SEAONC Committee Handbook

Revised July 2023

https://www.seaonc.org/
# Table of Contents

- Who is SEAONC? ........................................................................................................................................................... 3
- SEAONC Committees .................................................................................................................................................. 4
- Committee Calendar ................................................................................................................................................... 7
- Committee Chair Responsibilities ................................................................................................................................. 9
- Committee Leadership Positions ................................................................................................................................ 11
- Templates and Forms ................................................................................................................................................. 12
  - Meeting Agenda ........................................................................................................................................... 13
  - Meeting Minutes .......................................................................................................................................... 14
  - Annual Committee Charter .......................................................................................................................... 15
  - End-of-Year Committee Report .................................................................................................................... 16
  - Committee Budget ....................................................................................................................................... 17
- SEAONC Bylaws .......................................................................................................................................................... 18
- SEAONC Policies and Procedures ............................................................................................................................... 26
Welcome to SEAONC committee leadership! This Handbook is intended to provide you introductory information for serving as a committee leader. It is not meant to cover everything, but, hopefully will provide you answers to a few of your initial questions.

Who is SEAONC?

SEAONC Strategic Plan 2023-2028
Affirmed June 2023

Mission
To advance the practice of structural engineering, to build community among our members, and to inform the public about advancements in the structural engineering profession

Vision
A world where structural engineers are recognized as essential contributors to building safe and sustainable communities and where structural engineers are valued for their expertise, innovation, and commitment to public safety.

Values
- Pursuing structural engineering excellence
- Creating a welcoming, transparent, and accessible Association that is supportive of all members
- Fostering active engagement and upholding integrity within the profession
- Igniting passion and inspiring future generations of structural engineers

Pillars (Primary Focus Areas)
Membership
- Maintain the relevance, stability, and value of the Association
- Increase engagement, connectivity, and collaboration within the Association
- Coordinate SEAONC’s efforts with those of SEAOC and NCSEA

Communications
- Improve both internal and external communication mechanisms and messaging
- Develop a recognizable brand with consistent outreach and messaging strategies
- Be the trusted resource for structural engineering information in Northern California

Education and Events
- Generate and disseminate structural engineering knowledge including high quality continuing education events that complement SEAOC and NCSEA events
- Consolidate Board and committee events into fewer signature events

Advocacy and Public Outreach
- Develop a strong pathway into the profession for students and young engineers
- Create initiatives and programs that help retain engineers in SEAONC and the profession
- Promote the structural engineering profession and strengthen relationships with Northern California higher education programs and AEC-focused associations
- Enhance public and client perception of structural engineering
SEAONC Committees

SEAONC is committed to the advancement of structural engineering. The success of SEAONC stems chiefly from the volunteer efforts of members working on committees. The committee summaries below present various ways members of SEAONC can become engaged to serve the public, share knowledge, and help shape the practice of structural engineering.

The bulk of SEAONC activity is generated by the volunteer efforts of members serving on the Association's standing and ad hoc committees. Committee meetings are held regularly. Technical committees periodically produce valuable publications in addition to hosting typical committee activities. Other committees serve to promote the structural engineering community through community involvement and networking. Members are encouraged to join committees, with the understanding that they will participate and share the workload.

**Business Forum Committee**
business@seaonc.org
The SEAONC Business Forum’s mission is to advance the practice of structural engineering with the emphasis on business development, management, organization, and professionalism. The goal is to encourage structural engineers and related professionals within the industry to support each other by sharing knowledge and experiences. It is the Business Forum’s mission to help professionals within our industry gain key knowledge from each event that can enrich themselves individually, better their associated companies, and further the AEC industry as a whole.

**Bylaws Committee**
bylaws@seaonc.org
The Bylaws Committee serves at the request of the Board of Directors to answer questions regarding and provide interpretations of meanings and procedures allowed in the Bylaws. The committee also serves to compose additions or amendments to the Bylaws as directed by the Board. The committee provides similar interpretations and input to the Board for the SEAONC Canons of Ethics for Engineers.

**Communications Committee**
communications@seaonc.org
The Communications Committee assists with SEAONC public relations, including the management of social media accounts and other public-facing information. Through participation in structural engineering committees at the state and national levels, the committee aims to maintain SEAONC’s relationships with other member organizations and colleagues. The committee also aids in facilitating internal communications between all SEAONC committees and organization members and nationally in coordination with NCSEA.

**Construction Quality Assurance Committee**
cqa@seaonc.org
The Construction Quality Assurance (CQA) Committee deals with issues related to the engineer's role in the quality of construction. Our focus is on the primary quality assurance tools mandated by the building code: Special Inspection; testing during construction; and Structural Observation. We also look at the project specifications and the submittal review process as key contributors to construction quality. We develop and maintain guideline documents including the comprehensive "Guidelines for Special Inspection & Structural Observation", as well as documents on review of concrete mix designs, review of Welding Procedure Specifications, and inspection of wood framing. The committee has also been active in developing and commenting on code changes related to the committee’s scope.
Continuing Education Committee
cec@seaonc.org
The Continuing Education Committee (CEC) organizes seminars in which ideas and information, such as the latest code developments, design practices, and other relevant topics, are presented to SEAONC members. CEC organizes three key technical seminars and several mini-seminars in the Bay Area throughout the year. The CEC is always open to seminar topic and speaker suggestions from all SEAONC members.

Disaster Emergency Services Committee
des@seaonc.org
The Disaster Emergency Services (DES) Committee was developed to assist local communities in coping with disasters. One of its chief activities is managing SEAONC's Reserve Corps, which is coordinated with the California Office of Emergency Services (CalOES) and SEAOC. This program includes damage simulation workshops and assistance to CalOES and local building officials after local and distant damaging earthquakes.

Existing Buildings Committee
buildings@seaonc.org
The Existing Buildings Committee (EBC) works on issues related to the evaluation, analysis, retrofit, and alteration of existing buildings with the objective of improving engineering practices and safety for the existing built environment. The committee aims to improve understanding of existing risk and mitigation strategies among the profession and the public for the natural hazards present across California, including earthquakes, wildfires, and tsunamis. Together with the SEAOC Existing Buildings Committee, EBC provides reviews and commentaries on guidelines, codes, and standards, and works with local jurisdictions on policies regarding existing structures.

Hensolt Legacy Committee
legacy@seaonc.org
The goal of the Hensolt SEAONC Legacy Project is to establish an interactive online timeline of the history of structural engineering in Northern California, featuring stories and backgrounds on the engineers, firms, landmarks, and events that have shaped structural engineering in the Bay Area.

Professional Practice Committee
professional@seaonc.org
The Professional Practice Committee addresses professional issues common to the practice of structural engineering. Over the years, the committee has addressed such diverse topics as scope of engineering services, contract matters, construction submittals, peer reviews, and professional liability insurance.

Public Outreach Committee
outreach@seaonc.org
The Public Outreach Committee is committed to providing SEAONC members with avenues to contribute to the Bay Area community through both volunteer events and youth outreach programs. In addition to the external outreach goals, we also focus on assisting other SEAONC committees with outreach-oriented tasks relating to their charges and initiatives.
Resilience Committee
resilience@seaonc.org
The Resilience Committee develops positions and recommendations regarding issues in the emerging field of resilience-based planning and design. The committee coordinates with state efforts (SEAOC), national efforts (NCSEA), and other groups (including NIST, FEMA, ASCE, and ICC) to develop concepts of natural hazards resilience as they relate to the practice of structural engineering.

Structural Engineering Engagement and Equity Committee
se3@seaonc.org
The SEAONC Structural Engineering Engagement and Equity (SE3) Committee was established in 2015 with the mission of attracting and retaining the best talent into our profession, and to ensure that all structural engineers have a clear pathway to success in their careers. The SEAONC SE3 Committee provides programming regarding racial equity, mentorship, retention, and Diversity, Equity, and Inclusion (DEI) in the structural engineering profession.

Seismology Committee
seismology@seaonc.org
The Seismology Committee aims to bridge the gap between structural engineering practice and research.

Sustainable Design Committee
sustainable@seaonc.org
The Sustainable Design Committee advocates the role of the structural engineer in the sustainable design process and the importance of incorporating sustainable design principles in practice.

Young Members Forum Committee
ymf@seaonc.org
The Young Members Forum (YMF) Committee is intended to serve young structural engineers in a unique way. YMF provides lively activities for young structural engineers to connect with and learn from others in the industry in a more approachable setting, with the goal of promoting participation in the larger SEAONC community. YMF holds monthly happy hours called "Power Pints" educational presentations called "YMF Presents," and PE Exam Info Sessions. Each quarter, YMF also hosts a large social event, such as the annual Oktoberfest event, a fun night celebrating young engineers and prominent industry partners. The committee also hosts events with local universities, serving as a liaison between students and the broader SEAONC community.
Committee Calendar

July
- Old Board/New Board Meeting - Board liaisons to the committees are assigned
- Committees to notify the Vice President who the committee chairs and vice chairs for the upcoming year will be

August
- Monthly Board Meeting - first Tuesday of the month
- Board to reach out to committee chairs to confirm preliminary budgets and Annual Committee Charters

September
- Monthly Board Meeting - second Tuesday of the month
  - Invited committee(s) to join Board for meeting
- Annual Committee Charters due (See Templates and Forms)
- Review and request updates to the SEAONC committee webpage.
- Board & Committee Chair Dinner - meet and greet with the Board and fellow committee chairs
- Board and committee chair one-on-one meetings, committee charges discussed
- SEAONC Board votes on committee budgets

October
- Monthly Board Meeting - first Tuesday of the month
  - Invited committee(s) to join Board Meeting
- Committee Involvement Fair at Monthly Association Meeting
- Board and committee chair one-on-one meetings (cont.), committee charges discussed

November
- Monthly Board Meeting - first Tuesday of the month
  - Invited committee(s) to join Board Meeting
- Committee collaboration meetings, as called by Board

December
- Monthly Board Meeting - first Tuesday of the month
  - Invited committee(s) to join Board Meeting
- Committee collaboration meetings, as called by Board

January
- Monthly Board Meeting - first Tuesday of the month
  - Invited committee(s) to join Board Meeting
- Committee collaboration meetings, as called by Board

February
- Monthly Board Meeting - first Tuesday of the month
  - Honors and Board Nomination Committee members are determined
  - Invited committee(s) to join Board Meeting
- Committee collaboration meetings, as called by Board
March
- Monthly Board Meeting - first Tuesday of the month
  - Invited committee(s) to join Board Meeting
- Honors and Board Nomination Committees meet

April
- Monthly Board Meeting - first Tuesday of the month
  - Invited committee(s) to join Board Meeting
- Committee chairs to provide list of active committee members

May
- Monthly Board Meeting - first Tuesday of the month
  - SEE Awards - Student scholarships and Excellence in Engineering awards announced
  - Invited committee(s) to join Board Meeting
- Committee End-of-Year Report due at mid month (See Templates and Forms)
- Proposed committee charges for upcoming year submitted by vice chair with support of current chair (See Templates and Forms)
- Proposed committee budgets for incoming year submitted to board
- Committee chairs to submit nominees for SEAOC convention scholarships to the Board
- Committee Appreciation Event with committee chairs and Board

June
- Monthly Board Meeting - first Tuesday of the month
  - SEAOC Convention scholarships awarded
  - Invited committee(s) to join Board Meeting
- SEAONC Business Meeting
  - New Board announced by Vice President
  - SEAONC Fellows and SEAONC Awards announced
- All committee reimbursables for fiscal year to be submitted by end of month.
Committee Chair Responsibilities

Without the work of committee chairs and committee members, SEAONC would not be able to offer as many benefits to SEAONC members as it does. Committee chairs help lead, collaborate, and refine the work across our committees, streamlining information flow and providing continuity year over year. For those who chair committees, the Association relies upon your leadership, and we recognize that a heightened commitment to SEAONC and to your fellow committee members may require more information.

