumni Chapter is organized and operated exclusively for educational purposes within the meaning of Internal Revenue Code Section 501(c)(3) and Section 23701(d) of the California Revenue and Taxation Code.

Section B: Prohibition of Political Activities

No substantial part of the activities of the ENVE Alumni Chapter shall consist of carrying on propaganda, or otherwise to influence legislation, and this group shall not participate or intervene in any political campaign (including the publication or distribution of statements) on behalf of any candidate for public office.

### Section C: Dedication of Chapter Property

The property of the ENVE Alumni Chapter is irrevocably dedicated to educational purposes and no part of the net income or assets of this group shall ever inure to the benefit of any director, officer, or member or to the benefit of any private person.

### Section D: Distribution of Assets on Dissolution

Upon the dissolution or winding up of the ENVE Alumni Chapter, its assets remaining after payment, or provision for payment of all debts and liabilities of this group, shall be distributed to one or more non-profit corporations or entities organized and operated for the benefit of California Polytechnic State University, San Luis Obispo, or the students thereof, and which is tax-exempt under Internal Revenue Code Section 501(c)(3) and Section 23701(d) of the California Revenue and Taxation Code. Such corporation or entity shall be selected by (university support group) with the prior consent of the Board of Directors of the Cal Poly State University Alumni Association.

### Section E: Prohibition of Generation of Unrelated Business Taxable Income

The ENVE Alumni Chapter shall conduct no activities which will generate Unrelated Business Taxable Income as that term is defined in Internal Revenue Code Section 511. In the event the ENVE Alumni Chapter generates Unrelated Business Taxable Income, this group shall reimburse the California Polytechnic State University Alumni Association for any tax liability imposed on such Unrelated Business Taxable Income.

## ARTICLE IV – FISCAL YEAR

### Section A: Fiscal Year

The fiscal year will coincide with the Cal Poly Alumni Association fiscal year (July 1- June 30.)

## ARTICLE V – MEMBERSHIP

### Section A: Membership

The alumni of the Civil and Environmental Engineering Department at California Polytechnic State University constitute the membership of the ENVE Alumni Chapter.

### Section B: Active Status

Any individual who has paid dues in the current year shall be considered an active member and has the right to vote.

### Section C: Dues/Minimum Contribution

The current dues structure will be set by the Board of Directors and communicated to the general

membership on a yearly basis by written notice.

ARTICLE VI – BOARD OF DIRECTORS *(not required for all chapters)*

Section A: Board of Directors

The governing body of the ENVE Alumni Chapter is the Board of Directors. The Board of Directors shall have eight (8) members, of whom four (4) shall be elected officers of the group. These members will be elected in accordance with procedures set forth below.

In addition to addition to the elected officers, the following members will be appointed yearly by the President: Events Director, Webmaster, Student Representative, and Staff Representative.

The Board of Directors shall have one ex-officio member, the immediate Past President (also a voting member of the Board). All eight (8) members of the Board of Directors, as listed below, are eligible to vote.

The Board of Directors shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Events Director
- Webmaster
- Student Representative (Liason)
- Staff Representative (Liason)
- Ex-Officio Member (Past President)

Section B: Eligibility and Nomination

All elected members of the Board of Directors must be active members of the Cal Poly Alumni Association as well as active members of the ENVE Alumni Chapter. All other members of the Board of Directors must be active members of the ENVE Alumni Chapter.

The Nominating Committee will submit a slate of nominees to the Board for approval ninety (90) days prior to the annual meeting. Additional nominations may be submitted to the Nominating Committee Chairperson in writing sixty (60) days prior to the annual meeting.

Section C: Election

Each active member of the ENVE Alumni Chapter may vote by mail on a ballot distributed to the active membership prior to the annual meeting. Each active member of the ENVE Alumni Chapter is entitled to cast only one vote for each officer and director position.

#### Section D: Terms of Office

Elected officers of the Board of Directors and all other Directors commence their term of office July 1, following their election or appointment. Elected officers shall serve terms of office for two years.

#### Section E: Responsibilities

The Board of Directors is responsible for development of the organization, direction of activities, all record keeping involving the organization, coordinating fundraising and scholarship programs and communication with the membership.

#### Section F: Resignation and Vacancies

Any member of the Board of Directors may resign by giving written notice to the President. Any member who is absent from two consecutive meetings without reasonable cause may be removed from the Board by a majority vote of the Board members present at any subsequent meeting. A Board member may be removed for cause by a majority vote of a quorum of Board members at any duly called meeting. Any vacancy may be filled for the remainder of an expired term by nomination of the President and/or Board of Directors and a majority vote of the Board of Directors.

#### Section G: Meetings and Procedural Rules

The Board shall meet at least once a year at such time and place as shall be designated in the notice of the meeting upon call of the President or on the written request of four (4) directors. Written notice shall be made by the Secretary to all members of the Board of Directors.

#### Section H: Minutes

The Secretary shall prepare official minutes of any Board of Directors meeting within thirty (30) days after the meeting. A copy of the minutes will be mailed to the Board of Directors and a copy shall be available to any active member. A master file will be kept by the Secretary.

