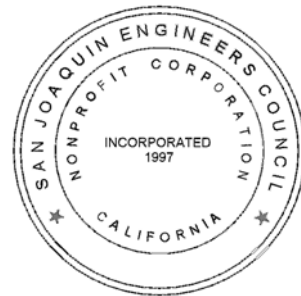


SAN JOAQUIN ENGINEERS COUNCIL

HANDBOOK



January 14, 1997

Rev. 3/15/2013

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**HANDBOOK
OF
SAN JOAQUIN ENGINEERS COUNCIL**

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STATEMENT OF PURPOSE

San Joaquin Engineers Council (SJEC)
is a non-profit corporation
whose membership is drawn from the local branches
of the engineering societies and organizations serving
Alpine, Amador, San Joaquin, Stanislaus,
Calaveras and Tuolumne Counties.
The primary purpose of SJEC is to provide
the means and organization whereby cooperative action
can be undertaken and maintained
by various engineering organizations
toward the advancement of the art and science of engineering
for the comfort, health, safety and welfare of humanity.

* * * * *

SAN JOAQUIN ENGINEERS COUNCIL

PARTICIPATING SOCIETIES

American Public Works Association -- APWA

American Society Of Civil Engineers -- ASCE

American Society Of Heating, Refrigerating,
And Air-Conditioning Engineers -- ASHRAE

California Society Of Professional Engineers -- CSPE

Institute Of Electrical And Electronic Engineers -- IEEE

Institute Of Transportation Engineers -- ITE

Professional Engineers In California Government – PECG

Society of Women Engineers – SWE

American Council of Engineering Companies - ACEC

PARTICIPATING ORGANIZATIONS

Engineering Department University Of The Pacific -- UOP

Engineering Department San Joaquin Delta College -- SJDC

Engineering Department Modesto Junior College -- MJC

**ARTICLES OF INCORPORATION
OF
SAN JOAQUIN ENGINEERS COUNCIL**

I

The name of this corporation is San Joaquin Engineers Council.

II

This corporation is a non profit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for public and charitable purposes.

III

The purposes of this corporation are:

1. The general and primary purpose is to provide the means and organization whereby cooperative action can be taken and maintained by various societies and associations of engineers toward the advancement of the art and science of engineering for the general welfare of humanity.
2. The specific purposes and powers are:
 - a) To promote cooperation among the various branches of engineering and science;
 - b) To conduct research and studies in engineering areas and to promote dissemination of knowledge and information on the various fields in engineering and science;
 - c) To foster public recognition of the engineering professions;
 - d) To maintain a high professional standard among member societies of the corporation;
 - e) To inform and educate students about the rewards of engineering as a profession and to work for the advancement of engineering education;
 - f) To grant scholarship awards to students pursuing academic education in engineering.
 - g) To provide a medium for cooperative action by engineering and scientific societies whose members comprise the corporation on matters beyond the scope of their individual organizations;
 - h) To solicit, receive, disburse or hold funds, securities and property, both real and personal, from whatever source derived, only for the purposes stated herein

IV

The name and address in the State of California of this Corporation's initial agent of service of process is:

Laurence L. Test, RCE, Treasurer
PO Box 4561
Stockton, California, 95204.

V

This corporation is organized and operated exclusively for charitable, educational and scientific purposes and in furtherance thereof will carry out the activities and purposes enumerated above. This corporation notwithstanding anything heretofore contained, shall not

engage in any activity which is not educational, scientific or charitable within the meaning of Section 501(c)(3) of United States Internal Revenue Code.

VI

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

VII

The property of this corporation is irrevocably dedicated to charitable, educational and scientific purposes and no part of the net income or assets of this corporation shall inure to the benefit of any director, officer, or member thereof or to the benefit of any private person.

VIII

Upon dissolution or termination of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational, and/or scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Dated
October 2, 1996

/s Laurence Test
Laurence L. Test

I hereby declare that I am the person who executed the foregoing Articles of Incorporation, which execution is my act and deed.

/s Laurence Test
Laurence L. Test

The San Joaquin Engineers Council was incorporated on January 14, 1997, in the State of California, Corporation No. 1998216.