Please read through the following checklist. It is designed to ensure that you understand all that being a committee chair entails and to provide valuable links to documents necessary to lead your committee.

- Guide the committee to complete its mission by organizing meetings regularly, updating the SEAONC Board Liaison on the committee’s activities, and using this manual as a guide.
- Lead committee members to achieve the committee’s mission through setting and maintaining goals and updating them as goals are achieved.
- Meet regularly, by conference call, web-based meeting, or in person. Meeting minutes are the responsibility of the Secretary or designee of the Chair.
- Prepare an Annual Committee Charter, prepare a written update to discuss with the SEAONC Board at a Board meeting as assigned per annual calendar.
- Prepare and monitor the committee’s annual budget to ensure actual activity costs align with proposed costs.
- Submit an expense report for each meeting or event when expense reimbursement is requested. The Chair should pay for the meeting costs to streamline the reimbursement process.
- SEAONC Website:
  - Regularly review and keep the committee webpage or other applicable page on SEAONC’s website current.
  - Submit committee reports (Annual Committee Charter and End of Year Report) to SEAONC to be posted on each committee page. Committee reports will be kept on the website for one year.
  - Any other documents or resource materials for your page should be sent to your committee’s Board liaison for inclusion on the website. Keep in mind that materials and documents can also be placed under the committee page.
- Committees should target submitting at least two (2) SEAONC newsletter articles per year. Photos are encouraged for inclusion in articles, and articles are due to the SEAONC Office by the 18th of the month prior to publication. Committees should have the articles reviewed by their Board liaison prior to submitting them to the SEAONC Office.
- Committees are required to post meetings and events to the SEAONC Calendar at least one month in advance: https://www.seaonc.org/events/event_list.asp
- Communicate and collaborate with other SEAONC committee chairs as appropriate via the Basecamp SEAONC Committee Chairs team.
ALL SEAONC COMMITTEE CHAIRS AND MEMBERS ARE EXPECTED TO:

• Act consistently with SEAONC’s Strategic Plan and in SEAONC’s best interest.
• Use the SEAONC Board of Directors as a resource.
• Coordinate with SEAONC Board of Directors prior publishing or posting SEAONC content or opinions (refer to “Review of Publications” in the SEAONC Policies and Procedures).
• Disclose conflicts of interest and decline to vote if there is a conflict when making decisions within committees.
• Commit to participating actively in all scheduled committee meetings.
• Follow through with tasks assigned by Board and assigned within committee in a timely manner.
• Be a member in good standing of SEAONC.
Committee Leadership Positions

Chair: Responsible for guiding the committee to complete its mission by organizing meetings regularly, updating the SEAONC Board Liaison regarding the committee’s activities and using this handbook as a guide.

Vice Chair: Fulfills the duties of the Chair when, for any reason, the Chair is unable to act in their leadership capacity. Vice Chair is intended to transition into the position of Chair.

Past Chair: Remains an active member of the committee and provides leadership and knowledge continuity for the benefit of the committee and SEAONC. This position is pivotal in committee success and provides opportunity for reduced leadership time commitment. Without Past Chair participation, the Chair role can be difficult and less effective. Past Chair can act as Secretary.

Secretary (as needed): Custodian of the permanent records of the committee; prepares the minutes of all regular and special meetings of the committee; maintains a permanent list of members.

Board Liaison: A Board member, appointed by the SEAONC Board of Directors, who is a link between the committee and the Board of Directors. The Board Liaison’s primary job is to inform the Board of the committee activities and to inform the committee of Board activities, where appropriate.
Templates and Forms

On the following pages are templates developed for SEAONC Committee Agendas and Minutes, Committee Charter, and Budget forms. The templates can be downloaded at: https://www.seaonc.org/page/Committee_Resources.

Requests for reimbursement should be submitted through the following online form: SEAONC Committee Reimbursement Online Form.

Committee chairs are responsible for agendas and minutes for each committee meeting. All committees shall submit an Annual Committee Charter, Budget Request, and an End-of-Year Report annually by the deadlines established by the Board of Directors.

- Annual Committee Charter and Budget Request: Due September (See Committee Calendar)
  - Complete Annual Committee Charter
  - Complete Committee Budget Template: The committee will need to justify expenses as related to goals in the Committee Charter.
  - Review and request updates to the SEAONC committee webpage.

- End of Year Report: Due at the end of April (See Committee Calendar)
  - A summary, using below guidelines, to share with all SEAONC membership
    - What the committee has accomplished in the last year (including photos), why it is important.
    - List the committee goals/charges with updated status.
    - Detail the ways your committee has collaborated with other SEAONC committees
    - List any ways your committee has worked with SEAOC or NCSEA committees
    - List ways the SEAONC Board of Directors could further support your committee’s goals
  - End of year newsletter article summarizing the committee accomplishments.
  - Committee leadership transition; position assignment and description of new leadership.
  - Proposed committee charges for upcoming year, authored by Vice Chair.

On the following pages are templates developed for SEAONC committee Agendas and Minutes as well a budget template and Annual Committee Charter.
Committee Name
Meeting Agenda
Date
Time

Type of Meeting: Description of Meeting
Meeting Facilitator: Facilitator Name
Invitees: Names of Invitees

I. Call to order

II. Roll call

III. Approval of minutes from last meeting

IV. Open issues
   a) Description of open issue 1
   b) Description of open issue 2
   c) Description of open issue 3

V. New business
   a) Description of open issue 1
   b) Description of open issue 2

VI. Next Meeting Date

VII. Adjournment
Committee Name
Meeting Minutes

Date
Time

I. Call to order

Facilitator Name called to order the regular meeting of the committee at time on date at location.

II. Roll call

Secretary Name conducted a roll call. The following persons were present: attendee names

III. Approval of minutes from last meeting

Secretary Name read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

1. Open issue/summary of discussion

2. Open issue/summary of discussion

3. Open issue/summary of discussion

V. New business

d. New business/summary of discussion

e. New business/summary of discussion

VI. Next Meeting

VII. Adjournment

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name
Minutes approved by: Name
**Annual Committee Charter**

- A summary, using below guidelines, to share with all SEAONC membership
  - Committee accomplishments in the last year (including photos), why it is important.
  - List the committee goals/charges with updated status.
  - Detail the ways your committee has collaborated with other SEAONC committees
  - List any ways your committee has worked with SEAOC or NCSEA committees
  - List ways the SEAONC Board of Directors could further support your committee’s goals
- Committee leadership transition; position assignment and description of new leadership.
- Proposed committee charges for upcoming year, authored by Vice Chair or Incoming Chair.

<table>
<thead>
<tr>
<th>Committee Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Liaison:</td>
<td></td>
</tr>
<tr>
<td>Date of Last Revision:</td>
<td></td>
</tr>
<tr>
<td>Committee Email:</td>
<td></td>
</tr>
<tr>
<td>Committee Chair:</td>
<td></td>
</tr>
<tr>
<td>Committee Vice Chair:</td>
<td></td>
</tr>
<tr>
<td>Committee Past Chair:</td>
<td></td>
</tr>
<tr>
<td>Chair Transition Date:</td>
<td></td>
</tr>
<tr>
<td>Committee Members:</td>
<td></td>
</tr>
<tr>
<td>Committee Mission:</td>
<td></td>
</tr>
<tr>
<td>Standing Charges:</td>
<td></td>
</tr>
</tbody>
</table>

**Charges for Current Year (Board Initiated):**

**Charges for Current Year (Committee Initiated):**

| Deliverables, Due Dates: |  |
| Meeting Schedule (Date, Time, Place/ Web Link): |  |

**Authorization and Limitations:**

(insert Committee Chair signature indicating acknowledgement of Policy and Procedures and Bylaws)

_______________________________________________________________
### End-of-Year Committee Report

<table>
<thead>
<tr>
<th>Committee Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Chair</td>
</tr>
<tr>
<td>(Current):</td>
</tr>
<tr>
<td>Committee Chair</td>
</tr>
<tr>
<td>(Upcoming Year):</td>
</tr>
<tr>
<td>Chair Transition Date:</td>
</tr>
<tr>
<td>Committee Charter</td>
</tr>
<tr>
<td>Goals Accomplished in</td>
</tr>
<tr>
<td>Past Year:</td>
</tr>
<tr>
<td>SEAONC Committees</td>
</tr>
<tr>
<td>Collaboration:</td>
</tr>
<tr>
<td>SEAOC or NCSEA Committee</td>
</tr>
<tr>
<td>Collaboration:</td>
</tr>
<tr>
<td>Needs for Support from</td>
</tr>
<tr>
<td>Board of Directors:</td>
</tr>
<tr>
<td>Proposed Committee</td>
</tr>
<tr>
<td>Charges for Upcoming</td>
</tr>
<tr>
<td>Year (Authored by Vice</td>
</tr>
<tr>
<td>Chair/ Incoming Chair):</td>
</tr>
</tbody>
</table>

---
## SEAONC Committee Budget

[COMMITTEE NAME]

<table>
<thead>
<tr>
<th>Item</th>
<th>Unit</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virtual Committee Meetings:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>In-Person Committee Meetings:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Food</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>• Meeting Space</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other:</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>
SEAONC Bylaws
(Committee-specific items are highlighted)

BYLAWS of the STRUCTURAL ENGINEERS ASSOCIATION OF NORTHERN CALIFORNIA
A Nonprofit California Corporation

Amended: May 1, 1959; November 7, 1962; December 6, 1966; December 1, 1970; May 2, 1972;
June 4, 1974; June 3, 1975; June 24, 1977; June 5, 1979; October 6, 1981; June 1, 1982; June 5, 1984;
June 4, 2013, June, 2021

ARTICLE I
Statement of Purpose
This Association is established for the following purposes:
Section 1. To advance the art and science of structural engineering; to improve the practice of structural engineering and service to the public; to encourage engineering education; to maintain the honor and dignity of the profession; to enlighten the public regarding the province of the structural engineer; to advance proper legislation and to oppose improper legislation affecting structural engineering practice; to cooperate with other professional organizations; to cultivate social contacts within its Membership and by closer association and better mutual understanding to discourage unethical and/or detrimental practice.
Section 2. To afford the public a reasonable assurance of the ability and integrity of its Membership through the provision of high quality educational content and enforcing adherence to ethical canons.
Section 3. To secure uniformity of action among the individuals forming this Association upon the general principles herein set forth, and upon such policies as may be decided upon from time to time. All action and policy shall strive to improve the profession.

