

B Y - L A W S   O F   T H E  
C H A R L E S T O N   E N G I N E E R S   J O I N T   C O U N C I L

ARTICLE I - NAME

This organization shall be known as the Charleston Engineers Joint Council (CEJC). The Charleston Engineers Joint Council shall here-in-after be referred to as "the Council" in this document.

ARTICLE II - OBJECTIVES

The objective of the Council is to promote the advancement and prestige of the engineering professions by encouraging cooperation among local engineering and scientific societies and educational institutions. The Council shall encourage joint cooperation of said organizations for effective public service, mutual educational programs and shall assist them in the pursuit of their goals.

The Council shall be a non profit organization incorporated under the laws of the State of South Carolina. It shall be operated exclusively for a scientific and educational purpose and no substantial part of the activity shall be the carrying on of propaganda or otherwise influencing or tending to influence legislation, nor will it participate in any manner in political campaigning or activities.

The Council shall have no jurisdiction over the facilities, meetings, or activities of any of the individual Member Societies.

ARTICLE III - MEMBERSHIP

Section 1. Any engineering, scientific, and professional society with active membership in the Greater Charleston area shall be eligible to apply for membership. Application for membership shall be made to the Council and, if approved, the applicant organization shall be entitled to representation on the Council.

Section 2. Each member organization (see appendix 1) shall provide the name of a representative and an alternate representative to the Council to include an email address. These names shall be provided by August 1 and the representatives and alternates will serve for the following administrative year of the Council.

Section 3. Upon petition to the Council, the Council may extend an honorary membership to a science and/or engineering educational institution or society upon favorable majority vote of present council members. The vote shall take place during a regular council meeting where the petition of membership has been previously announced and council membership has been notified at least ten days in advance of the proposed vote. An Honorary Membership affords all the same

privileges and voting rights to its representatives as those of the member organizations. The intent of this section is to allow providing membership status to those institutions and societies that are prohibited by law or other financial obligations from paying membership dues.

#### ARTICLE IV - ORGANIZATION & ADMINISTRATIVE YEAR

Section 1. The officers of the Charleston Engineers Joint Council shall

be:

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Treasurer
- e. Past Chair

Section 2. The Executive Committee shall be made up of the officers of the Council.

Section 3. The Educational Activities Committee shall be a standing committee. Its chair shall be appointed as provided in Article V of these By-Laws.

Section 4. The administrative and fiscal year shall be October 1 through the following September 30. Those holding office shall serve during this period.

Section 5. The Annual Meeting shall be held in October or November of each year.

#### ARTICLE V - NOMINATIONS & ELECTIONS

Section 1.(Elected Officers) The Elected Officers are the Chair, Vice Chair Secretary, and Treasurer. The term of office is the duration of the administrative year of the Council. Elected Officers may succeed themselves in the same position.

Section 2. Nominations for the Elected Officer positions shall be accepted prior to the established September council meeting. Nominations shall be accepted from the floor. An incumbent may nominate themselves for their position.

Section 3. Elections for officers shall be by secret written ballot. Each member organization present at the meeting shall have one vote. If the member organization representative is present at the meeting, then that person will be the voter for that organization. Votes will be recorded by the outgoing chair of the council.

Section 4. If there is only one candidate for an office, the Chair may declare a unanimous vote by acclamation for that person to that office.

Section 5. Persons not present at the meeting may not be nominated for an office, unless they shall have given prior documented consent to be nominated for that office on that date.

## ARTICLE VI - DUTIES OF OFFICERS AND EXECUTIVE

### COMMITTEE

Section 1. The duties of the Officers and Standing Committee are:

- a. The Chair shall preside at all meetings of the Council.
- b. The Vice Chair shall perform all duties assigned to him by the Chair and in the absence of the Chair, serve in that office.
- c. The Secretary shall record and publish the minutes of the meetings, maintain the member organization rotation list for the Designated Officer positions, and perform any other secretarial duties that may be required by the business of the Council.
- d. The Treasurer shall be responsible for the collection, safe keeping, and distribution of the Council funds, shall prepare financial reports, maintain a list of member organizations in good standing, and perform other financial duties assigned by the Chair.
- e. The Educational Activities Chair shall preside over the Educational Activities standing committee, and shall act as a liaison between the Council and the educational institutions in their combined efforts to further engineering education.

