

POLICIES OF THE STRUCTURAL ENGINEERS  
ASSOCIATION OF SAN DIEGO  
AS ADOPTED NOVEMBER 7, 1975 BOARD MEETING  
AND AS AMENDED

1. **Employment** (Revised January, 2000)
  - A. SEAOC members seeking employment or employees to hire may publish notices in the SEAOSD newsletter. These notices may be published anonymously (if desired). Contact the President, Secretary or Newsletter Editor.
  - B. Individual employment notices shall be terminated after three (3) months of successive publication, but may be resumed after one publication where they do not appear. Continuous "standing" employment notices will not be permitted.
  
2. **Member Dues** (Revised January, 2000)
  - A. An application fee is an initiation fee. First year dues shall be prorated per the Membership Committee Handbook.
  - B. The names of members who are delinquent on their annual dues shall be published in the November SEAOSD newsletter. These members shall be encouraged by their colleagues to remit payment.
  - C. Member annual dues become due on July 1<sup>st</sup> for the July 1<sup>st</sup> through June 30<sup>th</sup> association financial year. If dues payment is not received by a date determined by the January meeting of the board, the member shall be dropped. The board may choose to drop members at an earlier date.
  
3. **SEAOSD Roster** (Revised January, 2000 and November, 2002)
  - A. Whereas SEAOC membership rosters are published bi-yearly. SEAOSD rosters shall no longer be published independently.
  - B. Roster information shall be derived from information submitted with annual dues statements.
  - C. Bylaws and Policies of SEAOSD shall periodically be published and distributed to all members through the newsletter and maintained on the web site.
  
4. **Technical Questions** (Revised January, 2000 and November, 2002)
  - A. The Seismology and Structural Standards Committee and the Existing Buildings Committee, through their chairpersons, shall have, without prior board authorization, the authority to answer technical questions. All other committees require Board approval prior to answering questions.
  - B. All correspondence with outside organizations shall be copied to the President.
  
5. **Meal Tickets** (Revised January, 2000)
  - A. Student attendees shall pay no more than one-half the regular price of a dinner meeting. SEAOSD shall pay the remaining cost.

- B. New members that have paid the membership dues shall be invited to their first monthly dinner meeting by the Secretary. SEAOSD shall pay the cost of this first dinner.
6. **Annual Report** (Revised January, 2000 and November, 2002)
- A. Committee Chairs shall submit annual reports in writing by June 1.
  - B. Annual Committee Reports shall be submitted to the President who may decide to publish the reports in the newsletter.
7. **Cost of Speakers** (Revised January, 2000 and November, 2002)
- A. SEAOSD policy for providing cost for room, board, transportation, etc. for out-of-town guest speakers shall be considered individually by the Board of Directors. The program committee chair is authorized to allocate up to \$500.00 of the annual budget in guest speaker expenses without the prior approval of the Board of Directors.
  - B. The dinner cost for all speakers, including speakers who are SEAOSD members shall be borne by SEAOSD.
8. **General Membership Meetings** (Revised January, 2000)
- A. Regular meetings of the general membership shall be held on the third Tuesday of each month whenever possible.
  - B. The President shall determine the time and place for the regular meetings of the Board of Directors. These meetings shall be monthly for at least ten months per year.
  - C. "No show" members who have made dinner reservations for the General Membership Meeting shall be invoiced for the full amount of the dinner.
9. **Political Activities** (Revised January, 2000)
- A. SEAOSD activities will not be used to further the candidacy of an individual for public office, or for campaigning for a political party or group.
  - B. If the occasion warrants and the Board of Directors approves, political candidates or parties may attend SEAOSD sponsored activities.
10. **Selection of SEAOC Vice President Nominee** (Revised January, 2000)
- A. Selection of SEAOSD's nominee for SEAOC Vice President or President-Elect shall be made by the Board based on the recommendation of a special nominating committee.
  - B. The committee shall be appointed by the SEAOSD President no later than April 1 of the year in which delegates to the annual convention will elect an SEAOC Vice President or President-Elect from San Diego. The special nominating committee chairman shall report the committee's recommendation to the Board at the May Board meeting.
  - C. The committee shall consist of the Immediate Past President and at least four other Past Presidents.