**BYLAWS
OF SAN JOAQUIN ENGINEERS COUNCIL**

ARTICLE I -- NAME AND PURPOSES

1. The name of this organization is San Joaquin Engineers Council.
2. Its purposes are:
 - a) To advance the art and science of engineering for the general welfare of humanity;
 - b) To promote cooperation among the various branches of engineering and science;
 - c) To develop recommendations regarding public policies wherein the application of the art and science of engineering will contribute to the general welfare of humanity;
 - d) To encourage research and studies in engineering areas and to promote dissemination of knowledge and information on the various fields of engineering and science;
 - e) To foster public recognition of the engineering profession;
 - f) To maintain a high professional standard among its members;
 - g) To inform and educate students about the rewards of engineering as a profession and to work for the advancement of engineering education;
 - h) To grant scholarship awards to students pursuing academic education in engineering;
 - i) To provide a medium for cooperative action by its members on matters beyond the scope of their individual organization.
3. Notwithstanding anything heretofore contained, the San Joaquin Engineers Council shall not engage in any activity which is not educational, scientific, or charitable, within the meaning of Section 501(c)(3) of the 1954 United States Internal Revenue Code, as amended. No substantial part of the activities of the San Joaquin Engineers Council shall consist of carrying on propaganda or otherwise attempting to influence legislation, and the Council shall not participate in or intervene in any political campaign (including the publishing or distributing of statements) on behalf of any candidate for public office.

ARTICLE II -- MEMBERSHIP

1. Engineering has been defined as the profession in which a knowledge of mathematical and physical sciences, gained through study, practice and experience, is applied with judgment to the known materials and forces of nature for the comfort, health, safety, and welfare of humanity.
2. Participating Societies: National and Local engineering societies of recognized professional standing which have branches or operate within San Joaquin, Stanislaus, Calaveras, and Tuolumne Counties, and whose chief objectives are the advancement of the theory and practice of engineering and the maintenance of high professional standards, and which agree substantially with the above definition, as evidenced by their law, actions, roster or reputation, will be classed as professional engineering societies. A professional society, after recognition by a majority vote of the Governing Board, may become a Participating Society by appointing a member to the Governing Board. Each participating Society shall be entitled to one seat on the Governing Board. Participating Societies are not bound by action of the Governing Board.

3. Participating Organizations: Other participating organizations that operate within San Joaquin, Stanislaus, Calaveras, and Tuolumne Counties, and whose chief objectives are the advancement of the theory and practice of engineering and the maintenance of high professional standards, and which agree substantially with the above definition, as evidenced by their law, actions, roster or reputation, will be classed as professional engineering societies.
4. The participation of a Society or Organization may be terminated by favorable action of an absolute majority of the Governing Board. Proposed termination shall have been made at a prior meeting and all Participating Societies and Organizations and Governing Board Members shall be notified in writing that such termination is to be voted upon at the next stated meeting of the Governing Board.
5. Council Membership. The Council shall consist of Governing Board Members and Affiliate Members. The Governing Board shall conduct the business of the Council.
6. Governing Board
 - a) The governing board shall consist of one member from each of the participating Society and Organization representing that Society or Organization and four to six at-large members.
7. Governing Board Members.
 - a) A Governing Board Member shall be a member in good standing of the appointing society or organization and may be appointed by only one Society or Organization at any given time.
 - b) A nominee becomes a Governing Board Member when written notice of appointment is received by the Secretary of the Council.
 - c) The normal term of office shall be two years and approximately one half of the appointees of each participating Society or Organization shall be appointed each year.
 - d) The term of office shall expire June 30 of the appropriate year.
 - e) Vacancies shall be filled for the unexpired term by the participating Society or Organization.
 - f) A participating Society or Organization may replace their Governing Board Member under Paragraph 7b, above, at any time whatsoever.
 - g) The Executive Committee shall have the right to ask a participating Society or Organization to replace their Governing Board Member for failure to participate in the activities of the Council. The Governing board may request the replacement of a Board Member who misses three consecutive meetings or eight meetings of the Governing Board during the Member's term.
 - h) At-large Board Members shall be appointed by action of the Governing Board.
8. Affiliate Members. All persons in good standing in Participating Societies shall be Affiliate Members.