Section 2. The duties of the Executive Committee are to act as the administrative arm of the Council during normal everyday operation and to carry out routine business that may not require the approval of the entire council. This may include exploring and researching various programs and activities that the Council may wish to promote or support, and bringing before the Council a viable list of programs. The Council will then decide which programs or activities it wishes to support and to what extent.

Section 3. A vacancy in the office of Chair will first be filled by the Vice Chair. If the Vice Chair declines to fill the Chair position upon vacancy the council will appoint a member to the Chair position to complete the term. A vacancy in the office of Vice Chair, Secretary and Treasurer will be appointed by the council. A vacancy in the office of Past Chair may be filled by another person who has held the office of Chair, upon request of the current Chair, or the office may remain vacant for the remainder of the administrative year.

Section 4. Any officer or member shall be subject to recall upon a two thirds majority vote of all member organizations' representatives present at a meeting. All member representatives must have been notified of the proposed action in the notice of the meeting at which the matter is to be considered. Such notice must be issued at least 10 days prior to the meeting. The individual involved must be given a full opportunity to present his case at the meeting of the Council.

#### ARTICLE VII - MEETINGS

Section 1. The Council shall meet not less than three times each administrative Year; in the fall, winter, and spring. The September meeting shall be designated for the presentation of annual reports and the election of officers. Such other meetings may be called by the Chair as deemed desirable, or on the request of at least five member societies.

Section 2. The presence of representatives of a minimum of five (5) member organizations, at least two of whom are officers of the Council, shall constitute a quorum for the transaction of business. A vote by the members is required to approve official actions of the Council, the annual budget and any expenditures in excess of \$500.00 that have not been previously addressed in the annual budget. Each member organization shall have one vote, to be cast by the designated representative if present, or by the alternate if the representative is not present. Designated representatives may not vote on behalf of more than two (2) member organizations. The Chair votes only in the case of a tie, where he casts the tie breaking vote.

#### ARTICLE VIII - GENERAL RULES GOVERNING THE CHARLESTON ENGINEERS JOINT COUNCIL

Section 1. Projects may be undertaken as desirable to attain the objective expressed in Article II - Objectives.

Section 2. The Council shall promote coordination of efforts of the various member organizations for more united action in matters of common interest.

Section 3. The council shall establish annual dues. The amount shall be proposed by the Executive Committee and sent to the member organizations at least thirty (30) days prior to the Annual Meeting. The amount will be decided at the Annual Meeting every year, and must be approved by the vote of the majority of all member organizations. This vote may be made by written proxy if a member organization cannot be personally represented at the Annual Meeting. Dues shall be due and payable not later than 60 days after the date of approval of the amount, or by the end of November if the amount is unchanged from the previous year. Dues will not be assessed from honorary member organizations.

Section 4. No funding commitments are to be made without the approval of the Executive Committee. Routine administrative expenses of five hundred dollars (\$500) or less may be administered by the Treasurer.

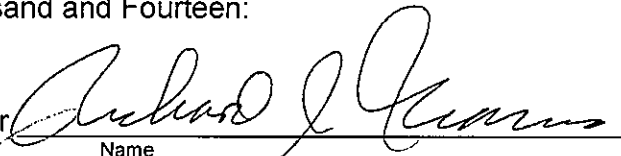
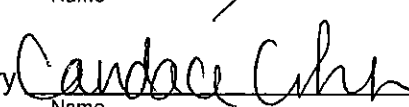
ARTICLE IX - AMENDMENTS TO THE BY-LAWS

Changes may be made in the By-laws by a sixty percent (60%) majority vote of member organizations present and provided that all member organizations have been formally notified of the proposed changes at least ten (10) days prior to the meeting.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order Revised shall govern procedure in all cases to which they are applicable and in which they are not inconsistent with the By-Laws or any approved and written special rules of order of the Council.

We the undersigned, acting as representatives for the Executive Committee, do hereby acknowledge and accept these BY-LAWS of THE CHARLESTON ENGINEERS JOINT COUNCIL as amended above, on this thirteenth day of July, Two Thousand and Fourteen:

|           |   |                       |
|-----------|---|-----------------------|
| Chair     | <br>Name | <u>7/6/15</u><br>Date |
| Secretary | <br>Name | <u>7/6/15</u><br>Date |