

STRUCTURAL ENGINEERS ASSOCIATION OF CALIFORNIA
POLICIES AND PROCEDURES

As amended March 24, 2012
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Introduction & Preamble

The Policies that follow are intended to facilitate the effective operation of SEAOC. They are intentionally brief. They are intended to be helpful in guiding consistency within the organization, where such consistency is appropriate.

It is the intent of the Board that the actions of Officers (President, Vice-President/President-Elect, Treasurer, Secretary & others) and of Staff (Executive Director, etc.) and of SEAOC's committees and task groups conform to these Policies. The Board may revise these Policies at any time. Appropriate actions at variance with the Policies are to be permitted, subject to Board approval (or the approval of the President or Executive Committee acting on behalf of the Board). Provisions of Bylaws take precedence over any and all policies.

These Policies may be supplemented with guidelines and procedures. It is intended that policies be reviewed at least every four years.

Section 1 Governance

1.1 Actions by Members

1.1.1 Voting - Individual members authorized to vote on amendments to the Bylaws may do so either by mail ballot or electronically as determined by the Board of Directors; mail balloting preferred.

1.1.2 Annual Meeting - The Annual Meeting of members shall occur at the annual convention and shall be chaired by the President.

1.1.3 Member Organization Action Beyond Local Areas And Influence; SEAOC Bylaws Article IV, Sections 4 & 5 - These Bylaws provisions have to do with "Member Organizations" (regional associations) taking public positions on matters of interest which are influential beyond their local areas submitting their proposed action to the SEAOC Board of Directors for review and approval prior to taking such action. Member Organizations shall notify the SEAOC Board of their intent to publish locally-generated technical or other publications for sale broadly.

Although Member Organizations are legally separate organizations, it is intended that they and their members (i.e. SEAOC members) act in the spirit of a statewide organization, especially on matters where the potential audience is larger than the local region, and involve SEAOC in the process and decisions.

1.2 Officers and Board of Directors

1.2.1 Officers and Directors - Officers and Directors shall be nominated and elected at a Board meeting held during the Annual Meeting, whenever it may be held, with the official assumption of office occurring on October 1, the beginning of the next fiscal year. This policy is not intended to alter or supersede any Bylaws Provision.

1.2.2 President as Non-Voting Chair – The President may participate in the discussions and deliberations at Board meetings. The President acts as a nonvoting Chair of the Board except to cast a tiebreaking or resolution-passing vote if necessary. This policy applies to a President who is or is not a Director of the Association. The President may not propose, second or vote on any motion or any amendment to any motion.

1.2.3 Roberts Rules of Order - Roberts Rules of Order for Small Boards and Associations, latest edition, shall govern all meetings of the Board. Should any interpretation of the Rules be necessary, the President's ruling shall be final. The Executive Director shall provide the President and the Vice-President /President-Elect with personal copies of this document.

1.2.4 Minutes - Minutes of Board meetings shall describe all specific actions taken by the Board with brief amplifying notation pertinent to arrival at the decision/action. Detailed discussion will not normally be included for brevity's sake.

1.2.5 Telephone And Video Meetings - Telephone or video participation at regularly scheduled Board of Directors meetings is not permitted unless authorized by the Board due to special circumstance. This policy does not apply to scheduled conference calls.

1.2.6 Recording Dissenting Votes - Directors wishing to formally record their dissenting vote on a Board action may do so by writing a letter outlining their reason(s) for dissent to the SEAOC President which letter will be included on the next Board meeting's Consent Calendar.

1.2.7 Board List Server - Past Board members, so requesting, may remain on the Board List Server for up to six months after completing service on the Board.

1.2.8 Candidates for President – The Member Organization hosting the convention two years out will nominate the President-Elect.

1.3 Legislative And Regulatory - The SEAOC lobbyist will identify, monitor and report on any and all legislative and regulatory proposals or administrative actions that are of significant concern to the Association. The lobbyist will initially report to and consult with the SEAOC President to establish positions on and responses to issues, engaging the full Executive Committee and regional Legislative Chairs (who may be the same person) if and when necessary in the judgment of the President. The lobbyist shall directly advocate SEAOC position(s), and can recruit volunteers among the SEAOC membership to help in those efforts. Regular reports on such issues shall be an integral part of *SEAOC Talk*. Regular reports shall be made to the Board of Directors.