ARTICLE III - PROCEDURE

1. Bylaws. These Bylaws may be amended or new Bylaws may be adopted by a favorable action of an absolute majority of the Governing Board. Proposed amendments or new Bylaws shall have been read at a prior meeting and all Participating Societies and Governing Board Members shall be notified in writing that such amendments are to be voted upon after that stated meeting of the Governing Board.

2. Quorum. A quorum shall exist when at least one-half of the Governing Board members are present.
3. Order. Robert's "Rules of Order" shall govern all questions of order that are not otherwise covered in the Bylaws.

ARTICLE IV - MEETINGS

1. Meetings of the Council shall be at the call of the Chair or their designated representative. Also, the Chair shall call a meeting of the Council if requested in writing by the Governing Board members from at least one-fourth of the participating Societies. Meetings shall be held at least quarterly and the annual meeting shall be held during National Engineers Week in February of each year.

ARTICLE V - OFFICERS

1. The officers of this organization shall be a Chair, a Vice Chair, a Secretary, and a Treasurer. They shall be elected at the annual meeting by the members of the Governing Board to serve a one-year term starting July 1. They shall perform the duties normally incumbent upon these officers. Any vacancies occurring among the officers shall be filled by action of the Governing Board for the unexpired portion of the term. Any officer may be removed for cause by action of an absolute majority of the Governing Board.
2. An officer of the Board, whether already serving or just elected, shall not be displaced from office nor from the Governing Board by action of the appointing participating Society or Organization. If the officer's membership in the Participating Society has been terminated, or if the participating Society or Organization fails to re-appoint the officer, or if the officer is replaced by the participating Society or Organization, the officer becomes a member-at-large of the Board with voting privileges for the remainder of their term of office.
3. Nominations to office will be with prior advice and consent of nominees.

ARTICLE VI - COMMITTEES

1. The Executive Committee shall consist of the officers of the Council, and the most recent available past-chair who is a Governing Board Member. This committee shall conduct the routine business of the Council and report its activities to the Council for approval. The Executive Committee shall act for the Council in the case of pressing need.
2. The Chair shall appoint the following standing committees: Awards, Engineers Week, Fundraising, Publicity, and Scholarship. In addition, the Chair may appoint other committees or task forces. Committee Chairpersons or members may be appointed annually by the Chair from members of the Governing Board or from the Affiliate Members. The Chairperson shall be an ex-officio member of the Council committees.

ARTICLE VII - FINANCE

1. Dues for each Governing Board member shall be established by the Governing Board.

2. No dues shall be paid by Affiliate Members.
3. Dues for Governing Board Members shall be levied against the Participating Societies.
4. Dues are payable July 1, delinquent October 1.
5. The Executive Committee may terminate the participation of a Society if dues become more than one year delinquent.

ARTICLE VIII - DUTIES OF COMMITTEES

Some committees have specific tasks, but most of them act within a broad field, on their own initiative and/or special assignments. For these it will be more appropriate to define the field of activity.

1. STANDING COMMITTEES

- a) **EXECUTIVE** - Authorized to act between meetings in which the Council has expressed its policy.
- b) **AWARDS** - Receives nominations for Engineer Of The Year, evaluates supporting documentation, and makes selection of candidate to receive Engineer Of The Year Award.
- c) **ENGINEERS WEEK** - Organize, direct and report on activities of Engineers Week (the week including February 22 of each year), following tradition and subject to general approval and financial control by the Governing Board.
- d) **FUNDRAISING** - Develop a list of possible contributors and solicit contributions for scholarships and other activities of the Council.
- e) **PUBLICITY** - Prepares and releases news items and promotes publication in the public press, especially for Engineers Week.
- f) **SCHOLARSHIP** - Distributes scholarship applications to eligible and participating schools; interviews and reviews qualifications of candidates for scholarships, and makes recommendations regarding scholarship awards to the Governing Board.