ARTICLE II
Membership
Membership in the Association shall consist of the following grades: MEMBER SE, MEMBER, ASSOCIATE MEMBER, AFFILIATE MEMBER, INDUSTRY MEMBER, STUDENT MEMBER, CORRESPONDING MEMBER, FELLOW, HONORARY MEMBER, and LIFE MEMBER.
Section 1. The term “Voting Member” as used throughout these bylaws shall mean a person holding the class of “MEMBER SE” or “MEMBER”.
Section 2. The term “Member” as used subsequently in these Bylaws shall, unless otherwise noted, mean a person holding any class of Membership.
Section 3. The qualifications of Members may be reviewed at the discretion of the Board of Directors.
Section 4. A MEMBER SE shall be a Civil Engineer registered in the State of California with authority to use the title Structural Engineer. A MEMBER SE may vote, hold office, serve as a director, committee chair or committee member within the Association and may serve as director, officer, committee chair or committee member of the Structural Engineers Association of California (SEAOC).
Section 5. A MEMBER shall be one of the following:
a. A Civil Engineer registered in
the State of California regularly engaged in
the practice of structural or related
engineering.

b. A person who holds a full-time
  teaching position in structural or civil
  engineering at a university or college.

c. A person who has attained
  eminence in the field of engineering which,
in the opinion of the Board of Directors,
  qualifies the person for the grade of
  MEMBER.

A MEMBER shall have all of the
  rights, duties, benefits and privileges of a
  MEMBER SE except holding the office of
  President or Vice President, serving on the
  Board of Directors of SEAOC, and may not
  chair or be SEAONC delegate to a SEAOC
  Structural Standards committee except with
  the approval of the SEAOC Board of
  Directors.

Section 6. An ASSOCIATE MEMBER shall
  be a structural, civil, or architectural
  engineering graduate who is not eligible for
  the grade of MEMBER or MEMBER SE. An
  ASSOCIATE MEMBER shall have all of the
  rights, duties, benefits and privileges of a
  Voting Member except for voting or holding
  office.

Section 7. An AFFILIATE MEMBER shall be
  a person in a field cooperating with and/or
  working closely with structural engineers in
  the advancement and practice of the
  technical aspects of structural engineering.
  An AFFILIATE MEMBER shall have all of
  the rights, duties, benefits and privileges of a
  MEMBER except for voting, holding office,
  being a member of or serving as Chair of a
  SEAONC committee.

Section 8. An INDUSTRY MEMBER shall be
  a person in an industry cooperating with
  structural engineers who does not qualify as
  an ASSOCIATE MEMBER, MEMBER or
  MEMBER SE. An INDUSTRY MEMBER
  shall have all of the rights, duties, benefits
  and privileges of a MEMBER except for
  voting, holding office, being a member of or
  serving as Chair of a SEAONC committee.

Section 9. A STUDENT MEMBER shall be
  an engineering student who is enrolled full
  time in an accredited engineering school,
  college or university. A STUDENT
  MEMBER shall have all of the rights, duties,
  benefits and privileges of a MEMBER except
  for voting, holding office, being a member of
  or serving as Chair of a SEAONC committee.

Section 10. A CORRESPONDING MEMBER
  shall be a person interested in supporting
  the goals and purposes of the Association who
  does not qualify for other membership
  grades or who does not reside in California.
  A CORRESPONDING MEMBER shall have
  all of the rights, duties, benefits and
  privileges of a MEMBER except for voting,
  holding office, being a member of or serving
  as Chair of a SEAONC committee.

Section 11. A FELLOW shall be a MEMBER
  SE so designated by the Board of Directors in
  recognition of outstanding service to the
  Association or accomplishments in the field
  of structural engineering. A FELLOW shall
  have been a member in good standing for 15
  years.

Section 12. An HONORARY MEMBER shall
  be a person so designated by the Board of
  Directors in special recognition of the
  person's contribution to the structural
  engineering profession. An HONORARY
  MEMBER who is a Voting Member shall
  have all of the rights, duties, benefits and
  privileges of the grade held before being
  recognized as an HONORARY MEMBER.
  An HONORARY MEMBER who is not a
  Voting Member shall have all of the rights,
  duties, benefits and privileges of an
AFFILIATE MEMBER.

Section 13. A LIFE MEMBER shall be a MEMBER SE, MEMBER, AFFILIATE MEMBER, INDUSTRY MEMBER or CORRESPONDING MEMBER who is so designated by the Board of Directors. A LIFE MEMBER shall have been a Member in good standing for 20 years and be retired from active practice. A LIFE MEMBER shall have the rights and privileges of the grade held at the time of being designated a LIFE MEMBER.

Section 14. Transfer from ASSOCIATE MEMBER to MEMBER or from AFFILIATE MEMBER to MEMBER or from MEMBER to MEMBER SE shall be automatic when the qualifications have been attained and the transfer has the approval of the Board of Directors.

ARTICLE III
Admission, Transfer, Disciplinary Action

Section 1. Admission to the Association shall be in accordance with the following procedure:

a. A completed application shall be submitted to the Board of Directors. The Board of Directors shall review qualifications and appropriate membership grade for admission to the Association.

Section 2. An application for transfer from a Member in good standing of another member association of the Structural Engineers Association of California shall be considered as a new application for Membership. The appropriate grade of Membership shall be determined in accordance with this Association’s Bylaws.

An applicant shall furnish a statement from the former Association stating that the applicant is a member in good standing, that dues have been paid for their current fiscal year, citing the duration of Membership and stating the present grade of Membership.

If all of the above requirements have been met, the applicant will not be required to pay any dues to this Association until the start of the next fiscal year.

Section 3. Any Member may bring forth charges for disciplinary action against any other Member or Members upon the grounds of unprofessional conduct or conduct detrimental to the Association or in violation of its Canon of Ethics or these Bylaws.

Such charges shall be made in writing, specifically stating the conduct in question, and shall be addressed and sent to or delivered to the Secretary of the Association and signed by the Member bringing the charges. Such charges shall be treated as confidential by all concerned and will only be discussed or disseminated as provided by this section.

The Board of Directors shall consider the charges, and if disciplinary action appears to be warranted, the Secretary of the Association shall advise the charged Member, in writing, of the charges against the Member, the name of the person bringing the charges, the time and place of the hearing of such charges (which hearing shall be conducted by the Board of Directors), and of the member’s right to present at such time a defense either in person or in writing.

After considering the evidence presented at such hearing, the Board of Directors may, by a two-thirds affirmative vote of the full Board, order such disciplinary action as it deems appropriate, including, but not restricted to: censure; suspension from membership; or expulsion.

The suspension period shall not exceed one year and during the period of any suspension, the member’s obligation to pay
dues shall continue.

The Board of Directors may, at its discretion, notify the membership of the disciplinary action taken.

Each member of the Association waives any claim for libel or slander against any Member of the Board of Directors, or any officer, agent, or employee of this Association by reason of any charges made or published or any other action taken pursuant to this section.

Section 4. Should a Member be expelled from this Association, the Member shall not again be entitled to Membership, unless the Board of Directors, by a two-thirds affirmative vote of the full Board, allows consideration of the expelled Member’s application.

ARTICLE IV

Dues, Assessments and Contributions

Section 1. Annual dues shall consist of Association dues and SEAOC dues.

Association dues are those paid for support of, and use by, the Structural Engineers Association of Northern California and shall be set by the Board of Directors.

SEAOC dues are those paid for the support of, and use by, the Structural Engineers Association of California and are set by the SEAOC Board of Directors. Payment of SEAOC dues is mandatory for all SEAONC Member grades.

Section 2. Annual dues shall be assessed at 100% for Members, with ASSOCIATE MEMBERS and AFFILIATE MEMBERS set at 50% of Member annual dues. STUDENT MEMBERS shall pay no more than 25% of Member annual dues.

LIFE MEMBERS, so designated before 1995, and HONORARY MEMBERS shall pay no dues. LIFE MEMBERS, so designated after 1994, shall pay 25% of Member annual dues.

Annual dues, and the amounts applying to each grade of Membership and the division between SEAONC and SEAOC dues, shall be published annually. Annual dues shall be payable upon billing and any Member more than six months in arrears shall, except as herein provided, cease to be a Member of the Association.

Section 3. The Board of Directors may increase or decrease Association dues, singly or collectively, by not more than 10% in any fiscal year. Increases or decreases in excess of 10% must be approved by an affirmative vote of not less than two-thirds of Members voting.

Members changing grade within the Association shall not be required to pay any additional dues during the fiscal year of the change.

On application from any Member, the Board of Directors may, at its discretion and for cause, remit part or all current dues and/or assessments for that Member or extend the time of payment for that Member.

Section 4. Additional moneys required to carry on the activities of the Association may be raised through assessments, which shall not exceed the annual dues for any one fiscal year. Any assessments proposed by the Board of Directors must be approved by an affirmative vote of not less than two-thirds of eligible Voting Members.

Section 5. The Board of Directors is empowered to receive contributions from any source, provided the funds so received are used to further the aims and objectives of this Association.

Section 6. The fiscal year of this Association shall be from the first day of July to the last
day of June of the following year.

ARTICLE V
Officers and Directors

Section 1. The Association Officers shall comprise President, Vice President, Secretary and Treasurer.

Section 2. The Board of Directors shall consist of 9 Voting Members, which shall include the President, the Vice President, the last available Past President, and 6 Directors. The Treasurer and the Secretary shall be appointed by the President from among the sitting Directors.

Section 3. The President, the Vice President and 3 Directors shall be elected annually by the Voting Members as set forth in Article VI.

Section 4. The President and Vice President shall be elected for one-year terms, the Directors for two-year terms.

Section 5. All Association Officers and Directors shall be ineligible to succeed themselves.

Section 6. Except as otherwise provided, a vacancy in any Association Office or Director position shall be filled by the Board of Directors, appointing for the unexpired term, an available candidate for the vacancy, who received the next highest number of votes at the last election. When the election process does not provide alternate candidates for an Association Office, the Board of Directors will appoint a replacement to serve the unexpired term for the vacated Office.