1.4 Long-Range Strategic Plan

1.4.1 Strategic Plan - The Association shall develop and maintain a written long-range Strategic Plan.

1.4.2 Updating of Strategic Plan - The Board of Directors may determine when and if a comprehensive planning session to rework the plan elements is in order.

1.4.3 Regular Review of Strategic Plan - Review of the objectives of the plan and progress toward accomplishment shall be agendaized for each Board of Directors meeting. Adjustments to strategies and/or timeframes may be made at any meeting based upon the then current environment.

1.4.4 Written Statement of Objectives - A brief written statement of the objectives of the Association consistent with the Articles of Incorporation, Bylaws & Strategic Plan shall be included on the SEAOC website and in routine SEAOC publications and newsletters.

Section 2 Financial

2.1 Financial Records & Budgeting

2.1.1 Cash Accounting - Financial records shall be maintained by the cash method of accounting.

2.1.2 Budget - The Treasurer and Executive Director shall collaborate to develop a recommended budget for the coming year for submission to the Executive Committee meeting prior to the last Board meeting of the fiscal year. A new proposed budget shall be recommended by the outgoing Board at its convention meeting or at a meeting on or about October 1. Adoption and/or amendment of the budget shall be by the incoming or new Board at its convention meeting or a meeting on, about or after October 1.

2.1.3 Expense Authorization - The approval of a line-item Budget expense shall be deemed to be authorization to incur expenses only for on-going or routine activities, including those of committees. The Board may rescind any such authorization at any time. All other expenses and non-routine activities require separate authorization to proceed even though the required funds may be included in the approved Budget (for example, publication of a Roster, NCSEA payments, dues or contributions).

2.1.4 Records And Returns - The Treasurer shall ensure that Federal and State Income and Sales Tax Returns are duly signed by authorized officers and filed. The Treasurer shall ensure that the financial records of the Association including Tax Returns are maintained and preserved for the statutorily required time periods.

2.2 Check Signing Procedures

2.2.1 Two Signatures - Two signatures shall be required on all checks, normally the Treasurer and Executive Director. Three additional officers will also be on the signature card as backup if the primary signatories are not available, or as required herein.

2.2.2 Emergency Check Procedure - One blank check pre-signed by the Treasurer will be securely maintained in the SEAOC office with a \$5,000 limit clearly stated on the check to cover an unusual or emergency need such as unexpected postage charges. The Executive Director may countersign and use such check on a verbal go ahead from any Officer of the Association. The use of this procedure shall be reported to the full Board and all circumstances described.

2.3 Travel Expense And Reimbursements - SEAOC officers, directors, committee chairs and members, SEAOC staff and others traveling on official SEAOC-sanctioned business shall be reimbursed for reasonable and customary expenses and adhere to the following guidelines:

2.3.1 Coach Class Air - Actual coach class air travel expense. Air travel can be booked through the SEAOC-designated travel agency, Madison Travel Business Center in Sacramento (or their designated successor), and billed directly to the SEAOC credit card. Madison Travel can be contacted at (800) 677-3536, (916) 638-3935, or by email at madison@sac.verio.net. Travelers must provide the designated Travel Agency with the name of the committee or the activity involved in order to have it billed correctly when the statement arrives in the SEAOC office. Air travel may be booked individually with a claim for reimbursement to SEAOC. Air travel should be booked a minimum of 7 days in advance.

2.3.2 Mileage - Actual private automobile mileage reimbursement from portal to portal shall be the current rate designated by the IRS.

2.3.3 Guests And Observers - SEAOC members or others attending Board and committee meetings at the specific request of the Board or committee shall be reimbursed expenses including the actual receipted cost of the hotel room if an overnight stay is required. SEAOC members, regional association staff and representatives, and others attending meetings of their own volition without request shall not be reimbursed for any expenses.

2.3.4 Lodging - When necessary to obtain overnight lodging, every effort shall be made to obtain the best rate available at a property that is reasonably convenient to the meeting venue.

