

**INTERNATIONAL COUNCIL ON SYSTEMS ENGINEERING
(INCOSE)
SAN DIEGO CHAPTER
BYLAWS**

BYLAW I – ACTIVITIES

- (a) The San Diego Chapter of the International Council on Systems Engineering, hereinafter referred to as the Chapter, shall support and implement the purpose and objectives of the International Council on Systems Engineering, hereinafter referred to as INCOSE, and shall represent the views and interests of the local members to INCOSE.
- (b) The Chapter shall encourage conferences, workshops, seminars and courses, and may sponsor or co-sponsor such events as appropriate.
- (c) The Chapter shall initiate newsletters, bulletins, and technical documents, primarily via electronic media, to improve the dissemination of the systems engineering knowledge base. The Chapter shall maintain ownership of the internet domain name “sdincose.org” and maintain the content on its web based pages as a means of member communications. The Chapter shall also utilize the “incose.org” domain resources provided by INCOSE, as they benefit the Chapter.
- (d) The Chapter shall provide person-to-person networking and employment opportunity communications for local systems engineers, and promote collaboration among members.
- (e) The Chapter shall assist young people in understanding and appreciating the career of systems engineering.
- (f) The Chapter shall provide recognition for eminent systems engineers within the Chapter’s purview.

BYLAW II – MEMBERSHIP

SECTION 1 – Responsibility

Membership in the International Council on Systems Engineering is the responsibility of INCOSE and not the Chapter. The INCOSE Membership Committee shall elect all members, regardless of classification.

SECTION 2 – Non-discrimination

The Chapter is open to all INCOSE members in good standing regardless of race, gender, age, or creed, who share a common commitment to the enhancement of systems engineering practice and knowledge.

SECTION 3 – Membership Application

The membership year is 12 months long as determined by INCOSE. Applications for membership may be made to either INCOSE or the Chapter. If the application is submitted to the Chapter, the Chapter shall forward the application to INCOSE. Membership acceptance by INCOSE grants membership rights in both INCOSE and the Chapter. INCOSE administers membership renewal.

SECTION 4 – Dues Payment

- (a) Membership in the Chapter and the obligation for dues continue from year to year unless the member's resignation, signed by the member, is received by the Chapter prior to the end of the

membership year for which dues have been paid. Each member's membership begins with the month the dues are paid. Any person in arrears for dues who is dropped by INCOSE shall cease to be a member of the Chapter.

(b) A member whose resignation was received, or who has been dropped from INCOSE or the Chapter due to non-payment of dues, may be reinstated as an active member by the INCOSE Membership Committee upon the member's request for reinstatement and payment of the member's current dues.

(c) Individual membership dues determined by INCOSE provide membership to both INCOSE and the Chapter.

BYLAW III – MEETINGS

SECTION 1 – General Membership Meetings

General membership meetings of the Chapter shall be held at least six (6) times per year. The dates of these meetings and scheduling of any special meetings shall be the responsibility of the Board of Directors, hereinafter referred to as the Board. The dates, times, locations and any topics/themes of these meetings shall be disseminated to the membership by e-mail, web site, or other electronic media on a timely basis.

SECTION 2 – Board Meetings

(a) The Board shall hold monthly meetings, an Annual Planning Meeting in January or February, and may hold other meetings as necessary.

(b) At meetings of the Board a quorum shall consist of five members of the Board. Vote outcomes shall be determined by a simple majority of voting Board members present. The President shall not vote on an issue except in the event of a tie vote.

(c) In case of a tie vote, the President shall vote to break the tie.

(d) If less than a quorum physically or virtually (by telephone, video or Internet) attend a duly called meeting, tentative actions may be taken. These tentative actions shall become effective upon subsequent written ratification by additional members needed to achieve quorum.

(e) Between Board meetings, Board business may be conducted by e-mail. Approval of e-mail ballots shall require affirmative vote by simple majority of voting Board members.

BYLAW IV – NOMINATIONS AND ELECTIONS

SECTION 1 – Nominations and Balloting

(a) Nominations for elected officers and directors and the election process are the responsibility of a Nominations and Elections Committee, chaired by the immediate Past President. The Nominations and Elections Committee members are recommended by the President or Past President and approved by the Board at least thirty days prior to the election. The Nominations and Elections Committee shall consist of at least three Chapter members in good standing, none of whom may be currently serving on the Board, exclusive of the Past President. The Nominations and Elections Committee shall prepare and validate a slate of candidates for open offices.