Section 7. An Executive Director or Executive Secretary, comprising an individual and identified support staff, shall be appointed by the Board of Directors.

Section 8. Only the Executive Director or Executive Secretary may receive remuneration for administrative services to this Association.

ARTICLE VI
Nomination and Election of Officers and Directors

Section 1. The election of Directors, President and Vice President shall be held each year before the annual June business meeting.

Section 2. Candidates for the offices of President, Vice President and Director shall be nominated and elected in accordance with the following procedure: A Nominating Committee consisting of five Voting Members shall be nominated and elected by ballot before or at an Association meeting in the month of February. Nominations for this committee may be made by Members, but only eligible Members shall be nominated. Incumbent Officers, Directors and Members of the Nominating Committee for the preceding year are ineligible for the current Nominating Committee. Voting Members shall vote from a list of at least ten Nominees. The five Nominees receiving the highest number of votes shall be declared elected to the Nominating Committee. The Nominee receiving the most votes will be appointed Chair of the Nominating Committee. Service on this committee shall not affect a Member's eligibility for office. The Vice President shall be an ex-officio member of the Nominating Committee.

Before April 2 the Nominating Committee shall nominate for office at least one MEMBER SE for President, at least one MEMBER SE for Vice President, and at least two Voting Members each for three Director positions. A report, describing the nominations, shall be sent to the Voting Members before April 9. Up to, and including, May 1, additional nominations may be made by Petition of at least five
percent of the Voting Members, submitted to the President and received by the Board of Directors before May 9. Each Petition must be accompanied by a statement of the Nominee's willingness to serve in the capacity offered.

Section 3. Before May 10 all Voting Members shall receive a ballot listing all nominees for President, Vice President and Director. The balloting method shall maintain the integrity of the election process and provide strict adherence to the concept of the secret ballot, assuring only one vote per Voting Member.

The completed ballot shall be validated by the voter and returned to the Association office before noon of the day of the annual June business meeting. The received ballots shall then be counted. Those receiving the highest number of votes shall be declared elected at the annual June business meeting. The elected Officers and Directors shall take office at the adjournment of the Board of Directors meeting held in June.

Section 4. All tasks associated with Nominations and Elections shall be conducted by an Election Committee appointed by the President. All Nomination and Election results shall be made available to and presented to the Membership.

ARTICLE VII
Powers and Duties of Officers and Board of Directors

Section 1. The President shall preside at all meetings of the Association and Board of Directors. The President shall confirm all Committee Chairs and be an ex-officio Member of all committees.

Section 2. The Vice President shall fulfill the duties of the President in the President's absence. In the event of the President's death, resignation or expulsion, the Vice President shall perform the duties of the President for the remainder of the term.

Section 3. The Treasurer shall be the custodian of all funds and financial records of the Association and shall make disbursements when authorized by the Board of Directors.

Section 4. The Secretary or the Secretary's delegate shall take minutes of this Association's annual business meeting and Board of Directors meetings. A copy of such minutes shall be preserved in the Association office.

Section 5. The Board of Directors shall direct and control the affairs of the Association, and make financial resources available to the Secretary, Treasurer, and other Officers, Directors, or committee representatives.

ARTICLE VIII
Meetings

Section 1. Meetings of this Association shall be held at the call of the Board of Directors.

Section 2. Five Directors shall constitute a quorum of the Board of Directors.

Section 3. The Board of Directors shall meet periodically, but no less than six times per twelve month period. Special meetings of the Board of Directors may be called by the President.

Section 4. The Annual Business Meeting of this Association shall be a Membership meeting in the month of June referred to herein as the "annual June business meeting."

Section 5. Robert's Rules of Order, latest edition, shall govern all parliamentary procedure not otherwise provided for by these Bylaws.
ARTICLE IX
Amendments
Section 1. Amendments to ARTICLES II, III, IV, V or IX of these Bylaws may be initiated by the Board of Directors, or on petition of at least 10% of the Voting Members. The Amendment shall be adopted only upon qualifying vote. Qualifying vote is defined as affirmative vote of not less than two-thirds of the Voting Members returning a ballot, and affirmative vote of at least one-third of the eligible Voting Members.

Section 2. An amendment to other Bylaws Articles may be made in accordance with the provisions set forth in ARTICLE IX, Section 1 or by resolution at any Association meeting provided that a 30 day notice of intention has been given to Members. The amendment shall be adopted only upon an affirmative vote of not less than two-thirds of the Voting Members attending the Association meeting.

Section 3. Amendments proposed in accordance with ARTICLE IX, Section 1 shall be submitted to the SEAONC Bylaws Committee for review. The Committee will present the results of their review to the Board of Directors before the amendments are released to Voting Members.

ARTICLE X
Delegates to the Structural Engineers Association of California
Section 1. The number and qualifications for the Delegates to the Structural Engineers Association of California (SEAOC) shall meet the requirements set forth in the Bylaws of the Structural Engineers Association of California.

Section 2. The appointment of Delegates to represent this Association on the Board of Directors of SEAOC shall be made by the Board of Directors of this Association prior to the SEAOC Annual Convention. The term of each Delegate shall be for a single year, but no more than four years cumulatively for any individual Delegate. The appointed delegates shall include the seated President of this Association each year.

ARTICLE XI
Committees
Section 1. The Membership and number of Members serving on Committees shall be as specified in the policies established by the Board of Directors.

Section 2. The President will recognize and describe all Association Committees each year and may create or dissolve committees as agreed upon by a two-thirds affirmative vote of the full Board of Directors. Additional committees may be created, or existing committees eliminated by suggestion from a standing Director of this Association and agreed upon by a two-thirds affirmative vote of the full Board of Directors.

ARTICLE XII
Student Chapters
Section 1. Student Chapters may be organized by Student Members on any accredited engineering school, college or university campus, where there is sufficient interest to warrant the creation of a Chapter and where such a chapter is approved by the Board of Directors.

Student Chapters may organize activities consistent with the goals and purposes of this Association, including technical programs and social events.

Section 2. The internal organization of Student Chapters shall be determined by the Student Chapter Members and shall be
subject to approval by the Board of Directors.

Section 3. The relationship of the Student Chapters to this Association shall consist of the following:

a. All Members of the Student Chapter shall be STUDENT MEMBERS of this Association and shall have all the usual privileges of that grade. STUDENT MEMBERS of this Association do not have to be affiliated with a Student Chapter.

c. The President will appoint a contact Member for each chapter. The contact Member shall act as liaison between the Student Chapter and the Board of Directors.

d. This Association will provide support for Student Chapter activities in the form of speakers, tours, publications, etc., in so far as possible, as requested by the Student Chapter and approved by the Board or Directors.

Section 4. Student Chapters shall have a faculty advisor who should preferably be a Member of this Association.

Section 5. Student Chapter may impose dues consistent with the financial needs of the chapter. Such dues shall be in addition to those charged by this Association.

ARTICLE XIII

Policy on Discrimination and Harassment

Section 1. All Members and guests have the right to participate in Association activities in an environment free of discrimination and harassment. This Association requires respect for the rights and dignity of each Member and guest. Discrimination or harassment will be neither condoned nor tolerated and is considered conduct detrimental to the Association and actionable per Article III of these Bylaws.

Section 2. Any Member or guest witnessing or personally subjected to discrimination or harassment at an Association activity shall notify the President, a Director, or Committee Chair should the incident occur at a committee meeting. Any Director or Committee Chair receiving a complaint shall immediately inform the President. Upon receiving or hearing of a complaint, the President, in cooperation with the complainant, shall write a description of the incident and charges for action by the Board of Directors of this Association in accordance with Article III, Section 3 of these Bylaws. On an annual basis, the President will present this Article to the Board of Directors and Committee Chairs during a regularly scheduled meeting.
SEAONC Policies and Procedures
(committee specific items highlighted)

STRUCTURAL ENGINEERS ASSOCIATION OF NORTHERN CALIFORNIA

POLICIES AND PROCEDURES

2022-2023

Policies and Procedures (PnP) are adopted by the SEAONC Board of Directors (Board) on an annual basis. They are a living document that should be annually revised by the Board to reflect the changing needs and direction of the Association. The PnP reflects the ideas, experiences, and best practices of each Board. When revising the PnP, due consideration should be given to the original intent of each section and how the change to one section may affect others. Policies and Procedures are adopted annually by an affirmative vote of a majority of the full Board of Directors and are in effect for the term identified above, or until modified and adopted.

Be it resolved that:

Should these Policies and Procedures conflict with the SEAONC Bylaws, the Bylaws shall govern. Any action taken by the Board that is contrary to these Policies and Procedures, shall supersede these Policies and Procedures, but should be incorporated into a revision if so warranted.

These Policies and Procedures, including any necessary revisions, shall be adopted by the Board of Directors no later than June 30th of the year completed year identified above.

So adopted June 20, 2023

Megan Stringer, S.E.
President
I. OFFICERS AND DIRECTORS

A. APPOINTED DIRECTORS
   a. The Treasurer shall be a second-year Director.
   b. The Secretary should be a first-year Director.

B. ROLES AND RESPONSIBILITIES
   a. The President
      i. Is responsible for:
         • Preparing the Board Calendar described in Section II.
         • Preparing an agenda for each Board meeting.
         • Participating on the Investment Committee.
         • Participating on the Budget Development Committee.
         • Scheduling and selecting venues for monthly general meetings
         • Affirming Committee Chairs.
         • Performing annual review of SEAONC’s Management Company.
         • Serving on the Structural Engineers Association of California (SEAOC) Board
           of Directors.
         • Serving on the DEI Endowment Committee as ex-officio member.
      ii. Is free to act independently on routine operational issues or on issues that
          the Board of Directors have previously endorsed. The President shall place all
          other Association issues on the Board meeting agenda for consideration by
          the entire Board.
      iii. Shall solicit Board opinions, in writing, outside of a Board meeting, if a matter
           requires a decision from the President before a regularly scheduled Board
           meeting. The President will contact each Director in writing.