2.3.5 Incidentals - Reasonable meal and incidental expenses will be reimbursed at actual cost.

2.3.6 Claims and Receipts - SEAOC will make claim forms available to those needing them on request. Completed claim forms should be accompanied by as many receipts as possible and receipts are required for individual expenses in excess of \$75, the IRS standard.

2.3.7 Air Travel Reimbursement - Air travel expenses incurred by sanctioned attendees may be reimbursed. Air travel expense reimbursement shall not exceed 150% of the cost that would likely have been incurred for travel booked 7 days in advance through the SEAOC designated travel agent.

2.3.8 Final Decision - The Board of Directors shall determine reimbursement in cases that are not able to be otherwise resolved.

2.4 Financial Oversight

2.4.1 FDIC Insured - All financial accounts and deposits shall be maintained in such manner as to be FDIC insured or insured by a Securities and Exchange Commission recognized account protection program. When payments, such as interest payments, cause an individual insured account to exceed that account's insurance limit, the balance of that individual account shall not at any time exceed by more than 10% the limit of insurance of that account.

2.4.2 Maximizing Interest Return - The Treasurer, in concert with the Executive Director, is authorized to utilize FDIC-insured and other protected or insured investment strategies to maximize interest return on available funds, assuring that sufficient liquidity is maintained to cover short-term projected expenses.

2.4.3 Verification of Accuracy - Annually, the Board of Directors, shall authorize an appropriate level of verification of the accuracy of accounts by an outside CPA firm. This may be at the level of verification of a review, a compilation or a full audit.

2.5 Dues

2.5.1 Date to Determine Dues - Any SEAOC dues changes shall be authorized by the Board of Directors no later than May 1 so that regional associations can make necessary billing changes prior to their typical dues billings.

The Treasurer shall notify the Member Organizations (regional associations) as soon as any dues changes are authorized, including dues rates for each classification of member type.

2.5.2 Collection and Forwarding of Dues - Regional associations shall collect SEAOC dues and shall forward dues collected to SEAOC monthly.

2.5.3 Notice of Non-Deductible Portion of Dues - To satisfy Federal tax law and to protect the Association from an adverse finding in the event of an IRS audit, regional associations are advised to affix the following statement to any membership materials having to do with dues payment: "Dues to (the organization and SEAOC) are not deductible as a charitable contribution but may be deductible as an ordinary and necessary business expense. A portion of dues, however, is not deductible as an ordinary and necessary business expense to the extent that SEAOC engages in lobbying activity. The nondeductible portion of dues for (year) is estimated to be X percent of the SEAOC dues listed." The Executive Director shall advise the Board of this percentage by May 1 so the Regional Associations can incorporate this percentage into their membership dues billings.

2.5.4 Exemption from SEAOC Dues - A member who has membership in more than one regional association shall be exempted from paying multiple SEAOC dues. It is the member's obligation to select a primary regional association and so advise all of the Member Organization to which he or she belongs. Such members shall, for all SEAOC purposes (dues, publications, etc.), be deemed a member of the primary Member Organization only.

2.6 Sweep of Convention Account - Amounts in excess of \$50,000 total assets in the Convention Account shall be transferred to the SEAOC General Account upon close of the convention books in any given year. Total assets include cash funds in convention checking account(s) plus outstanding convention advances.

2.7 Mailing Lists and Rosters - SEAOC will make copies of the membership list available to not-for-profit professional associations and institutions of higher education affiliated with the structural engineering profession at cost. SEAOC will furnish copies of the membership list to for-profit commercial ventures who wish to use it for distribution of information of interest to the membership at a price of 50 cents per member name, in addition to actual cost of production. As a

condition of sale, purchasers will be requested to sign a sales agreement which binds them to use the list only once for the single stated purpose.

Proceeds from the sale of the membership list will be distributed annually to each of the Member Organizations and to SEAOC in proportion to the number of members of each.

Nothing in this policy will preclude the individual regional associations from distributing their own individual membership lists in accordance with their own policies.

Mailing lists shall not be used for solicitation of employment by public or private entities and persons requesting the mailing list for such purposes shall be encouraged to advertise in the regional association newsletters and SEAOC Talk.