(b) Balloting by mail or e-mail to all eligible members shall commence no later than 15 October and continue for at least 30 days, with results available by 1 December.

SECTION 2 – Election Criteria

The candidate for each office who receives the most votes cast shall be declared to be elected. If the vote for any office is a tie, the Board shall break the tie. Newly elected officers and directors shall be installed at the January meeting of the Chapter.

SECTION 3 – Board of Directors Terms of Office

Terms of office shall be as follows:

President	1 year (following term as President-Elect)
President-Elect	1 year
Recent Past President	1 year (following term as President)
Treasurer	1 year
Secretary	1 year
VP - Technical Development	1 year
VP - Chapter Development	1 year
VP - Communications	1 year
Director of the Ambassador Program	1 year
Directors at-large (2)	2 years (staggered)
Director of Chapter Advocates	1 year
Director of University Relations	1 year

Notes:

- President-Elect/President/Recent Past President is a three-year automatic succession starting with election as President-Elect.
- In the event of a Director-at-Large vacancy for the second year of a term, a Director shall be elected to backfill for one year only in order to maintain the stagger.

SECTION 4 – Membership Standing

All officers, directors, and any others in leadership positions must be members in good standing of INCOSE.

BYLAW V – OFFICERS

SECTION 1 – President

The President shall provide leadership of Chapter affairs. The President or a designated alternate shall preside at Chapter meetings and at meetings of the Board. The President shall succeed in the role of Recent Past President for the year following their term as President.

Primary duties relate to providing Chapter leadership, as follows:

- (a) Review, revise, and brief Board members on the following at the Annual Planning Meeting:
 - (i) Chapter Bylaws
 - (ii) Chapter Plans for coming year
 - (iii) (Optional) Briefing package of same
- (b) Preside at Board and Chapter meetings
- (c) Prepare and distribute agenda for Board meetings
- (d) Maintain, with the Chapter Secretary, an Action Item Log
- (e) Act as an ex-officio member of all Chapter committees and working groups
- (f) Recommend Nominations and Elections Committee members

- (g) Nominate Audit Committee members
- (h) Represent the Chapter at the annual International Workshop (IW) and International Symposium (IS), or delegate a representative
- (i) Participate in INCOSE Region II meetings (internet and telecon)
- (j) Support or lead and plan joint-chapter events; assist other INCOSE chapters
- (k) Act as INCOSE Member Board interface
- (l) Prepare/approve annual submission for Chapter Award (may delegate preparation, but must approve him/herself).

SECTION 2 – President Elect

The President Elect shall be responsible for the organization of a Chapter program of meetings and events. The President Elect may enlist a committee to assist in the program responsibility. The President Elect shall succeed to the position of the President for the year following their term as President Elect, or earlier if the President resigns.

Primary duties shall be to

- (a) Preside and assume the duties of the President in the absence of the President
- (b) Maintain Chapter Calendar of Events including Chapter meetings, tutorials, conferences, etc.
- (c) Organize and plan Chapter meetings to include:
 - (i) Speaker
 - (ii) Venue
 - (iii) Food and drinks when appropriate
 - (iv) A/V support
- (d) Help event organizers to
 - (i) Prepare event flyers for review
 - (ii) Provide venue, food service, A/V support
 - (iii) Provide speaker appreciation (e.g., token gifts, thank-you certificates)
- (e) Maintain and execute the Publicity Plan in conjunction with the VP of Communications and Web site manager.

SECTION 3 – Recent Past President

The Recent Past President shall be responsible for Strategic direction and planning, and serves as Chairman of the Nominations and Elections Committee.

Primary duties shall be to

- (a) Chair the Nominations and Elections Committee
- (b) Send election results to the Chapter Secretary and to INCOSE Headquarters
- (c) Consult to the Board for Strategic planning
- (d) Preside in the absence of the President and President-Elect.

SECTION 4 – Treasurer

The Treasurer shall manage the finances of the Chapter. The Treasurer receives all funds paid to

the Chapter and makes payment of all bills incurred by the Chapter as approved by the Board. The Treasurer shall make monthly reports to the Board as well as an annual report to INCOSE on the finances of the Chapter.