   b. The Vice President
      i. In consultation with President and Past President, is responsible for:
         • Continually reviewing the current Policies and Procedures against normal
           Board activities.
         • Preparing recommended updates and revisions to the Policies and
           Procedures for Board vote and President’s signature no later than the June
           Board meeting.
         • Participating on the Investment Committee.
         • Participating on the Budget Development Committee.
         • Participating on the Newsletter Editorial Committee.
         • Affirming Committee Vice Chairs.
         • Participating in the annual review of SEAONC’s Management Company.
         • Serving on the SEAOC Board of Directors.
         • Serving as the SEAONC Alternate Delegate to NCSEA and participating in
           NCSEA delegate events (including the NCSEA Leadership Retreat
           • Chairing the Honor Awards Committee.
           • Acting as ex-officio Board Representative to the Nominating Committee

   c. The Past President
      i. Is responsible for:
         • Chairing the Student Scholarship Program.
         • Participating on the Investment Committee.
d. The Treasurer
   i. Is responsible for:
      • Reviewing the previous five fiscal year balance sheets, profit and loss documents, and account ledger. Proposing the current year's budget to the Board at or before the August Board meeting. The budget shall be approved at or before the October Board meeting.
      • Developing a proposed budget for the next fiscal year by the June Board Meeting.
      • Chairing the Investment Committee.
      • Meeting with the office's accountant monthly to review financial reports of transactions, accounts and balances for all financial activity of the Association.
      • Presenting periodic financial reports to the Board.
      • Advising the Treasurer-elect on roles and responsibilities, including assisting the Treasurer-elect with developing an initial budget for the next fiscal year by the August Board meeting and reviewing the previous five fiscal year balance sheets, profit and loss documents and account ledger.
      • Ensuring that the Investment Policy Statement (IPS) is reviewed and approved annually by the Investment Committee and the Board, and that the procedures within the IPS are implemented. Assist the Board and agents of the Association with payments and deposits, including approving payments and disbursement. Review and approval of payments and disbursements is in conjunction with the President, Past-President and the Vice-President, who shall review prior to the Treasurer.

e. The Secretary
   i. Is responsible for:
      • Keeping Board Meeting minutes if the SEAONC Office is unavailable.
      • Reviewing the minutes at the conclusion of each Board meeting.
      • Keeping a running list of action items resulting from Board meetings.
      • Reviewing applications for membership (with the assistance of the Office) and annually reviewing membership grades with the office.
      • Maintaining the Board of Directors files (e.g., Google Drive).

f. The Directors
   i. Are responsible for:
      • Attending and participating in all Board meetings.
      • Attending all SEAONC monthly Association monthly (dinner) meetings.
      • Attending Committee meetings under their coordination on at least a quarterly basis
- Directing and controlling the affairs of the Association.
- Acting as liaisons between the Board and the Association committees.
- Reviewing documents and electronic content monthly in preparation for the board meeting.

g. The Investment Committee
   i. Shall comprise the President, Past President, Vice President, Treasurer (Committee Chair), an at-large DEI Endowment Committee Member, an at-large SEAONC Director (usually the Treasurer-elect), and the Financial Advisor under contract with SEAONC.
   ii. Is responsible for:
      - Reviewing and approving investment recommendations annually and reporting to Board.
      - Reviewing and ensuring that the Board approves the IPS each year.
      - Providing oversight and management of any lines of credit used by the Association.

I. ASSOCIATION MEETINGS, BOARD MEETINGS, AND CALENDAR

A. ASSOCIATION MEETINGS
   a. The Association’s general meeting shall be held on the first Tuesday of each month unless otherwise determined by the President.
   b. The annual Association Business meeting will occur in June.
   c. When a scheduled Association meeting coincides with a Federal or State election, the Board of Directors shall consider changing the date of the Association meeting.
   d. Joint meetings with other Associations shall occur at the discretion of the Board.

B. BOARD MEETINGS
   a. Unless otherwise scheduled by the President or an empowered substitute, the Board shall meet at least once each month on the first Tuesday beginning no later than 2:00 p.m.
   b. The Board shall meet at least once each month on the third Tuesday to focus on and address operational issues.
   c. The President shall invite the newly elected Board to hold its first meeting in July, concurrent with the final meeting of the outgoing Board. The outgoing Board shall make recommendations to the incoming Board including, but not limited to, financial recommendations, dues rate, and budget for the coming fiscal year.
   d. The Board will invite Committee Chairs, or their delegates, to a dinner with the Board in September or October, with the purpose of assisting with the formulation of committee charges and associated budgeting for the year. All persons so invited to the Board meeting are guests of the Association at the Association monthly meeting.
   e. Executive Sessions: Any member of the Board may call for an executive session. An executive session is open only to Directors and Officers. Information discussed during the executive session may not be disseminated outside of the Board.
III. CALENDAR

a. July
- Review Bylaws, Strategic Plan, and Policies and Procedures with incoming Board.
- Appoint Treasurer-elect (1st year Director) and Secretary (1st year Director).
- Designate Past President, President, and Vice President as SEAONC representatives to the SEAOC Board of Directors.
- Appoint Director Liaisons to committees.
- Appoint Directors to functional/initiative leadership positions (Committee coordinator, SEE, Newsletter, SPI, etc.).
- Meet with SEAONC Convention Chair in the year prior to the Convention. Chair to discuss the status of planning.

b. August
- Appoint liaison(s) to organizations listed on partner organization roster (e.g., AIA SF, SPUR, ATC, etc.).
- Committee Coordinators to send introductory email message to new Chairs, and transmit to the Chairs the Committee Handbook.
- Directors to meet with committee chairs to review recommended committee budgeting and charge development, and to review implementation plan.
- Review Updated Disaster Response Plan, SEAONC and State, with DES Committee Chair.
- Meet with Executive Director and SEAONC delegate to ATC, SPUR and AIA SF. Identify potential collaborations and initiatives.
- Outreach to Universities and kick-off Fall University Series.
- Treasurer, at the mid-month meeting, presents the preliminary budget including Association reserves and endowments.

c. September
- Treasurer presents a final balanced budget for vote and adoption.
- Annual Board and Committee Chair meeting to present budget requests and charges for the coming year and review Association Management best practices. Meeting is typically associated with a dinner, recommended after conducting meetings/presentations.
- Identify target philanthropies and gifts, and determine associated funding.
- Develop and review Implementation plan consistent with Strategic Plan.
- Identify target initiatives for funding for the current fiscal year (e.g., SPI, virtual reality).
- Identify Board representatives (one first-year and one second-year Director) to assist with statewide Career Fair planning.
- Hold Board and Committee one-on-one meetings (1 of 2).
- President, Past-President, and Vice-President to attend State Board meeting at the SEAOC Convention. Board directors recommended to attend the convention.
- Review status of membership renewals presented by SEAONC Office.
- Board outreach to potential new Corporate Members (industry and firms)
d. October
  - Monthly meeting to focus on Committee Involvement Fair
  - Determine if initiatives identified in September can be funded and announce initiatives in November Newsletter.
  - Present asset accounting (investment portfolio).
  - Hold Board and Committee one-on-one meetings (2 of 2).
  - Hold Committee Collaboration meeting (1 of 5).
  - Meet with SEAONC Convention Chair to discuss the status of planning, in the year prior to the Convention.

e. November
  - Past-President, President, and Vice-President to attend the NCSEA Summit
  - SEAONC Office to contact delinquent members.
  - Develop criteria for initiatives if necessary/appropriate.
  - President shall contact the UC Berkeley SEAONC Student Chapter for the upcoming East-Bay Association Meeting.
  - Hold Committee Collaboration meeting (2 of 5).

f. December
  - Announce funded initiatives in the newsletter.
  - Hold Association Meeting in the East Bay
  - Board members will contact delinquent members who have not renewed membership.
  - Suggest high priority topics to PUC/ATC and other partner organizations, as needed.
  - Hold Committee Collaboration meeting (3 of 5).
  - President shall outreach to Stanford/San Francisco State Students for the upcoming SF Association Meeting.

g. January
  - Prepare the SEE application packet.
  - Past-President to prepare Scholarship program criteria.
  - Hold Committee Collaboration meeting (4 of 5).
  - Meet with SEAONC Convention Chair to discuss the status of planning, in the year prior to the Convention.
  - Identify recipients for initiatives (e.g., SPI recipient).

h. February
  - Announce the SEE program in the newsletter.
  - Contact target philanthropies to distribute gifts if budgeted.
  - Review reserve accounts and Investment Committee processes.
  - Announce Scholarship Program in newsletter and appoint the Scholarship Jury.
  - Seat the Honor Awards Nominating Committee. Announce an open call for candidates for Honor Awards. Vice President to lead the committee to select awards.
  - Select the Board of Directors Nominating Committee and announce an open call for "proposed nominations" for Directors allowing self-nominations
  - Hold Committee Collaboration meeting (5 of 5).
i. March
- Board to request nominees from past SEAOC Fellows from SEAONC. Board to select a maximum of two nominees for the SEAOC College of Fellows and notify SEAONC regarding our selection(s).
- Review proposed membership fees for each member grade. Recommend fees for the next year.

j. April
- Award Student Scholarships.
- Approve recipients of the SEE awards.
- Chair of the Honor Awards Nominating Committee presents nominations to the Board for consideration. Board adds new nominations for Honor Awards, if any.
- Committee Coordinators to contact committees for list of active members and solicit end of year reports.
- Send Nominating Committee report to Voting Members before April 9, listing proposed candidates for Board, Vice President, and President.
- YMF hosts social event for the entire membership.
- Corporate Member Liaison provides a report regarding year-end summary and proposed changes for the following year including identification of the new chairs, if transitioned. Liaison to check in with Committees on events or programs for the coming year and desired sponsorships to solicit in next years Corporate Membership program.
- Meet with SEAONC Convention Chair to discuss status of planning, in the year prior to the Convention.

k. May
- Host the Awards Ceremony for SEAONC SEE and Student Scholarships.
- Review any Petitions for Board nominations received from membership.
- Finalize and distribute a ballot before the 10th of May.
- Approve the Honor Award recipients.
- SEAONC office to identify LIFE MEMBERS to the Board.
- Obtain year-end committee reports from the Committee Chairs by mid-May.
- Hold an end-of-year Committee appreciation event with Board, Chairs and active committee members.
- Notify Membership and Committee Chairs of convention support opportunities: Giles Scholarship, Committee Chair Convention Grant, Committee Convention Support Grant.
- Board to review and approve Corporate Membership Program for next year.
- Corporate Membership Program liaison and SEAONC office to contact potential Corporate Members about renewing current Corporate Members.
- Provide high priority topics to PUC/ATC and other partner organizations, as needed.

l. June
- Host the annual Association Business meeting.
- Receive ballots, count votes, and declare elected Directors and Officers.
- Announce Elevated Membership/Honor Awards at June meeting.
- Incoming President to attend NCSEA Leadership Retreat.
IV. COMMITTEES

A. Committees shall be formed to carry out the various functions of SEAONC as provided by the Bylaws. Committees operate as SEAONC entities and must display the SEAONC logo, use only SEAONC resources (e.g., webpage) and recognize SEAONC as the primary benefactor for any and all work developed by the Committee. Committees, and their volunteers, are covered by SEAOC’s D&O insurance policy as long as they operate in accordance with the SEAONC Bylaws and SEAONC Policies and Procedures. Actions that deviate from these documents are not permitted and must be rectified so that the Association is not put in jeopardy by a Committee’s actions.