- D. The nominee may be a Past President or the current President of SEAOSD or other eligible candidate.

11. **Requests for Mailing Labels** (Revised January 2000 and November 2004)

The mailing list of members of the Association is primarily for informing the membership of meetings and other Association business. When approved by the Board of Directors, the mailing list (in the form of stick-on labels) may be provided to other organizations as follows:

- A. For mailing information for bonafide non-profit organizations when that information is clearly not intended for profit. There will be no charge for this service. Organizations in this category include, but are not limited to SEAOC, local sections of SEAOC, NCSEA, ASCE, ATC, EERI, AISC, and ACI.
- B. For mailing information from other than non-profit organizations, or information from which profit is anticipated. Without the Board approval, only mailing labels of the SEAOSD members shall be provided at a cost of \$150.00 to the for-profit organizations and \$50.00 for the non-profit organizations. Organizations in this category include, but are not limited to publishers, vendors, and universities involved in work related to the practice of structural engineers.
- C. An electronic file of the SEAOSD members can only be transmitted to the individual firms or organizations requesting such information upon the board approval on a case-by-case basis, or based on prior precedence.

12. **Use of SEAOSD name and letterhead** (Revised January, 2000 and November, 2002)

The President, Vice President, Treasurer, Secretary and chairpersons of the committees listed below shall be empowered to make written or verbal statements on behalf of SEAOSD to outside organizations and individuals. Such statements shall be limited to matters germane to their office.

Committees: Seismology and Structural Standards, Existing Buildings and Disaster Emergency Services.

Copies of all correspondence and items sent on SEAOSD letterhead (or in the name of SEAOSD) to outside organizations shall be forwarded to the President and to the Secretary.

13. **Qualifications for Life Member** (Revised January, 2000)

A candidate for life membership may not be employed as a structural engineer for more than fifteen hours per week.

14. **Directors of SEAOC** (Approved prior to January, 2000)

- A. As long as there are two or more Directors of SEAOC from among our Member SE's, all but one of these directors shall be elected by the

membership for staggered two-year terms and the last remaining Director may be appointed by the Board, instead of being elected by the membership.

- B. Multiple candidates shall be nominated for each election by the membership. There shall be more candidates than there are directorships to be filled. The candidate(s) receiving the highest number of votes shall be declared elected. Directors may serve multiple terms.
- C. The last remaining director may be appointed by this Board, from one of its board members or from the membership, to serve until a successor is appointed. Should the President and Past-President not be among the membership elected directors of Item B above, they shall automatically be considered as being among the candidates for the last remaining directorship.
- D. This Association shall bear the costs of its President attending SEAOC Board Meetings, as an observer, if the President is not a Director of SEAOC. The President may elect whether or not to attend such meetings.
- E. All SEAOC Directors from SEAOSD shall act in the best interests of SEAOC.

15. **Requests for posting announcements on the SEAOSD website**

(Amended November 2004)

The website is for informing the membership of meetings & association business or related issues. The webmaster, appointed by the board, will make decisions as to what information is appropriate to be placed on the website, following the guidelines below:

- A. Information for bonafide nonprofit organizations when that information is clearly not intended for profit. There will be no charge for this service. Organizations in this category include, but are not limited to SEAOC, local sections of SEAOC, NCSEA, ASCE, ATC, EERI, AISC and ACI.
- B. For other organizations or information from which profit is anticipated. The charge for this service will be \$30 per announcement, or as determined by the board, if the webmaster believes that involvement from the board is required. Organizations in this category include, but are not limited to publishers, vendors, and universities involved in work related to the practice of structural engineering. E.g., ICBO/ Simpson/ or CUREe Seminars, etc.
- C. For profit organizations, institutions, companies advertising on SEAOSD website (similar to those on the back of the newsletter) or having a link to their website will have to pay \$150 annually. This category includes, but is not limited to Geotechnical Firms, Materials Manufacturer's, Vendors, etc. active in the industries concerning the practice of Structural Engineering.