#### Section I: Procedural Rules

The rules set forth in Robert's Parliamentary Law© and the latest edition of Robert's Rules of Order Revised© shall govern the support group when applicable or in matters not covered in these by-laws.

#### Section J: Quorum

A quorum shall consist of not less than 50% plus one of the voting members of the Board of Directors for the transaction of business at any duly called meeting.

## ARTICLE VII: OFFICERS

### Section A: Membership

All officers must be active Cal Poly Alumni Association members as well as active members of the ENVE Alumni Chapter.

### Section B: Election of Officers

By majority vote as set above.

### Section C: Duties of Officers

#### President

Presides over meetings, appoints an Events Director and a Webmaster, appoints committees, performs all duties incident to the office of president, officially represents the ENVE Alumni Chapter and submits a full report to the Cal Poly Alumni Association at the beginning of each year.

#### Vice President

Assumes duties of president when the president is unavailable. Oversees communication and programming. Maintains communication with committees and membership. May co-chair an ENVE Alumni Chapter committee as assigned by president.

#### Secretary

Records minutes of all business meetings. Provides minutes to Board members within thirty (30) days of any meetings. Maintains non-financial records and correspondence. Database maintenance. May co-chair an ENVE Alumni Chapter committee as assigned by president.

#### Treasurer

Custodian of all funds. Maintains financial records and prepares financial reports. May co-chair an ENVE Alumni Chapter committee as assigned by president.

#### Events Director

Coordinates event as directed by the Board of Directors. Maintains records and correspondence pertaining to any events sponsored by the ENVE Alumni Chapter.

#### Webmaster

Responsible for maintenance of the ENVE Alumni Chapter website. Site shall be updated, at a minimum, quarterly from July through January and monthly from January through July. Serves on the Communications/Information committee.

#### Student Representative

Acts as a liason between the ENVE Alumni Chapter and the Society of Environmental Engineers at Cal Poly. In most cases it will be the current SENVE Outreach Coordinator.

May co-chair an ENVE Alumni Chapter committee as assigned by president.

**Staff Representative**

Serves as appointed by president. Will be an Environmental Engineering teacher. May co-chair an ENVE Alumni Chapter committee as assigned by president.

**Past President**

Ex-officio of the Board of Directors. Serves as appointed by the president. Serves on the Nominating Committee and Finance/Fundraising Committee.

**ARTICLE VIII: COMMITTEES**

**Section A: Finance/Fundraising**

Raise funds and oversee the distribution of scholarships and monetary gifts from Finance/Fundraising to SENVE, under the direction of the Board of Directors.

**Section B: Communications/Information**

Produce and disseminate information to the members of the ENVE Alumni Chapter regarding the organization's activities and meetings, at the direction of the Board of Directors. Responsible for maintaining membership roster.

**Section C: Nominating Committee/Membership**

Nominate a slate of officers and directors for approval and election. Plan and implement methods of recruitment.

**Section D: Special Events/Future Development/Annual Meetings**

Organization of a special event as directed by the Board of Directors as needed for special projects. Create a task force for a specific purpose as deemed by the Board of Directors. Plan and implement annual meetings of the organization.

**ARTICLE IX: MEETINGS AND PROCEDURAL RULES**

**Section A: Annual Meeting**

There will be one Annual Meeting of the general membership held each calendar year. Other meetings or events will be held as called.

**Section B: Meeting Notices**

Members will be notified at least sixty (60) days in advance of the annual meeting.

The Executive Vice President of the Alumni Association will be notified ninety (90) days in advance of the meeting if support is needed from the Cal Poly Alumni Association.

#### Section C: Minutes

The official minutes of any business meeting shall be prepared within thirty (30) days after the meeting. A copy of the minutes shall be mailed to the Executive Vice President of the Cal Poly Alumni Association and a copy shall be available to any active member. A master file will be kept by the Secretary.

The Cal Poly Alumni Association will be provided with minutes/reports of each meeting.

#### Section D: Procedural Rules

The rules set forth in Robert's© Parliamentary Law and the latest edition of Robert's© Rules of Order Revised shall govern this group where applicable.

#### Section E: Voting

Voting decisions by the members shall be made by a majority vote of the quorum.

#### Section F: Quorum

A quorum shall consist of not less than 50% plus one of the voting members of the Board of Directors for the transaction of business at any duly called meeting.

### ARTICLE X: FUNDS AND FINANCES

#### Section A: Checks, drafts, deposits

The treasurer will maintain on deposit a checking account, with a commercial bank or other depository, approved by the Executive Vice President of the CPAA. The account will have sufficient funds to permit efficient operation of the fiscal affairs of the organization. All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the ENVE Alumni Chapter shall be signed by at least two (2) officers of the organization. The officers/Board of Directors may accept on behalf of the ENVE Alumni Chapter any contribution, gift, bequest or other devise for the general purposes or for any special purposes of the organization. Funds other than those required for routine operation of the ENVE Alumni Chapter will be invested as designated by the Board of Directors. The Board of Directors may call for an audit at any time.

#### Section B: Records

All records shall be kept by the treasurer or other appropriate officer. A quarterly financial statement will be submitted to the Cal Poly Alumni Association.