Primary duties shall be to

- (a) Lead the Chapter's annual financial planning and budgeting
- (b) Prepare Annual Budget Estimate for subsequent year, review/revise with incoming Treasurer, to be ready to present at the January Annual Planning meeting
- (c) Manage monthly financial operations and reporting including performing a monthly review of the checking account to ensure accuracy,
- (d) Prepare a monthly financial report for presentation to the Board showing income, expenses, and balances for each Chapter account,
- (e) Receive and secure income and pay bills
- (f) Maintain the Chapter's online payment account (e.g. PayPal)
- (g) Prepare and send annual INCOSE Financial Report.

SECTION 5 – Secretary

The Secretary shall be responsible for the Records of the Chapter. The Secretary shall prepare minutes of all meetings of the Chapter and the Board and maintain all permanent records.

Primary duties shall be to

- (a) Prepare and distribute Minutes for each Board of Directors meeting
- (b) Maintain an electronic file archive containing the artifacts of Chapter activities (e.g., meeting minutes, announcements, and documents that support the annual Chapter Award submittal)
- (c) Maintain an Action Item Log in conjunction with the Chapter President.

SECTION 6 – Vice President for Technical Development

The Vice President for Technical Development shall lead the Chapter in the technical aspects of its activities. The Vice President for Technical Development shall (a) promote and develop systems engineering practices, procedures and tools and (b) promote and develop professional tutorials, training courses, and academic curricula through the regular and special Programs of the Chapter. The Vice President for Technical Development may establish committees to support technical development activities.

Primary duties shall be to

- (a) Lead, develop, plan and promote the Tutorial Program
- (b) Lead, develop, plan and promote an annual Mini-Conference and other conferences
- (c) Review previous Mini-conference packages and especially the Lessons Learned at least 90 days in advance
- (d) Organize a Mini-conference committee and make assignments taking into account previous Lessons Learned
- (e) Promote and support member participation in papers, presentations, and development of INCOSE products
- (f) Act as liaison with local universities on SE programs
- (g) Promote and develop SE practices, procedures and tools

- (h) Establish committees to support technical development activities
- (i) Act as INCOSE Technical Board interface.

SECTION 7 – Vice President for Chapter Development

The Vice President for Chapter Development shall lead the Chapter in promoting membership and providing direct membership support, services and benefits. This includes, but is not limited to continuous pursuit of the solicitation of new members for the Chapter through proactive promotion of INCOSE membership benefits. The Vice President for Chapter Development may establish committees to support Chapter development activities.

Primary duties shall be to

- (a) Support and promote membership in the Chapter
- (b) Maintain a current Chapter membership roster
- (c) Solicit and sign-up new members
- (d) Maintain a member retention program including sending renewal reminders to members whose membership has lapsed
- (e) Annually review and update the Chapter recruitment package (Tri-Fold, SDINCOSE marketing materials, INCOSE marketing materials)
- (f) Promote INCOSE membership support, services, activities and benefits
- (g) Provide Outreach (as defined by Chapter Awards program)
- (h) Plan for National Engineers Week
- (i) Conduct membership surveys at least annually
- (j) Promote and provide guidance to members seeking to attain an ASEP, CSEP, or ESEP certification.

SECTION 8 – Vice President for Communications

The Vice President for Communications shall manage communications that facilitate operations of the Chapter. These functions shall include, but are not limited, to the various forms of communication with members, including maintenance and use of membership and contacts databases. The Vice President for Communications shall support update of Chapter Bylaws whenever necessary to reflect the Board responsibilities required for effective operations.

Primary duties shall be to

- (a) Conduct regular member communications
- (b) Maintain email contact lists for members and interest groups
- (c) Transmit meeting and event notices to members and interest groups
- (d) Manage the overall state of the sdincose.org web site
- (e) Prepare and distribute a quarterly Chapter Newsletter
- (f) Work with the Chapter President in the maintenance of Chapter Bylaws as required for Chapter operations.
- (g) Collect and post meeting presentations on the Chapter web site

SECTION 9 – Director of the Ambassador Program

The primary duty of the Director shall be to establish and maintain an Ambassador Program to promote Corporate Relations. To this end, the Director shall maintain contact with companies'

representatives (ambassadors) to support Corporate Relations and shall work with the Director of University Relations to maintain academic liaisons. Specific duties shall be to

- (a) Maintain a list of the ambassadors and the companies which they represent
- (b) Ensure that Board requests are communicated to the ambassadors
- (c) Schedule and lead ambassador meetings
- (d) Support ambassador activities, to include providing resources for company presentations as approved by the Board
- (e) Communicate ambassador chapter inputs to the Board.