RULES FOR APPOINTMENT OF BOARD MEMBERS

The Governing Board shall consist of one member each of the participating Societies and Organizations and three at-large members:

Engineering Societies

1. American Public Works Association
2. American Society Of Civil Engineers
3. American Society Of Heating, Refrigerating, And Air-Conditioning Engineers
4. California Society Of Professional Engineers
5. Institute Of Electrical And Electronic Engineers
6. Institute Of Transportation Engineers
7. Professional Engineers In California Government
8. Society of Women Engineers
9. American Council of Engineering Companies

Educational Organizations

1. Engineering Department Modesto Junior College
2. Engineering Department San Joaquin Delta College
3. Engineering Department University Of The Pacific

At-Large Members

1. Any member of any of a participating Society or Organization so appointed by the Governing Board.

The Chair, shall be appointed from the Engineering Associations on a rotating basis as follows:

APWA		1997	2005	2012	2019
ASCE		1999	2006	2013	2020
ASHRAE	1998	2004	2007	2014	2021
CSPE	1994	2002	2008	2015	2022
IEEE	1993	2000	2009	2016	2023
ITE	1996	2003	2010	2017	2024
PECG	1995	2004	2011	2018	2025

The Vice Chair shall be from the next association in line and shall act as Chair the following year.

The Secretary, Treasurer, and remaining members shall be appointed from the remaining Governing Board Members.

The duties of Chair shall consist of acting as the chief officer and organizing the Engineers week banquet.

The duties of the Vice Chair shall consist of coordinating all standing committees.

RULES FOR SELECTING ENGINEER OF THE YEAR AWARD

1. At the Engineers Week Awards Banquet each year, the Joint Engineers Council will award a perpetual trophy and a personal plaque to an engineer in the San Joaquin Valley Area. This award will be for meritorious and altruistic service to their professional organization and community. This award will designate the recipient as "Engineer of the Year" for the preceding calendar year.
2. Nominees shall be sponsored by one of the member professional organizations.
3. All nominees shall work or reside within the SJEC jurisdiction.
4. Nominations shall be made using the official nomination form.
5. The nomination form and supporting data shall show that the nominee is a graduate or registered engineer and has given freely of their services for the benefit of their professional organization and community without expectation of financial reward.
6. The Committee on Awards will give timely notice to members of the Board of their privilege to nominate and the rules therefore by announcement at the December and January meetings.
7. Nominations by members of the Board may be made on personal initiative, but members are encouraged to present and support proposals of their sponsoring Societies or the officers thereof.
8. Nominations by members and Official Nominees of the Committee on Awards will be kept strictly confidential.
9. The Official Nominees will be selected by the Committee on Awards from nominations received from Member Societies on or before January 1. Each name will be accompanied by details supporting meritorious service.
10. The award recipient will be selected by approval of Governing Board in executive session at its January Meeting, on "Official Nominees" presented by the standing Committee on Awards.
11. The outgoing Committee on Awards shall serve through February before being relieved by the succeeding Committee, at which time it may, at its discretion, destroy its record of nominations or forward all or part to the succeeding Committee.

RULES FOR SELECTING DISTINGUISHED SERVICE AWARD

1. This award is intended to recognize someone who has shown exceptional dedication and made significant contributions to the engineering profession without expectation of financial reward.
2. The engineering profession is made up of individuals who apply science to the common purpose of life, and is defined as the “profession in which knowledge of mathematical and natural sciences, gained by study, experience, and practice, is applied with judgment to develop ways to utilize, economically, the materials and forces of nature for the benefit of humankind.” The Engineering Profession truly “Turns Ideas Into Reality”.

GENERAL CRITERIA

1. The recipient must have dedicated their professional knowledge and skills to the advancement of human welfare, participated in none but honest enterprises and lived and worked according to the highest standards of professional conduct; to have placed service before profit, the honor and standing of their profession before personal advantage, and the public welfare above all other considerations.

SPECIFIC POSSIBLE CRITERIA

1. Worked or taught in a profession related to engineering
2. Considered outstanding in their area of expertise
3. Served or promoted the advancement of the engineering profession
4. Civic involvement and volunteerism
5. Recognition, honors, awards of any type
6. Positive ethical behavior related to engineering profession experience
7. Reference letters or acknowledgements of the GENERAL CRITERIA.