2.8 Seminar and Webinar Income - SEAOC and the Member Organizations shall share net income on any and all seminars and webinars originated by SEAOC according to a mutually accepted Seminar and Webinar Revenue Sharing Policy, attached.

2.8.1 NCSEA Webinar Revenue Sharing – SEAOC supports adoption of a Revenue Sharing Policy with NCSEA that 1) describes the conditions of NCSEA’s direct outreach to Member Organization members and 2) the sharing of net income from webinars.

2.9 Publication Income and Regional Associations - The net income from publications by SEAOC shall accrue to SEAOC. The net income from publications by regional associations shall accrue to such regional association.

2.10 Taxable Income - The Treasurer shall report separately any and all taxable income together with any anticipated tax likely to be due thereon.

2.11 Written Contracts and Invoices - All contracts with, and invoices from, outside consultants and sub-contractors shall be in writing and in accordance with any procedures established by the Board of Directors. Copies of such contracts and invoices shall be provided to both the Treasurer and Executive Director.

Section 3 External Communications and External Liaison

3.1 Public Relations and the Press - SEAOC shall maintain an up-to-date list of print, broadcast, and electronic media contacts in California. Press releases will be issued as newsworthy subjects arise.

3.2 Publications - SEAOC publications shall be high-quality, both technically and professionally. Publications should be professionally produced with quality graphic content and image. Publications shall bear the Association’s emblem or logo. Publications prepared by Member Organizations should comply with this policy.

3.2.1 Review of Publications – The Board may at its discretion evaluate any SEAOC publication for readiness.

3.3 Representation/Liaison with Technical, Professional, and Governmental Entities

3.3.1 Governmental - The Board of Directors shall recommend candidate(s) for vacant engineering seats on the California Seismic Safety Commission, Board for Professional Engineers and Land Surveyors, California Building Standards Commission, Building Seismic Safety Council, Hospital Building Safety Board, Division of the State Architect Advisory Board, and any other boards, commissions or other entities considered to be of significance to the profession as may from time-to-time need input from the structural engineering profession.

3.3.2 Technical/Professional - The Board of Directors shall designate representatives to serve on the Board of Directors of the Applied Technology Council (ATC) and the National Council of Structural Engineers Associations (NCSEA). The Board shall designate persons to serve in a

liaison capacity with the Consortium of Universities for Research in Earthquake Engineering, Earthquake Engineering Research Institute (EERI), Western Conference of Structural Engineers Associations (WCSEA), and Architects and Engineers Conference Committee. Relationships with other organizations may be entered into from time-to-time as deemed appropriate.

3.4 Dues to Outside Organizations

3.4.1 Annual Review - The Board of Directors shall authorize and annually review the payment of dues to related professional organizations to include, but not be limited to, the Applied Technology Council (ATC), Earthquake Engineering Research Institute (EERI), Western Conference of Structural Engineers Associations (WCSEA), and National Council of Structural Engineers Associations (NCSEA).

3.4.2 Dues Basis - Dues to WCSEA and NCSEA shall be based on the count of Member SE and Member categories of membership only rather than all categories.

3.5 Representation and Responsibilities of Representatives - SEAOC nominees for positions on boards, commissions, and other entities shall be informed at the time of their nomination they have a duty to SEAOC to present SEAOC's views on issues that may come before the body on which they will be serving, and to inform the SEAOC President or other designated SEAOC official, as to key issues both before and after meetings of the body. Representatives shall prepare a written report about their service for the SEAOC Board at least once per year.

3.6 Disaster Emergency Service to Community and State - SEAOC shall develop and maintain a disaster preparedness plan to be implemented through predetermined teams of members in the four regions of the state.

3.7 Public Statements - Unless otherwise authorized by the Board of Directors, no member other than the President, President-Elect, and Executive Director shall be permitted to make statements to the Press and Public on behalf of, or in the name of, the Association.

Section 4 Internal Communications and Affairs

4.1 Member Roster - A SEAOC Roster shall be updated and produced annually and shall be provided to all members in good standing as a member benefit without additional charge. The Roster will be made available electronically to NCSEA at no cost for purposes of mailing *Structure Magazine*.