SECTION 10 – Director (1st Year)

During the first year following election to office, the Director’s primary duties shall be to

- (a) Liaise with Chapter Corporate Advisory Board
- (b) Assist with recruitment and membership materials
- (c) Serve as Deputy Lead (Shadow) for Chapter STEM activities – see description under Director (2nd Year)
- (d) Lead at least one of the STEM committees
- (e) Establish and maintain an Honors, Awards, and Recognition program for the Chapter at large
- (f) Plan for and oversee an annual call for INCOSE Fellow nominations
- (g) Assist the President with the annual Chapter Award program submittal
- (h) Collect input data and documentation.

SECTION 11 – Director (2nd Year)

After serving one year in office, or being elected to backfill the second year, the Director’s primary duties shall be to

- (a) Promote volunteerism and enlist members and non-members to contribute
- (b) Conduct a Chapter Performance Measurement Program (PMP) and conduct quarterly audits
- (c) Identify shortfalls in Chapter activity planning and make recommendations to the Board for corrective action.
- (d) Lead the Chapter STEM activities and establish the following committees:
 - i. STEM Grant Program (including fundraising)
 - ii. STEM Project Selections
 - iii. STEM Recognition Night.

SECTION 12 - Director of University Relations

This Director of University Relations shall manage communication between the Chapter President and the student division stakeholders on the health, activities, and available opportunities. Primary duties shall be to

- (a) Collaborate with the Student Division Ambassador (if one exists)
- (b) Advocate the benefits of developing a student division amongst the local universities
- (c) Lead the efforts to establish unique student divisions at local universities in concert with the student division representatives
- (d) Assist in the development of the student division value propositions and success metrics
- (e) Collect and collaborate with the student divisions in the collection of the success metrics, and report the combined metrics to the Chapter President for reporting to the Sector Leaders.

SECTION 13 – Director of Chapter Advocates

The Director of Chapter Advocates shall lead the Chapter in promoting membership volunteerism, participation, and leadership opportunities and mentorship. This includes interfacing with enthusiastic members to facilitate participation and assist event leads and board members with tasks to help benefit and promote the chapter. Throughout the year, the Director shall continuously pursue solicitation of new advocates to maintain and increase this important support organization. Primary duties include

- (a) Support and promote active volunteerism within the Chapter
- (b) Create and maintain an advocate roster
- (c) Identify participation opportunities and maintain a list of those opportunities
- (d) Notify advocates of opportunities
- (e) Identify opportunities for SEPs which meet their Professional Developments Units (PDUs) criteria
- (f) Record leadership desires by the advocates; encourage promotion to those positions that align with those desires
- (g) Interface with board and event leads to understand participation needs
- (h) Expose advocates to INCOSE leadership training materials and maintain a record of completed training courses
- (i) Encourage mentorship between Chapter leaders and advocates.

SECTION 14 – Director Ad Hoc (Non-Voting)

One or more non-voting Director Ad-Hoc may be appointed by the President and approved by the Board, with duties and term(s) of office as required to perform specific assignments, meet special needs, or lead specific projects. e.g.:

- Chapter Web Master
- STEM Activities Lead.

SECTION 15 – Removal from Office

Officers and directors may be removed from office for cause. Such action may be instigated by majority vote of the Board or by petition by at least 10% of the membership. Absence from three consecutive Board meetings shall be cause for removal from office but may be overridden by majority vote of the other Board members.

BYLAW VI – VACANCIES

Vacancies that occur during a term of office shall be filled by nomination of the President and approval of the Board.

BYLAW VII – COMPENSATION

Members of the committees, officers, and directors of the Chapter shall not receive compensation in any form for services rendered, except for compensation as is customary for the Chapter for the presentation of Tutorials, Short Courses and Seminars of at least four (4) hours duration. Members of committees, officers, and directors shall be entitled to reimbursement of expenses incurred in rendering services to the Chapter, including travel expenses, to the extent approved in advance by the Board.

BYLAW VIII – NON-PROFIT STATUS

The Chapter shall be organized as a subordinate Chapter of the INCOSE non-profit corporation, in accordance with California laws and the U.S. Internal Revenue Code.

BYLAW IX – FINANCES

SECTION 1 – Fiscal Year

The fiscal year of the Chapter shall be from January 1 to December 31, inclusive, in accordance with the INCOSE fiscal year.