B. SEAONC shall institute and maintain standing and ad hoc committees determined by the Board. The following committees are recognized as either standing or ad hoc committees:
   a. Business Forum Committee
   b. Bylaws Committee
   c. Communications Committee
   d. Construction Quality Assurance Committee
   e. Continuing Education Committee
   f. DEI Endowment Committee
   g. Disaster Emergency Services Committee
   h. Existing Building Committee
   i. Hensolt Legacy Committee
   j. Professional Practices Committee
   k. Outreach Committee
   l. Resilience Committee
   m. Structural Engineering Engagement and Equity (SE3) Committee
   n. Seismology Committee
   o. Sustainable Design Committee
   p. Young Members Forum Committee
   q. Membership Committee (Ad Hoc)

C. Committee Contact with Outside Organizations: Committees must receive approval by the Board before contacting or soliciting information or otherwise interacting with educational institutions, organizations, sponsors, and associations outside of SEAONC and SEAOC. As SEAONC and SEAOC are often collaborating with multiple Committees and Associations, it is vital that communication is controlled and coordinated so that potential partners, sponsors, and institutions are not overwhelmed with requests from multiple SEAONC sources.

D. Board Committee Liaison: Each Committee shall have a member of the Board who acts as a liaison between the Board and the Committee. Before each Board meeting, and periodically throughout the year, each Board liaison will contact his or her assigned
Committee to receive and disseminate information between the Board and the Committee. The Committee will notify the liaison about all potential initiatives/programs and submit progress documentation for all work that may be presented in the newsletter, as a publication, or for review and collaboration with other associations or organizations.

E. The Board retains responsibility and approval authority for program decisions as requested or required by the Committees. The board shall facilitate the interaction between Board and Committee(s) through the Board Liaison to modify or adjust the program as acceptable to both groups.

F. Committee Membership: Membership on SEAONC Committees is limited to individuals who are SEAONC members. Committee members should be active participants who contribute to the Committee’s charges. Non-committee members are permitted to be guests at committee events and socials at the discretion of the Board. Chairs must get confirmation from their Board Liaison. Committee Chairs should record the names and contact information from attendees at all committee meetings to ensure that SEAONC is capable of identifying attendees should a need arise to know this information.

G. Appointment of Incoming Committee Chairs: Each Committee shall elect a Vice Chair, in collaboration with the Board Committee Liaison and Vice President. The Vice Chair will progress to Chair as described below and affirmed by the President.

H. Terms: A Committee Chair is encouraged to transition leadership to their seated Vice Chair within a three-year term. The Board can consider extenuating circumstances to permit a Chair’s term to extend beyond three years, but for most committees, the expected term of the Vice Chair and Chair is one year.

I. Charges and Budget: Committees shall submit draft budgets on or before the June Board Meeting and shall submit draft charges on or before the September Board/Committee meeting to their respective Board contacts for review. The Board will review and approve the Committee budget, sometimes with modification. The budget shall include anticipated expenses necessary for conducting productive meetings and implementing committee charges. Expenses associated with attendance to the annual SEAOC Convention should not be included in the Committee budget unless specifically approved by the Board or as covered in Section VIII. In the event that a committee has excess funds remaining in a budget at the conclusion of a fiscal year, these funds shall be reabsorbed into the SEAONC general operating account.

J. Sponsorship: Sponsorship responsibility shall reside with the Board. Committees shall notify the Board of requested sponsorships to accomplish committee charges. Most “sponsorship” will be identified as part of the Corporate Member program. If new sponsorship opportunities arise, notify the Board to include the opportunity into the Corporate Member program for the coming year’s program.

K. The DEI Endowment Committee shall operate under the DEI Endowment Charter.

L. Meetings: A minimum of four committee meetings shall be held each calendar year.

M. Voting: When a committee must vote on an issue, only Voting Members, as described and managed by the committee Chair, and the Chair may vote. The Chair will not
normally vote, except in the case of a tie or, otherwise as one of the appointed voting members for a vote to be valid. A quorum of at least 2/3 of Committee Voting Members must be present in person, by voice communication, or proxy. A majority, consisting of a favorable vote of more than 50% of the committee Voting Members is required to pass a measure, however in the tradition of SEAONC Committee work, every attempt should be made to achieve a consensus position. Proxies, no more than one per member present, may be assigned to another Voting Member or alternate, as provided to the Chair by email, letter, or voice communication, prior to the meeting.

N. Yearly Deliverables: Committees are required, at a minimum, to submit a Committee Charter, budget request, and year-end report, and are encouraged to engage with membership multiple times during the calendar year (e.g., through events, seminars, newsletter articles).

O. Committees that do not meet the required meeting frequency or submit yearly deliverables will be evaluated by the Board and may be disbanded.

V. FINANCIAL MATTERS

A. The Board shall authorize an appropriate annual expense for a professional accountant to prepare all necessary Federal and State forms to maintain the Association's non-profit corporate status.

B. The Board shall authorize an appropriate bi-annual expense (i.e., 2021, 2023, 2025, 2027) for a professional accountant to review SEAONC's finances.

C. Board Support for Meetings and Events: Directors are encouraged to attend meetings and events of the Association. The Association will pay any cost of the meeting or event for Directors who attend the meeting.

D. Convention Grants:
   a. Committee Chair Grant
      To increase active committee participation, stimulate a greater feeling of community within the association, and to reward valuable service and contributions to the Association, the Board will provide SEAONC Committee Chair Convention Grants to help defray the cost of attending the Convention for Committee Chairs. Active committees are defined as those that propose an annual charter and budget, met at least once per quarter, posted their meeting dates in advance to the SEAONC Calendar, circulated meeting minutes or notes to the membership (posting on webpage is adequate), and showed progress in meeting their charges.

      **Recommended Amount**: $1,500

      **Application**: Chairs interested in receiving a grant must submit a brief statement (250 words or less) confirming how the criteria are met and affirming their commitment to attend the Convention.

   b. Giles Scholarship
      The Giles Scholarship was established to honor Bill Giles, who served as SEAONC's Executive Secretary from 1966-1992. In his role as Executive Secretary, Mr. Giles served as the public face of SEAONC and actively encouraged participation of younger members within the Association. In his honor, the Giles Scholarship is
awarded annually to active younger members in SEAONC to encourage their attendance at the SEAOC Convention by covering a portion of their expenses.

Eligible applicants must be 35 years of age or younger on July 1 of the year of the Convention. A SEAONC member may be awarded a Giles Scholarship only once; previous winners are not eligible.

**Recommended Amount:** Up to $1,500 total, split between no more than three recipients per Convention

**Application:** Candidates must submit a brief statement (250 words or less) indicating their contributions to the Association and level of participation in the Association during the preceding fiscal year.

c. Committee Convention Support Grants
   If a SEAONC committee or subcommittee produces a paper that is accepted for presentation at the SEAOC convention, SEAONC will provide a grant to support the presenter(s) so that they may attend the Convention to present the paper.

   **Amount:** Up to $1,500
   **Application:** Candidates must provide written confirmation of acceptance of committee paper to Board.

d. University Research Program (URP) Convention Support Grants
   The University Research program was created to foster collaboration between University students and SEAONC. If a URP participant produces a paper that is accepted for presentation at the SEAOC convention, SEAONC will provide a grant to support the student presenter(s) so that they may attend the Convention to present the paper. In addition, SEAOC provides a Convention Scholarship for each Member Organization of $1,500, intended to support a younger member’s Convention attendance. SEAONC may select our recipient using any criteria, and it is encouraged that this scholarship is awarded to the coordinator of the URP Program.

   **Amount:** Up to $1,500
   **Application:** Candidates shall provide written confirmation of acceptance of paper to Board.

E. Special Projects Initiative (SPI): On an annual basis, the Board may elect to fund a Special Projects Initiative, intended to provide financial support for innovative projects that will serve SEAONC and its members through initiatives that improve and promote the structural engineering practice. The Board may select zero to three projects to fund in any given year, at an amount that is consistent with the budget allocation for the current term.

F. Line of Credit: SEAONC has access to a line of credit that can be used to supplement cash reserves in the event that other SEAONC capital resources are unavailable to be used for operational expenses. If necessary, to access the line of credit, the Treasurer will develop a plan for implementation in consultation with the Investment Committee. The Investment Committee will make a final recommendation to the Board for approval. The line of credit should be repaid no later than the end of December, when the majority of revenue dues will have been received. If the outstanding line of credit will span terms,
the Treasurer will present and discuss the transition of the debt at the Old Board/New Board meeting in July.

G. The President may authorize expenditures of up to $1,000 without prior Board approval, but with subsequent Board ratification, for any purpose to promote the well-being of the Association. The sum of such expenditures shall not exceed $2,000 for the fiscal year.

H. The Board shall authorize the current Vice President or appointed designee to spend up to $500 for purchase of a "recognition of services" gift to the outgoing President, to be presented at the annual Association Business meeting in June.

I. The Board shall authorize the current President or appointed designee to spend up to $1,000 for purchase of a "recognition of services" gift to the outgoing Directors, including Past President, to be presented at the annual Association Business meeting in June.

J. Contact information and mailing addresses of members are not available for sale to outside entities. The provision of member contact information for use by other associations will only be allowed by an affirmative majority vote of the Board.

K. Investment Policy Statement: SEAONC’s investment goals and objectives, including guidance for the management of its assets, have been consolidated within the IPS. The Investment Committee shall review, and the Board shall approve, the IPS annually.

L. SEAONC DEI Endowment: SEAONC has a perpetual endowment for funding DEI initiatives and programs. The Endowment is managed by the DEI Endowment Committee, which operates under a Charter specific to this Endowment. The Board and the Investment Committee provide oversight for all financial matters, including investment management. This Endowment is separate from the Association reserves and any other endowment managed by the Association. Accounting for the DEI Endowment will be managed similarly to all Association accounts, but tracked and documented separately to conform to all laws and regulations required for a foundation-based endowment.

M. Corporate Membership Program
   a. SEAONC shall maintain the Corporate Membership Program, which will serve as a source of revenue for the organization. Corporate Members may consist of providers of materials and services from the AEC industry (Industry) and businesses that primarily employ structural engineers (Firm).
   b. The Corporate Membership Program shall have tiered levels with various benefits associated with a target sponsorship level as determined and approved by the Board on an annual basis.
   c. The SEAONC office will manage the program, with the assistance of the Corporate Member Liaison (Past President). The incoming Corporate Member Liaison will begin their term at the July Old Board/New Board meeting.