4.2 Member Organization Rosters - Each Member Organization shall continuously maintain its own membership database and shall provide same to the SEAOC Office at least quarterly.

4.3 Blue Book – **The SEAOC Blue Book shall be provided to all members in good standing as a member benefit without additional charge.**

4.4 SEAOC Talk Newsletter - The SEAOC Newsletter shall be produced on a regular basis with distribution via e-mail and posting to the SEAOC website. The newsletter should include: news and announcements related to SEAOC, Board and/or Staff activities, committee work and publications, awards and events; announcement and reports from the Member Organizations of interest to a statewide audience; and news of statewide policy developments.

4.5 Regional Newsletters - Each Member Organization may produce their own regular newsletters in accordance with a schedule that best suits their individual needs.

4.6 College of Fellows - Specific tasks may be assigned to the College of Fellows by the Board or by the President. Members of the College of Fellows may display the SEAOC logo with the word "Fellow" on it as a lapel pin, on their letterhead, and on their business cards. **(Amended January 21, 2006)**

4.7 Election to College of Fellows - Each year, not more than six distinguished members may be elected to the College of Fellows.

4.8 Criteria for Election to the College of Fellows - Criteria may include factors such as:

- a) Demonstrated outstanding skills and professional achievement as a structural engineer.
- b) Made specific contributions to encouraging a higher degree of professionalism generally (articles in professional journals, presentations before college classes or other groups, etc.).
- c) Maintained continuous and active membership in SEAOC and served as a committee chair, officer, director or in some other significant position of leadership - served in a leadership role(s) within his/her regional association.
- d) Served as a member of a state, regional, or local advisory Board, Commission, committee or other body having a direct relationship to the profession (BPELSG, CBSC, SSC, OSHPD, DSA, ATC, BERT, NCSEA, standards setting, etc, and local or regional bodies).
- e) Served in elective/appointive governmental office at the local or state level (City Council, Planning Commission, Board of Supervisors, etc.).
- f) Active in community service (volunteer for charitable, educational, religious, relief, protective services entities, specific projects, etc.).
- g) Any other significant achievements, awards, or other demonstrations of their commitment to the profession.

It is probable that relatively few candidates will meet **all** the criteria. Therefore, those selecting candidates for submission to the SEAOC Board should give the greatest weight to the first four criteria. It is recommended that only eminently qualified individuals be considered for submission. This honor should be reserved for those clearly deserving and candidates may not necessarily be submitted each year.

4.9 Corporate Sponsors – For an annual contribution of \$2,000, firms will be recognized as a Corporate Sponsor and be entitled to use the SEAOC logo on their letterhead and advertisements with the endorsement “Corporate Sponsor of the SEAOC Foundation”. Additionally, a plaque proclaiming their sponsorship will be provided to display in their place of business. One complimentary copy of current SEAOC publications will be provided on request and the firm’s name will appear on the Annual Convention program as a Foundation Corporate Sponsor.
(Added January 21, 2006)

Section 5 Committees

5.1 Appointment - The Board shall establish and disband any and all committees except the Technical Committees under the purview of the Structural Standards Executive Committee. The President shall appoint the non-Technical Committee chairs, failing which, the relevant committee may elect a chair or successor chairperson. Committee Chairs shall be Member SEs, unless otherwise approved by the Board.

5.2 Committee Sizes and Structures - A typical committee of six members should comprise two members each of SEAOSC and SEAONC and one member each of SEA OCC and SEA OSD.

Composition of the Structural Standards Executive Committee and the Technical Committees shall follow the Structural Standards Rules and Operating Procedures, attached.

The meeting or action of any committee should not be delayed by the non-appointment of any member or group of members.

5.3 Charge and Budget - Annually, the incoming President is to provide each committee with a brief written charge to focus their activity. Committee chairs may be requested to attend Board of Directors' meetings to report on their activity. Funding of committee activity is accomplished during budget development for the coming fiscal year, with budget allocations based on prior years' expenditures and/or requests by the committee chair. Committee chairs may request a budget augmentation during the course of the fiscal year with a clear and compelling showing of need. Technical committees follow the same procedures but submit their requests through the Structural Standards Executive Committee.