SECTION 2 – Signature Authority

The President, President Elect and Treasurer shall have signatory authority for the Chapter. If one or more of these positions is vacant, to ensure a total of three signatories for the Chapter, other officers shall be designated to have signatory authority by nomination of the President and approval of the Board. All instruments for the payment of money by the Chapter shall be drawn in the name of the Chapter by the Treasurer, or by either of the additional two officers with signatory authority in the Treasurer's absence. All payments must be approved by the Board. Payments in excess of \$1,000 shall be cosigned by two officers with signatory authority. Signatory Officers may make minor purchases without explicit Board approval, not to exceed \$100 per instance and \$250 per year per Board Member unless replenished by the Board.

SECTION 3 – Income and Expenditures

The Treasurer is authorized and empowered on behalf of the Chapter to receive by devise, bequest, donation, or otherwise, money and either real or personal property, and to hold the same absolutely or in trust, and to invest, reinvest, and manage the same and to apply said money and property and the income arising therefrom to the objectives of the Chapter. The Treasurer shall, with the Board's approval, have the power to allocate funds for the purposes of carrying out the objectives of the Chapter. The Treasurer shall be responsible to secure and account for all financial assets of the Chapter.

SECTION 4 – Budget

The Treasurer shall prepare a proposed fiscal year budget of estimated receipts and expenditures, for review and approval by the Board. The Board shall review the budget proposed by the Treasurer at the Annual Planning Meeting in January or February, revise as necessary, and establish the annual fiscal year operating plan at the next Board meeting following the Annual Planning Meeting.

SECTION 5 – Financial Audit

An Audit Committee (appointed by the Chapter President by December 1 of each year) shall conduct an audit of the Chapter financial records and prepare a report to be furnished to the Chapter before January 15 annually. The Audit Committee shall consist of three Chapter members in good standing, who are not sitting members of the Board, nominated by the President and approved by the Board.

BYLAW X – AMENDMENTS TO THE BYLAWS

These Bylaws may be modified, altered, or amended at any meeting of the Chapter, conducted by assembly or by email broadcast, by the affirmative vote of 2/3 of the members present and/or voting, but not at any special meeting, unless notice of such intention shall have been included in the notice of such special meeting. Modifications or amendments must be provided in writing to the Board and to members of the Chapter at least 15 days prior to the meeting at which they are voted upon or 15 days prior to the end of voting by email broadcast. At no time shall the Chapter Bylaws conflict with the parent organization's *INCOSE Articles of Incorporation, Bylaws and Policies*.

BYLAW XI – COMMITTEES

The Board may establish committees such as Bylaws, Nominations & Elections, Audit, Membership, Publicity and Programs.

BYLAW XII – GOVERNMENT

SECTION 1 – General Policies

General policies of the Chapter shall be controlled by the Board through its powers to initiate changes in the Bylaws, to establish budget policies, and to review the reports of the officers and directors.

SECTION 2 – Operating Policies

The determination of operating policies and the control of the affairs, property and funds of the Chapter shall be vested in the Board, except as otherwise provided by the Constitution and Bylaws.

SECTION 3 – Voting Criteria

All questions coming before the Chapter, its Board of Directors, and committees shall be decided by a majority of the votes cast, except as otherwise provided in the Chapter Bylaws.

SECTION 4 – Ballots

Ballots shall be used when recommended by the Board in voting on Chapter matters. Unless otherwise specified in the Constitution and Bylaws, vocal or "show-of-hands" voting shall be used in meetings. When authorized by the Board, e-mail ballots may be used.

SECTION 5 – Membership Voice and Vote

All individual members not in arrears for dues, and otherwise in good standing, may be present and participate in the discussions or proceedings of any of the regular, annual or special membership meetings, and may vote on all questions and in all elections in such meetings. Each member shall be entitled to one vote on all questions submitted to the membership.

SECTION 6 – Conduct of Business

Robert's Rules of Order, Revised, where applicable, shall determine the conduct of business in all meetings of the Chapter, its governing body, and committees, except when inconsistent with the Chapter Bylaws.

CERTIFICATION OF BYLAWS

I, the undersigned, certify that I am the currently elected and acting President of the San Diego Chapter of the International Council on Systems Engineering (INCOSE), and that the above bylaws are the bylaws of this Chapter as adopted by vote of the Chapter.

Dated: 21 December 2021

/s/ Frank Lacson

2021 INCOSE San Diego Chapter President