

## ARIZONA COUNCIL OF ENGINEERING AND SCIENTIFIC ASSOCIATIONS

ACESA BYLAWS - Adopted December 14, 2002

Rev. A, November 8, 2003

Rev. B, November 13, 2004

Rev. C, April 25, 2008

Rev. D, November, 14, 2009

### ARTICLE I NAME

The name of the organization is THE ARIZONA COUNCIL OF ENGINEERING AND SCIENTIFIC ASSOCIATIONS (ACESA).

### ARTICLE II OBJECTIVE of ACESA

The mission of ACESA is to support, promote and coordinate the Programs/Activities of the engineering and scientific associations of Arizona.

### ARTICLE III MEMBERSHIP

Membership is open to all professional societies, trade associations, corporations, individuals or other entities who are interested in and will work toward implementing the objectives of ACESA.

Professional societies may become members by paying the annual dues fixed by the Board of Directors and naming a liaison representative to participate in and coordinate ACESA activities.

Trade associations may become members by paying the annual dues fixed by the Board of Directors and naming a liaison representative to participate in and coordinate ACESA activities.

Corporations may become members by paying the annual dues fixed by the Board of Directors or making an equivalent in kind contribution and naming a liaison representative to participate in and coordinate ACESA activities.

Individuals or other entities who wish to participate in ACESA activities may become members at the discretion of the Board of Directors.

To remain a member in good standing, society, association or corporate representatives and individuals must regularly participate in ACESA activities. Members may resign at any time with forfeiture of dues. Societies, trade associations and corporations may replace liaison representatives at any time.

#### ARTICLE IV FISCAL YEAR

The fiscal year for ACESA will correspond to the calendar year.

#### ARTICLE V BOARD OF DIRECTORS

The Board of Directors shall consist of the Officers of ACESA, and any other society representatives or individuals appointed by the membership present at the November General Meeting. The Board will serve without compensation and will not be held liable for actions taken in connection with ACESA activities.

The term of appointment for members of the Board of Directors shall be three years and Board members may be reappointed for continuing terms. Board members will assume their duties upon appointment. Board members may resign at any time but normally will serve until the next General Meeting. Vacancies occurring during a term shall be filled by members selected by the Board.

The Board of Directors shall have the broad powers to manage and implement all of the ACESA activities, including the establishment of standing and ad hoc committees, and shall elect or appoint the Officers as required.

#### ARTICLE VI OFFICERS

The ACESA Officers shall consist of a President, Past-President, Treasurer, Secretary, Historian, Webmaster and Public Relations Chair. The term of each officer shall correspond to the fiscal year of ACESA. At the end of each year each officer shall provide a detailed description of the activities required to perform the duties of the office. When appropriate, a single individual may hold more than one office.

The President shall manage the day to day activities of ACESA. The President shall not only preside over all meetings but also make all meeting arrangements, prepare agendas, solicit industry funding/grants, and perform other duties from time-to-time as may be required.

The Past President shall advise the President and assist in coordination of relationships / alliances. In the absence of the President, the Past President or Secretary shall manage the activities of ACESA.

The Treasurer shall maintain financial records, pay all invoices and collect all dues and other receivables. The Treasurer shall also make annual financial statements available to the membership.

The Secretary shall maintain the Bylaws, prepare minutes of meetings, and keep all records. The Corresponding Secretary/Membership Chair shall coordinate all ACESA communications.

The Programs & Outreach Chair shall coordinate all activities in regards to the participation in sponsored activities by ACESA members, communicate with educational

institutions and support student competition and programs. The Chair will also develop a speaker list.

The Historian shall maintain the society history, keep formal files of appropriate documentation, provide articles for the website, etc.

The Webmaster shall design and maintain the ACESA web page, assuring that old information is properly archived in accordance with standard site practices, new articles are added in a timely manner.

The Media/Public Relations Chair shall prepare and provide appropriate press releases of ACESA activities or articles of interest to public media sources, maintain media contacts, assist with promotional materials, etc.

The Membership Chair shall maintain a society contact list, coordinate personal contact with societies, and develop a volunteer list.

Board Advisers shall assist and advise officers as requested.

#### ARTICLE VII MEETINGS AND ELECTIONS

The ACESA Board of Directors will normally meet monthly at a time and place to be determined by the Board of Directors. The entire membership is encouraged to attend and participate in these monthly meetings.

The November Meeting will be a General meeting of the entire membership at which time new members of the Board of Directors shall be elected or appointed.

Officers shall be elected or appointed by the Board of Directors at the December meeting.

All meeting's will be conducted in as informal a manner as possible. A simple majority of those present shall decide all issues. Where necessary, Robert's Rules of Order shall be used to arbitrate disputes.

#### ARTICLE VIII AMENDMENT

These bylaws may be modified by a majority vote of those present at any regular meeting of each year. Notice of proposed changes shall be provided to each liaison representative at least one month prior to the November meeting.

#### ARTICLE IX DISSOLUTION

Upon dissolution of ACESA, the board of directors shall arrange to distribute any assets to the membership or to other not for profit groups who support ACESA activities.