5.4 Decision Making Guidance - Roberts Rules of Order shall govern committee procedures. In general, committees shall strive for a consensus to take action or make decisions. In the event a consensus is not reached and assuming a duly constituted quorum is present, a two-thirds vote of committee members present shall determine action taken. The Chair may vote. Any dissenting committee member(s) may state their position in writing to become a part of the committee's minutes. Non-voting members and observers shall not vote. Alternates for primary committee members representing the same regional association may be named who shall have the same voting rights as the primary member for whom they are an alternate. Alternates must be designated in writing to the committee chair prior to the meeting where the primary member will be absent provided, however, that in no event shall the total number of votes exceed that normally exercised by the regional association's representation on the committee. No proxies shall be allowed. (Amended 4/16/05)

5.7 Committee Lists - Committee Chairs are responsible for submitting a list of committee members to the SEAOC office once the committee is fully constituted. Any changes during the course of the year shall be noticed to the office. Non-voting members such as observers, guests, liaison members, corresponding members, and ex-officio members shall be listed separately. Technical committee chairs shall submit member lists and changes through the Structural Standards Executive Committee.

Section 6 Executive Director and Association Management

6.1 Written Contract - A formal written contract between SEAOC and the Executive Director or association management firm shall be entered into spelling out the scope of services to be provided and any other material terms and conditions of the relationship. Such contract may be for a multiple year duration, but in any event, shall be approved annually by the Board of Directors.

6.2 Participation in Board and Executive Committee Meetings - The Executive Director shall be present at all meetings of the Board of Directors and Executive Committee. The Executive Director should participate in the discussions and deliberations at these meetings.

6.3 Performance Review - Prior to the annual convention meeting of the Board of Directors, Board members shall be given an evaluation form as part of the agenda packet to comment in writing on the level of performance of the Executive Director should they wish to do so. Ten days prior to the Board meeting, those Board Members wishing to comment shall send the form to the President for review and compilation into a summary which will become the basis for a performance evaluation discussion by the incumbent and immediate Past Presidents with the Executive Director.

6.4 Secretarial Records - The Executive Director shall maintain the statutorily required Secretarial records of the Association at the Association's office(s), including the current Articles of Incorporation, Bylaws, IRS determination letter(s), California Franchise Tax Board determination letter(s), Income and Sales Tax Returns, and the SEAOC Policies and Procedures.

6.5 Articles and Bylaws - The Executive Director shall provide annually to each Director, and each Member Organization President, the Articles, Bylaws and Policies and Procedures.

6.6 Policies - The Executive Director shall provide annually to each SEAOC Committee Chairperson a copy of the SEAOC Policies and Procedures. The Chair of the Structural Standards Executive Committee shall provide a copy of the SSEC Rules and Operating Procedures to the Technical Committee chairs.

Section 7 Professional Development and Licensing

7.1 Separate SE Licensure - SEAOC supports the concept of the separate licensure and registration and certification of Structural Engineers from other engineering disciplines and supports the statutory requirement for structural engineering services by registered/licensed/certified structural engineers for buildings such as schools, hospitals, high-rise structures, emergency structures, public assembly buildings, etc

7.2 NCEES - SEAOC supports the concept of NCEES developing an examination specific to structural engineers.

7.3 California SE Practice Act - SEAOC supports the development of a separate SE Practice Act for California.

7.3.1 California CE Practice Act – SEAOC supports the maintenance of a CE Practice Act for California.

7.4 National Licensure and Certification - SEAOC supports the concept of nationally consistent standards for licensure, registration and certification of Structural Engineers. **(Amended January 21, 2006)**

7.5 SE Examination References - SEAOC shall maintain a pool of SE members who agree to review the portfolios of applicants to BPELSG to sit for the SE examination. A personal interview group (or person) shall be made available to such applicants needing a reference upon request of the applicant. The interview group (or person) may or may not find the applicant qualified to sit for the examination and will so notify BPELSG and the applicant in either event.

7.6 Continuing Education - SEAOC supports the concept of mandatory continuous and on-going professional education of all registered engineers and that a professional development program be developed for members of SEAOC with the goal of it being used as a pilot for a statewide program when adopted by the State of California.