EXAMPLES OF ELIGIBLE NOMINEES

1. Employee of agricultural, chemical, civil, computer, electrical, geotechnical, hydrologic, mechanical, transportation engineering firm
2. Computer science employee who has contributed to the engineering profession
3. Construction estimator; construction manager; inspector
4. Teacher, administrator or counselor who has contributed to the engineering profession

RULES GOVERNING SCHOLARSHIP AWARDS

1. Applications for scholarships shall be made on forms provided by the Committee on Scholarships.
2. The Committee on Scholarships will distribute scholarship application forms to High School and Junior Colleges within SJEC jurisdiction.
3. Qualifications and selection of candidates shall be as determined by the standing Committee on Scholarships. All applicants for Scholarship shall be pursuing higher education in one of the fields of engineering science.
4. At the Engineers Week Banquet each year, the Council will award a plaque and scholarship to high school and junior college students.
5. The plaques shall be a plate on a rectangular frame attested by the emblem of the Council. The text of the plaque shall include:
 - a) A list of the participating societies;
 - b) The full name of the recipient;
 - c) The year;
 - d) The citation.
6. The award recipients will be selected by approval of Governing Board from recommendations by the standing Committee on Scholarships.
7. Scholarship award recipients shall provide evidence that they are enrolled in an engineering curriculum in order to claim their scholarship award. Evidence shall take the form of an Enrollment Verification from Registrar's Office of the college they are attending.
8. Award recipients not providing satisfactory evidence that they are enrolled in an engineering curriculum within four (4) years of the date of award shall forfeit the Scholarship.
9. Scholarship awards forfeited, if any, shall be redistributed to future recipients in future years.
10. Scholarship recipients shall keep the Committee on Scholarships informed of their mailing address and academic pursuits until such time as the award is made.

LIST OF OFFICERS AT DATE OF INCORPORATION

(Jan. 14, 1997)

Chair:

Bob Biffel, CSPE

Vice Chair:

Laurie Jurgens, PEGG

Treasurer:

Laurence Test, At-Large (ASCE)

Governing Board Members

Gabriel Karam, APWA

Sam Sherman, ASCE

Tim Clark, ASHRAE

Carl Geib, IEEE

Kathy Tomura, ITE

Curtis Beitz, PEGG

Helm Haas, SJDC

Gary Martin, UOP

Daniel Bui, At-Large (PEGG)

Miller Keplinger, At-Large (CSPE)

REVISION HISTORY

The original draft copy of this handbook was prepared in October 1992. Revisions to the draft were made as follows:

Rev.	Date	Purpose
Draft	Oct. 15, 1992	Original Draft
No. 1	Aug. 15, 1993	Misc.
No. 2	Sept. 13, 1993	Misc.
No. 3	May 6, 1994	Gender Wording
No. 4	August 2, 1994	Articles of incorporation
No. 5	May 25, 1995	Converted to Word 6.0
No. 6	July 28, 1995	Misc. Spelling, etc.
No. 7	May 15, 1996	Appointment of Board Members

By-Laws adopted by Board & Member Societies July 12, 1996.

Subsequent Revisions:

No. 8	August 20, 1996	Revisions required for incorporation by Secretary of State
No. 9	December 20, 1996	Minor revisions required by Secretary of State
No. 10	February 9, 1999	Minor grammar revisions
No. 11	February 26, 2004	Update format to Word 2002. Add duties of Treasures & Fundraising Chair
No. 12	July 1, 2004	Name and address of agent of service
No. 13	November 29, 2008	Add Duties of Board of Directors and Committee Chairpersons to Appendix; a separate document. Add SWE and ACEC to Council List
No. 14	December 2, 2010	Add Rules for DSA award Add Alpine and Amador Counties to List
No. 15	Oct. 10, 2011	Scholarship rules, verification
No. 16	March 15, 2013	Cover sheet. Dates for Chair Duties, see Pg. 10. Address of SJEC agent on pg. 3

The name and address in the State of California of this Corporation's agent of service of process is:

Laurence L. Test, RCE, Treasurer
P O Box 4561
Stockton, California, 95204

End of Handbook