HOUSTON BRANCH - TEXAS SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS

BY-LAWS
(As Amended June 1, 1990)

Article I. Headquarters

The Headquarters of the Branch shall be in Houston, Texas at a place designated by the Branch Board of Direction. The geographical boundaries of the Houston Branch are specified by the Texas Section Board of Direction, and are currently as follows:

All of Harris, Chambers, Liberty, Galveston, Colorado, Austin, Wharton, San Jacinto, Waller, Jackson, Montgomery, Matagorda, Brazoria, and Fort Bend counties.

Article II. Entrance Fees and Dues

Section 1. Entrance Fees: There shall be no entrance fee.

Section 2. Dues: The annual dues for the subscribing members of the Houston Branch, Texas Section shall be assessed and collected by the Texas Section.

Section 3. Any subscribing member whose dues are more than 12 months in arrears shall cease to be a subscribing member of this Branch, but may be reinstated in accordance with the Texas Section Constitution and By-Laws.

Article III. Nomination and Election of Officers

Section 1. There shall be a nominating committee consisting of five or more subscribing members, appointed before the April meeting by the President, with the approval of the Board of Direction. This nominating committee shall select a slate of officers for the Official Ballot containing the names of the President, President-Elect, Vice President Technical, Vice President Administrative, Vice President Education, SECRETARY, TREASURER, Branch Director, and on even numbered years, the Texas Section Director from the Branch. This list of official nominees shall be reported to the President prior to the regularly scheduled April meeting.
Section 2. The Secretary shall be instructed to mail out by May 1 this list of official nominees to each subscribing member of the Branch, and shall have a space for write-in candidates for each office.

Section 3. The election shall close June 1. A tellers committee, appointed by the President with the approval of the Board of Direction, shall canvass the votes. The candidate for each office receiving the highest number of votes cast shall be declared elected. The officers will be installed at the annual Branch Meeting in June, and the Secretary is instructed to certify the names of the elected officers by mail to the ASCE National Executive Secretary and to the Executive Secretary of the Texas Section by July 1.

Article IV. Rules of Operation

Section 1. The Board of Direction shall be responsible for adopting and maintaining the Rules of Operation.

Section 2. The Rules of Operation shall include working guidelines, policies, and procedures which are deemed essential to the efficiency, consistency, and continuity of the operation of the Branch.

Section 3. For the benefit of the Board of Direction, the Secretary shall provide each member of the Board with a copy of the current Rules of Operation.

Article V. Committees

Section 1. There shall be two types of committees: Standing Committees and Task Committees.

Standing Committees shall be those concerned with those matters of continuing interest to the Branch and which will continue to function each year.

Task Committees shall be those which are concerned with the execution of a specific task. These committees shall function with a constant membership, except for necessary replacements, until the task is completed and the committee discharged.

Section 2. Appointments to the Standing Committees and Task Committees shall be made as necessary by the President in conformity with the Rules of Operation and subject to the approval of the Board of Direction.
Section 3. The duties of the Committee and terms and conditions of Committee membership shall be outlined in the Rules of Operation of the Houston Branch as adopted by the Board of Direction.

Article VI. Amendments

By-Laws may be adopted or amended as provided in Article V of the Constitution.