7.7 Standard of Practice and Professional Ethics - SEAOC shall continue to develop appropriate standards for practice and professional ethics.

Section 8 Convention

8.1 SEAOC Convention - The annual convention shall be a Member Organization event and the host Member Organization shall be responsible for said convention and its finances and records.

8.2 Hosting Rotation - Member Organizations shall host the annual convention in SEAOC's name on the following rotation sequence: SEAONC, SEAOSD, SEAOSC, and SEA OCC. The current, immediate past and two upcoming Convention Committee chairs shall serve as the Statewide Convention Committee.

8.3 Site Selection - The host association shall select and negotiate the contract for convention hotel properties two to three years in advance in order to obtain preferred sites and dates.

8.4 Dates and Venue - The date(s) and venue for the proposed convention shall be submitted by the host association for approval by the SEAOC Board of Directors.

8.5 Convention Contract - Any required contract for such convention reservation shall be entered into between the host regional association and the vendor.

8.6 Convention Advance - Host associations shall estimate their total advance needs for the event and submit a request for that amount along with a proposed budget. The advance should be issued in one lump sum.

8.7 Convention Procedures Manual - The Convention Committee(s) shall maintain a Convention Procedures Manual and shall copy same to the Executive Director.

8.8 Final Report - When all accounts are settled and the final result is known, the host association shall prepare and submit to the SEAOC office a final report indicating attendance figures by category of attendee, gross income/expense, and the net profit/loss.

8.9 Refund of Advance and Profit or Loss - The convention's financial advance together with any convention profit (or net of any loss) shall be remitted to SEAOC at the time of submission of the final report and in no event later than 8 months after the closing of the convention.

8.10 Financial Record - The final convention financial record shall be submitted to the SEAOC office together with the Final Report. The SEAOC office shall maintain this record for as long as statutorily required. The financial record may be subject to review by the SEAOC Treasurer, SEAOC's accountants, auditors and tax return preparers. The host association shall retain all original financial records and documentation for as long as statutorily required, but not less than four years.

8.11 Allocation of Convention Expenses - With respect to convention expenses incurred for producing the Proceedings, SEAOC will directly pay the printer of the Proceedings upon being presented with an invoice. Board and committee meeting expenses shall be broken out of the hotel Master Account billing by the Convention Finance Chair and presented to SEAOC in an itemized fashion for proper allocation to each budget line item. SEAOC will reimburse the Convention Committee account for these expenses via lump sum check.

8.12 Late Registrations and Cancellations - There shall be maintained a consistent (year to year) convention procedure with respect to late registrations and cancellations of registrations, which policy shall be in writing and coordinated through the Executive Director.

Section 9 Miscellaneous Policies

9.1 Conduct at SEAOC Functions- All SEAOC members and guests have the right to participate in official SEAOC functions in an environment free from all forms of discrimination and conduct which can be considered offensive, coercive, or disruptive and, therefore, inappropriate of a professional organization. Consistent with SEAOC's respect for the rights and dignity of each member or guest, any offensive behavior, including discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, ancestry, physical handicap, medical condition, disability, marital status, citizenship, or any other characteristic protected by law, will not be sanctioned nor tolerated.

9.1.1 Examples – Offensive behavior may include, but is not limited to, the following:

- a) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments.
- b) Visual conduct such as derogatory and/or sexually-oriented presentation graphics, posters, photographs, cartoons, drawings, or gestures.
- c) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with program participation.
- d) Threats and demands to submit to sexual requests.
- e) Retaliation for having reported or threatened to report any offensive action or behavior.

9.1.2 Complaint Procedure - If any individual or guest witnesses offensive behavior, or feels that they have been the subject of discrimination or harassment by anyone at an official SEAOC activity, they are encouraged to immediately report the matter to the Executive Director, a member of the SEAOC (or local Member Organization) Board of Directors, or the chairperson responsible for the function at which the perceived discrimination or harassment may have occurred. Furthermore, if any Officer or official of SEAOC receives or hears of a complaint, they must immediately report the complaint to the SEAOC President or Executive Director.