I. SEAONC INTERACTION WITH OTHER ORGANIZATIONS AND THE PUBLIC

A. SEAONC DELEGATES
   a. This policy covers delegates from SEAONC to:
      • the SEAOC Board of Directors;
      • the SEAOC Convention Committee;
- the SEAOC Foundation;
- the Applied Technology Council (ATC) Board of Directors;
- the National Council of Structural Engineers Associations (NCSEA);
- SEAOC Committees; and
- other associations that request SEAONC to provide delegates

b. If practical, the board shall make an announcement to the SEAONC membership, asking members who are interested in being nominated as a delegate, to submit their names to the Board for consideration. The Board is not obligated to nominate individual(s) who respond to the announcement, but the announcement may help the Board become aware of willing candidates.

c. Delegates shall act in the best interest of SEAONC. In most cases, and when judged appropriate, delegates shall obtain direction from the Board of Directors or SEAONC committee regarding specific issues and shall follow that direction in their role as delegate. Otherwise, the delegate(s) shall use their best judgment, considering previously established Board positions and/or committee positions.

d. In matters affecting SEAONC, the delegate(s) shall submit written reports to the President on actions taken by the associations to which the delegate(s) have been appointed.

e. SEAOC Board of Directors: The Vice President, President, and Past President shall serve as delegates to the SEAOC Board of Directors.

f. SEAOC Foundation: The SEAONC Board will appoint a Director to serve a two-year term on the SEAOC foundation. This individual can be appointed to a second two-year term over a period of six years. The SEAONC Director will serve a term that ends on December 31st of odd numbered years. SEAONC may appoint an alternate Director for the SEAOC Foundation and may change that appointment at any time. SEAONC must provide notification of appointments to the Secretary of the SEAOC Foundation, typically facilitated through the SEAOC Executive Director.

g. ATC Board of Directors: Delegates to the ATC Board shall be a practicing engineer, should have had experience as a member of a SEAONC committee or equivalent experience, in the judgment of the SEAONC Board, and shall be aware of the purposes of ATC and the relationship between ATC, SEAOC and SEAONC. A delegate to ATC shall be appointed to a three-year term, with an optional renewal for a second three-year term.

h. NCSEA Delegate: The SEAONC Alternate Delegate to NCSEA shall be the Vice President, or with Board approval, a current Director. The delegate will serve as the direct connection of NCSEA to the Board. The Delegate shall attend NCSEA events designated for the Delegates, including:
   a. The Leadership Retreat, and
   b. The annual Summit, including delegate receptions and the NCSEA Business meeting.

i. Delegates to associations dealing with technical issues shall be practicing engineers and shall have participated in committee activities concerned with the technical issues that may be expected to arise in the assignment.

j. Selection of SEAONC Nominees for President of SEAOC: SEAOC annually receives a Treasurer from one of the four member Associations who will become the President Elect in the following year. SEAONC shall submit a nomination for Treasurer to the SEAOC Board in 2025, 2029, etc. This selection shall be affirmed by majority vote of the SEAONC Board before July 1st. This candidate will join the SEAOC Board as Treasurer at the Fall SEAOC Board meeting or Convention Board meeting occurring that year. Candidates should be limited to the current SEAONC President, SEAONC Vice President or SEAONC Past Presidents.
k. Selection of SEAONC Representatives to the SEAOC Convention Committee:
SEAOC plans and executes a Convention each year, “hosted” by a member
Association that rotates each year (SEAONC, SEAOSD, SEAOSC, SEAOC).
By custom, the “hosting” member Association nominates a Chair and affirms a
committee that will work with SEAOC planning entities (SEAOC Convention
Committee and SEAOC Staff), to plan the annual convention. The SEAONC Board
of Directors, serving in the same year when a SEAONC member is serving as
SEAOC Treasurer shall solicit membership for participation in the SEAONC
Convention Committee, which will represent SEAONC in the “local” aspects of the
annual Convention. The Chair of the Convention Committee will be selected by
the SEAOC Treasurer identified above before September 1st. The SEAONC Board will
retain responsibility and approval authority for program decisions associated with the
SEAOC Convention, as requested or required by the SEAONC Convention
Committee. The SEAONC Convention Committee will collaborate with the SEAOC
Board for financial decisions, which are approved by the SEAOC Treasurer. To
facilitate the interaction between SEAONC Board and SEAONC Convention
Committee, the SEAONC Board and SEAONC Convention committee will meet bi-
annually during the early planning and quarterly in the year prior to the hosted
Convention. The meetings are held on a schedule that is acceptable to both groups,
typically October, January, April, and July.

B. SUPPORT OF OTHER ORGANIZATIONS
a. Support for any organization or association is at the discretion of the Board. As a
minimum requirement, an organization shall be generally aligned with SEAONC’s
mission and purpose. SEAONC need not support all organizations meeting this
minimum requirement. SEAONC’s support of an event, action, or other aspect of an
organization or association does not constitute endorsement of that organization. If
support is granted, the Board reserves the right to review or revoke this support at
any time. Mechanisms of support shall be determined by the Board on a case-by-
case basis as limited or described in these PnP and may include, but not be limited to:

- Publication of announcements in the SEAONC Newsletter.
- Announcements at SEAONC events such as meetings, webinars or
  seminars.
- Booths/tables at SEAONC events.
- Use of SEAONC’s name and/or logo as a co-sponsor for an event.
- Use of SEAONC’s logo on promotional material such as a website or
  publication.
- Solicitation of volunteers from the SEAONC membership.
- Direct cooperation with SEAONC committees.
- Links between websites
- Direct financial support from SEAONC funds.
- Solicitation for financial support from the SEAONC membership.
- Public statements of endorsement.
- Participation in an event organized by the organization.
- Permission to use material created by SEAONC.

13 | Page
b. Some professional associations are primarily financially driven entities that exist to further their organization’s mission through influence that is funded from the sale of publications rather than membership, fund raising, donors, or benefactors. These industry-oriented organizations shall be considered commercial entities and treated the same as other commercial entities (i.e., vendors): ACI, AISC, AISI, APA, PCA, PCI and similar industry-oriented organizations.

C. ASSOCIATION REPRESENTATION TO THE PUBLIC
   a. SEAONC’s official position on any matter shall be presented by only one of the following: the President, the Vice President, or the immediate Past President. SEAONC’s official position may be delegated by the President under special circumstances, as acknowledged by the Board.
   b. SEAONC’s official position shall not be presented without prior approval of a majority of the Board of Directors.

VII. PUBLICATIONS AND WEB PRESENCE

A. REVIEW OF PUBLICATIONS
   a. A variety of publication types are produced by SEAONC and its committees. Independent review, appropriate to the type of publication, is important to maintain a high standard of quality and consistency with these Policies. The following guidelines shall apply to review procedures.
   i. Committee Meeting Minutes: Review is by the Committee members and Committee Chair. Board review is not necessary. Minutes may be posted directly to the Committee page on the SEAONC website and/or distributed to those interested.
   ii. Newsletter Articles and Event/Program Advertisements: This content must be submitted to the Newsletter Chair for review via a Committee Liaison.
   iii. Media Releases: The SEAONC President shall work with the office to author and review all media releases, including postings to the webpage. If the release will take a position on a technical or political issue that the Board has not yet discussed, the Board shall review the proposed position before release.
   iv. Committee Papers: The extent, type and formality of review will be determined by the Board depending on the nature of the paper. At a minimum, potential papers shall be distributed to the Board for comment prior to publication to those outside the committee. Committees will be asked to revise their papers to address Board comments, and assuming the resolution is mutually acceptable, papers may be published on the Committee page on the SEAONC website and/or by hardcopy, with the author indicated as the applicable SEAONC committee. Where the paper takes a position on a technical or political issue and/or where a more formal review is either desired by the committee or the Board, review will follow the guidelines presented for Major Publications.
   v. Major Publications: For significant publications that make recommendations that directly affect the practice of structural engineering, and for publications that take a position on technical or political issues, the Board will appoint a publication liaison to coordinate the review and publication of the document. The publication liaison may be a current Director, past Director, or other appropriate SEAONC Member. In communication with the Board, the publication liaison shall:
      • select the appropriate reviewer or reviewers for the proposed publication.
      • define the scope of the review and any specific questions for the reviewers.
      • establish a deadline for completing the review.
• help determine the most appropriate form in which the document should be published (e.g., newsletter insert, white paper, etc.).
• keep in contact with the authors, responsible SEAONC committees, reviewers, and the Board to keep the review on schedule.
• help resolve any conflicts in implementing review comments and if substantive concerns are identified by the reviewers, but the concerns cannot be resolved by the authors, propose a final course of action to be reviewed and approved by the Board.
• After review comments have been resolved, add a brief preface to the publication, indicating that it has been reviewed according to SEAONC policies, including any other pertinent information about its authorship, review, limitations, or publication and note in the preface that SEAONC holds the copyright. Bring the final version of the proposed publication to the Board for review. After Board comments, if any, have been addressed, the Board shall take a vote on formally endorsing the document. Documents can be distributed to interested parties outside the committee before the Board vote, provided that the document cover clearly indicates "DRAFT – not reviewed by SEAONC" with an associated date. After a successful Board vote, this disclaimer shall be removed.

b. Disposition of Committee Papers and Major Publications: Upon submission to the Board for review, the Committee is to identify the publication as limited to membership only or distributed to the general public. If identification is not submitted, the default position will be to limit the distribution of the paper or policy to members only. For publications made available to the general public, a nominal access fee, payable to SEAONC, may be established by the Board. At the discretion of the Board, some publications may be printed as hard copies and distributed to the membership.

B. NEWSLETTER
a. Newsletter Editor: The Board Liaison to the Communications Committee, typically the Past President, will function as the Newsletter Editor, and can delegate editorial responsibilities to the Communications Committee, but must provide supervision and final responsibility for the Newsletter. The Newsletter Editor will assist the SEAONC office in planning the content and layout for the newsletter. The Newsletter Editor will chair the Editorial Committee, which consists of the Newsletter Editor, External Communications Chair (if not the same person), President, Vice President, Past President, and SEAONC office. If necessary, the Editorial Committee may consult with other Directors as appropriate.

b. The SEAONC office will provide a newsletter draft to the Editorial Committee each month. The Board may authorize the Editorial Committee to act on behalf of the Board to review the newsletter and suggest revised language to contributors and reject content if language and tone are deemed inappropriate. Any party submitting content for publication will be informed of the review process.

c. Advertising Guidelines: The Board will set Job Forum advertisement prices annually. Display ads will be no less than $500 per ad. Job postings may not use display ads or graphics for advertising purposes.

C. WEBSITE AND SOCIAL MEDIA
a. The Board Liaison to the Communications Committee will serve as the External Communications Chair. The External Communications Chair, in cooperation with the Communication Committee Chair, is responsible for supervising SEAONC office staff
and outside consultants in their efforts to establish and maintain the integrity of the website and social media presence. The External Communications Chair is also responsible for supervising the development and implementation of any new features of the website, including management of costs and schedules associated with outside consultants. The External Communications Chair will regularly report on the website to the Board (no less than twice in a given term). The SEAONC office staff is responsible for website content pertaining to the Home Page, general membership, announcements, publications, and activities, including payment processes for Association content as appropriate, with oversight from the External Communications Chair.

b. SEAONC Committees are responsible for website content on their committee webpage. All Committee activities shall be posted and maintained on the SEAONC Committee page assigned to that Committee. No outside webpages should be linked or referenced without express permission of the Board. Board Liaisons will monitor Committee webpage content from time to time and report to the Board as necessary.

c. The External Communications Chair will work with the Communications Committee and SEAONC Office to develop and post social media content. The frequency and cadence will be determined by the External Communications Chair and approved by the Board.

