

# CONSTITUTION AND BYLAWS OF THE RICHMOND JOINT ENGINEERS' COUNCIL

BY-LAWS Revision September 2012

## ARTICLE I – RULES OF ORDER

Sec. 1. “Robert’s Rules of Order”, revised edition, will govern the conduct of the meetings not covered by these By-Laws.

## ARTICLE II – ELECTION OF OFFICERS

Sec. 1. - An annual election of officers will be held to fill the offices of Chair, Chair-Elect, Vice-Chair, Secretary, and Treasurer. Officer candidates should have at least one year experience as a Board of Delegates representation to RJEC, if possible.

Sec. 2. - A Nominations and Elections committee will consist of the Chair, Past Chair and Chair-Elect. The committee will recommend a candidate for each office.

Sec. 3. - The slate of officers shall be presented at the April meeting and the election will be held at the May meeting.

The newly elected officers and the appointed Society Delegates will begin their terms of office at the next called meeting or in August, whichever comes first.

Sec. 4. - In the event of a vacancy in any office, a Council Officer, Delegate or an individual from a member Society in good standings who is elected at a regular meeting of the Council will complete the unexpired term.

## ARTICLE III – QUORUMS

Sec. 1. - A quorum shall consist of at least 50% of the Council Officers and 20 percent of the Board of Delegates membership. If the number of Board of Delegates of the Council is less than 20 percent, the Chair may request a motion that the representative delegates in attendance may constitute a quorum.

## ARTICLE IV – DUTIES OF OFFICERS

### Sec. 1. CHAIR

- a) The Chairman shall administer the Operations of the Council as directed by the Council. It shall be the duty of the Chair to abide by and enforce the provisions of this Constitution and Bylaws. □
- b) He/she shall preside at all meetings of the Council.
- c) He/she shall appoint all committees and designate the Chairman of each. Standing committees and appointments are permissible but not mandatory. □
- d) He/she will be an ex-officio member of all committees. The Chair shall not have a vote in meetings of the Council except to fulfill quorum requirements or to break a tie vote. □

Sec. 2. - CHAIR-ELECT – The Chair-Elect shall make plans and preparations for the following year, during which he/she will serve as the Chair. The Chair-Elect shall assume the duties and powers of the Chair in his/her absence. He/she will perform any duties assigned by the Chair.

Sec. 3. - VICE-CHAIR – The Vice-Chair shall assume the duties of the Chair in the absence of and the Chair-Elect. He/she will perform any duties assigned by the Chair.

### Sec. 4. - SECRETARY

- a) The Secretary shall keep accurate records of the proceedings of all meetings of the Council. □ Draft copy of the minutes shall be provided to all Council Officers and Board of Delegate members prior to the next RJEC Council meeting.
- b) He/she shall prepare and transmit to the Delegates and President or Chairman of each Council Member Society the following □ items as directed by the Council.

- c) He/she shall maintain a list of these Board of Delegates and Chair person or Presidents of the Societies persons and their addresses. □ These shall only be distributed by direction of the Council.
- d) He/she shall be responsible for supplying copies of the Constitution and the By-Laws to all Member Societies.

Sec. 5. -TREASURER – □

- a) The Treasurer shall receive and disburse, with the approval of the Chair, all Council funds and shall keep an accurate record of the same. □
- b) He/she will present financial reports to the Council at each meeting, which will include budgetary confirmation. □
- c) He/she will render a written report to the Council at the end of each fiscal year or upon leaving office prior to the end of term of office.
- d) He/She shall prepare and file all required IRS and State of Virginia (if any) tax forms.
- e) He/She shall prepare a draft budget each year for review and approval by the Council.

Sec. 6. - □ HISTORIAN – The Historian will keep an accurate record of all past the activities of the Council. He will render a written report to the Council at the end of the term of office. The report will include ongoing statistical information with respect to finances, attendance, and activities of the Council.

ARTICLE V – MEETINGS

Sec. 1. - Meetings will be held monthly except in June and July, or as may be called by the Chair.

Sec. 2. - Special meetings may be called by any member delegate on

absence of the Chair providing there is ample justification agreed thereto by the Delegates of four other member societies..

#### ARTICLE VI – COMMITTEES

Sec. 1. - The standing committees of the Council will be the Nominations and Elections, Constitution and By-Laws, Finance, Awards, and Audit.

Sec. 2. - The Chair or Council will establish any other committees needed to accomplish the purpose of this Council.

Sec. 3. - Members of societies in good standings not serving as delegates may serve as sub- committee members.

#### ARTICLE VII – ANNUAL DUES

Sec. 1. - The annual dues for each member society will be \$50.00 payable for member societies with 99 or less local members and \$100.00 for member societies with 100 or more local members. These payables are due by December 31st of each year.

#### ARTICLE VIII – MEMBER SOCIETY RESPONSIBILITIES

Sec. 1. - Any assignment or task accepted by a Delegate for any duly designated Council activity for the good of the profession shall be performed by the member society in the event of said Delegate's incapacity for whatever reason, except providing that the Council is notified to the contrary by any printable media at least thirty days prior to the scheduled project due date.

#### ARTICLE IX – AMENDMENTS/CHANGES TO THE BY-LAWS

Sec. 1. - Amendments/changes to these Bylaws may be proposed by any Council Officer or Delegate or by any officer of a member society that is in good standing of the Council. A proposed amendment/change shall be submitted in writing to the Secretary of the Council. The Chairperson of the Constitution and By-Laws committee may also propose amendments/changes.

Sec. 2. - Suggested amendments/changes to the Bylaws shall be presented at a Council meeting one month in advance of formal action.

Sec. 3. - Amendments/changes to these Bylaws may be made as set forth in Article IX – Bylaws of the Council Constitution.