9.1.3 Investigation of Complaint - Investigation of the complaint by SEAOC shall include the following:

- a) The President and/or his/her designates shall thoroughly and discreetly investigate the incident. A determination shall be made and the results communicated to the complainant, the alleged offender(s), and, as appropriate, to all others directly concerned.
- b) In cases where voluntary compliance does not occur, SEAOC (by a vote of the Board of Directors in closed session) may take disciplinary action in accordance with the bylaws and may seek any or all recourse available by law.

9.1.4 SEAOC Officer's Responsibility - On at least an annual basis, the Executive Director will hold a review presentation at a Board of Director's regularly scheduled meeting with event and committee chairs present on this Policy. The purpose of the review will be to insure that all board members and event or committee chairs understand the SEAOC policy and are able to enforce the policy intent.

9.2 Reciprocal Membership Benefits - Members of a Member Organization are entitled to the membership benefits of the other regional associations such as member price for seminar attendance and publications.

9.3 Use of SEAOC Logo – Use of SEAOC proprietary intellectual property, including, but not limited to, the logo, membership mailing list, and name, can only be granted to a third party by action of the Board of Directors after proper review of the intended use of such property. **(Added January 21, 2006)**

9.4 PDPOC Confidentiality Policy - The SEAOC Post Disaster Performance Observation survey teams and subsequent Earthquake Performance Evaluation Program personnel shall maintain the confidentiality of the source of all structural and non-structural performance data collected in the aftermath of a destructive earthquake including, but not limited to, building ownership, geographical location, and any other such information that may serve to identify the source of the data. **(Added September 23, 2008)**

9.5 Tampering With Electronically Transmitted Plans - The potential for misuse and forgery of stamps and signatures has existed for 10 to 15 years and is nothing new. The advent of electronic transmission of plans and calculations has fast been becoming the preferred mode of transmission because of speed and efficiency and is expected to remain so. There is no evidence to date that this necessarily creates a new and more invasive level of misappropriation and illegal use of stamps and signatures. It is recommended that those submitting and processing electronically transmitted plans and calculations seek out and employ the most protective technological strategies available to assure the security of proprietary images. In the event of a breach, current law provides remedies to prosecute the perpetrators. **(Added September 23, 2009)**

9.6 PDPOC Funding - Whereas the Existing Buildings Post-Disaster Performance Observation Subcommittee (PDPOC) is intended to deploy engineers to the field on short notice, following a disaster of unknown timing, the Board of Directors authorizes the sitting chairman of the Existing Buildings Committee, or his or her designated alternate, either the Past Chairperson or Vice Chairperson, in the event that the Chairperson is unavailable to expend funds for phase I or phase II post-disaster observation as described in the subcommittee statement of purpose. An amount of \$25,000 may be used under these circumstances without further authorization from the sitting

Board of Directors. During any fiscal year where all, or a portion, of these funds are used, this policy (and amount) shall be subject to reauthorization at the time the annual budget is adopted by the Board of Directors for the following fiscal year. If so desired, the chairperson of the Existing Buildings Committee or his or her designated alternate shall request reinstatement of the policy and amount from the Board of Directors at the time that budget requests are received by the Board. It is not intended to limit geographical reach of deployment, but it is intended to limit costs and places the burden of stewardship on the Existing Buildings Committee to the satisfaction of the Board of Directors. It also allows the Board to evaluate the policy in light of then-current financial resources. **(Added February 6, 2010 and amended June 18, 2011)**

9.7 Criteria for Agreeing to be a Cooperating Organization - When approached by a bona fide professional organization seeking SEAOC's participation as a cooperating organization in support of a significant professional educational event they are sponsoring, consideration shall be given to the value of the event to the structural engineering community and the level of support being sought. SEAOC support will commonly consist of the organization's name appearing on event promotional materials, signage, and the event program. Further support may be provided in the form of promoting the event through the web site and via blast e-mail, only originated by SEAOC, of promotional materials provided by the requesting organization. Any financial obligation shall generally be avoided, but may be considered if deemed warranted. The sponsoring organization will be asked to provide their member registration fee rate to SEAOC attendees. **(Added June 5, 2010)**