D. POLICY ON SEMINAR REUSE AND COPYRIGHT OWNERSHIP
   a. Copyright of Seminar Materials: Slides, notes, content, and presentations prepared by any SEAONC speaker/author are copyrighted by SEAONC and protected under copyright laws.

   b. In the event that the speaker/author has not received or will not receive financial compensation from SEAONC, the author of any segment of such assembled slides, notes, content, and presentations will retain the right to reproduce, post, present, distribute, or sell the respective slides, notes, content, and presentations. In turn, the speaker/author grants SEAONC the right to distribute and reproduce slides, notes, content, and presentations associated with the SEAONC seminar, but only with the written consent of the speaker/author. The speaker/author is permitted to reuse the slides, notes, content, and presentations without notifying or requesting permission of SEAONC.

   c. In the event that the speaker/author has received or will receive financial compensation from SEAONC, SEAONC will retain the right to reproduce, post, present, distribute, or sell the subject slides, notes, content, and presentations without receiving consent from the speaker/author. The speaker/author will notify SEAONC, in writing, of any requests to publish or reproduce slides, notes, content, and presentations.

VIII. AWARDS AND HONORS

A. NOMINATIONS FOR ELEVATED MEMBERSHIP AND HONOR AWARDS
   a. The Vice President shall Chair an Honor Awards Nominating Committee of seven (7) members consisting of Vice President (non-voting), Past Honor Awards Chair (non-voting), a Past President, a SEAONC Fellow, a Zacher award recipient, and (2) current committee chairs, with the intent of gaining a broader perspective on potential nominees for FELLOW, HONORARY MEMBER, and Honor Awards. The Honor Awards Nominating Committee shall be composed as required in this Policy. The Chair shall organize the nominating committee, lead the nomination process,
solicit nominations from the Board, and report the results of the nomination process to the Board at the April Board meeting.

b. The Honor Awards Nominating Committee will nominate zero to two names for each category listed in Sections B and C, and shall provide a paragraph that summarizes the qualifications of each nominee.

c. Members of the Honor Awards Nominating Committee, and members of the Board, are not eligible for consideration to receive recognition in the categories listed above. The Honor Awards Nominating Committee may record ineligible members to be considered in future years.

d. The SEAONC office will provide the Honor Awards Nominating Committee the following information prior to their first meeting:
   - List of SEAONC Board History, SEAONC Members SE, SEAONC Fellows, SEAONC Members SE 15+ years, Committee Chairs, and past Honor Award recipients.
   - Written qualifications for the elevated membership honors and the four Honor Awards excerpted from the SEAONC Bylaws.
   - SEAONC Policies and Procedures.
   - The previous year’s Honor Awards Nominating Committee report.

e. At the April Board meeting, the Board will receive a list of nominees from the Honor Awards Nominating Committee and may consider adding candidates to the list of nominees for each category at the Board’s discretion.

f. The Board shall select elevated members and honorees (if any) from the final slate of candidates at the May Board meeting.

g. The Honors and Awards shall be announced and presented at the Annual Association Business meeting in June. Honorary Members, Fellows, Life Members, and Past Presidents shall be guests of the Association at the Association Annual Business meeting in June.

B. ELEVATED MEMBERSHIP

a. Life Memberships: Eligibility for Life Membership is determined by the SEAONC Office upon learning of retirement from practice by the Member. The Board will designate Life Memberships at the June Board meeting.

b. Fellow and Honorary Members: SEAONC Fellows And Honorary Members are selected by the Board at the May Board meeting, based on recommendations by the Honor Award Nominating Committee. An Honorary Member need not be a SEAONC member or hold a professional license. Individuals may hold both titles (Fellow and Honorary Member); there is no hierarchy to these designations.

c. SEAOC Fellow: A SEAOC Fellow is selected by the Board at the May Board meeting, based on recommendations by the Honor Award Nominating Committee. A SEAOC Fellow should have contributed to SEAOC in a meaningful way, usually beyond service on the SEAOC Board of Directors.

d. The selected SEAONC Fellow and Honorary Members will be recognized at the Annual Association Business meeting in June. SEAOC Fellows will be recognized at the next Convention.

C. HONOR AWARDS: A recipient of the following awards shall be determined by the Board before the Annual Association Business meeting in June. These awards are intended to be given to, at most, one person each year.
a. H.J. Brunnier Lifetime Achievement Award: The award is intended to honor an individual’s entire body of work. The award may be given posthumously.

b. Edwin G. Zacher Award: The award acknowledges a member who has made significant contributions to the Association through exemplary committee leadership or participation, traditionally over the most recent five years.

c. Helmut Krawinkler Award: The award acknowledges an individual member who has applied and adapted pioneering academic research to structural engineering practice. In honor of Helmut Krawinkler’s active participation in both the practice of structural engineering and education and research in academia, the Board will invite the recipient to give a seminar at a SEAONC meeting and local universities or colleges as suggested by the Board.

e. Special Recognition Award: Special Recognition Awards can be given to any individual that may not qualify for the awards described above but has provided exceptional and extraordinary service to the Association. This award is not intended to be bestowed annually, but rather to recognize truly exceptional service.

D. Student Scholarship Program:

a. SEAONC Scholarship Program

The Board shall award scholarships each year to university and high school students who intend to pursue a career in structural engineering. University scholarships will be for a maximum of $5,000 each, and high school scholarships will be no more than $2,500. SEAONC will fund a minimum of one scholarship per year. A maximum of two high school scholarships will be awarded per year. Additional scholarships for qualified applicants may be awarded at the discretion of the jury. Scholarships will be funded by mutual agreement between SEAONC and Computers and Structures Incorporated, CSI.

i. Eligibility: Eligible college candidates include junior college, undergraduate, or graduate-level students who will be registered in the fall term of the year of award and have a focused career interest in structural engineering (to be described in the personal statement) and/or are actively pursuing a structural engineering degree. Eligible high school candidates include juniors in a STEM program or architectural/engineering class or graduating seniors who show interest in pursuing an engineering degree.

ii. College students must be enrolled at one of the following California universities: Cal Poly at San Luis Obispo, San Francisco State University, San Jose State University, Santa Clara University, Stanford University, University of California at Berkeley, and the University of the Pacific.

iii. Scholarship Jury Makeup and Responsibilities: The Past President shall serve as the Chair of the SEAONC Scholarship Program. Two Directors shall be appointed by the Board at the February Board meeting to serve with the Chair on the Scholarship Jury. No later than February, the Chair, with help from the SEAONC office, shall contact the civil, structural, or architectural engineering department heads at each eligible university to request nominations for the scholarship program and selected high school counselors or representatives to request nominations for the high school scholarship.

iv. The deadline for applications shall be set by the SEAONC Board before contacting nominated students, but the deadline shall be no later than March 31st for University students and no later than November 1 for high school students.
v. The SEAONC Office shall review and distribute all qualified applications to the jury. The jury shall review each application using judging criteria determined by the jury. The jury will develop a list of recommended college recipients for presentation to the Board at the April Board meeting. The Past-President shall present Recommended high school recipients at the February Board meeting.

vi. The Treasurer shall confirm the amount of funding available for scholarships, whereby the Board will use the funding information to decide the number of scholarships to be awarded.

vii. The SEAONC Office shall notify each scholarship winner and invite them and their guests to attend (at no cost) the May Association meeting. The scholarships will be announced and presented at the May Association meeting as part of the Structural Engineering Excellence Awards ceremony. The high school scholarship awards will be presented by the Past-President at the recipient’s high school, preferably at an award ceremony or in the student’s STEM/Architectural/Engineering class.

b. SEAONC Endowed Scholarship via NCSEA Diversity in SE Scholarship
The NCSEA Diversity in Structural Engineering Scholarship was established by the NCSEA Foundation in 2020 to award funding to students who have been traditionally underrepresented in structural engineering. In 2022, SEAONC donated $50,000 to establish an Endowed Scholarship through the NCSEA Diversity in SE Scholarship Program. Annually, SEAONC will provide one Director (typically the Past President) to serve on the NCSEA Scholarship Review Committee and select the annual SEAONC award winner. The funding for the SEAONC Endowed Scholarship is managed by NCSEA, per a written agreement between NCSEA and SEAONC.

E. STRUCTURAL ENGINEERING EXCELLENCE AWARDS
a. SEAONC shall run an annual Structural Engineering Excellence (SEE) Awards program. This program will be an extension of the SEAOC Excellence in Structural Engineering Awards program, where the Board will delegate the process and regulation to the SEAOC Communication Committee.

b. The SEAONC Board shall oversee the Awards program via a Committee co-chaired by a first-year and second-year Director.

c. The Committee shall prepare and facilitate an Awards Ceremony to occur during the Association meeting in May.

d. Roles and Responsibilities: In July of each year, the Board shall appoint a first-year Director to co-chair, with the second-year director, the Awards Committee. The co-chairs are charged with administering the annual Structural Engineering Excellence Awards program and liaising with the SEAOC Excellence in Structural Engineering Award Program and SEAOC Communication Committee. The SEAONC office staff shall assist the Awards Committee to implement the Awards program and to publish/promote the awards.

e. Publication of Awards: Publication of the Awards program shall include:
   - Newsletter features announcing the program and awards, and providing monthly highlights regarding winners and other notable characteristics as determined by the co-chairs.
   - Webpage featuring Awards.
   - Other publications at the Board’s discretion.
f. Funding: The Board will set the entry fee for the Awards program. Budget line items will represent anticipated revenue and costs for the Award Ceremony, including the physical awards and any special considerations or treatment applied to the Award Ceremony.

IX. STRATEGIC PLAN

A. The Board shall develop and maintain a Strategic Plan to guide the activities of the organization. Every five years (e.g., 2027-2028, 2032-2033), the Board shall revisit and discuss the Plan. This could include authoring a new Strategic Plan or reviewing, confirming, or revising the existing Plan. The Plan shall be distributed to the Committee chairs for their review and comment in September of the year that the Plan is updated (e.g., 2028, 2033).

B. The Board shall also develop and maintain an annual Implementation Plan that includes strategies and actions in support of the Strategic Plan. At the beginning of each year, the incoming Board shall create an Implementation Plan for the coming year. The Implementation Plan will be provided to all Committees once confirmed by the Board, no later than October.

END OF DOCUMENT