

# **ACEA CONSTITUTION AND BYLAWS**

## **Article I**

### **Name**

The name of the Association shall be the Association of County Engineers of Alabama (ACEA), an affiliate of the Association of County Commissions of Alabama (ACCA).

## **Article II**

### **Purpose**

The purpose of the Association is to promote the construction and maintenance of good roads in the Counties of Alabama, to promote the spirit of cooperation between the County Road Departments and the Alabama Department of Transportation, and by the exchange of ideas, to give all Counties in the State the advantages of the Engineering profession.

## **Article III**

### **Membership**

Section I. The office of county engineer shall be the member of the Association and its dues shall be payable as provided in Article VII, Section I. The voting member of the Association shall be the County Engineer of the Member Counties of the State of Alabama. Only voting members shall be eligible to serve as officers or board members. Assistant Engineers and EITs shall be members of the Association but shall not vote. The Assistant Engineers and EITS shall annually elect a non-voting representative to the Board of Directors as provided herein and may participate in all other the activities of the Association, including appointment to committees.

Section II. In addition to the Assistant Engineers and EITs, the Executive Committee shall have authority to establish additional non-voting membership from other individuals with the Counties of the State of Alabama and other individuals classified as assistants to the County Engineer. Any dues for such additional non-voting members shall be established by the Executive Committee and payable as provided herein.

Section III. There shall be Associate membership in this Association, and the Executive Committee shall have authority to accept associate membership from individuals and entities interested in the Association, with dues to be determined by a vote of the membership. These dues shall be paid annually, and said associate members shall have neither voice nor vote in the Association. The procedure for collecting dues for associate members shall be the same as provided in Article VIII.

## **Article IV**

### **Officers**

Section I. The officers of the Association shall consist of a President, Vice President and Secretary.

Section II. All officers shall be elected by a majority vote of the members present at the annual meeting and shall hold office until the next annual meeting or until their successors are elected. All officer vacancies, except the office of President, occurring between the annual meetings shall be filled by appointment by the Executive Committee.

Section III. The President shall preside at all meetings of this Association's membership and its Board of Directors and set agendas for meetings of the Board of Directors and membership. As chief executive, the President shall supervise the work and activities of the Association and perform such other duties as usually pertain to the office.

Section IV. The Vice President shall preside in the absence of the President and shall assume all duties of the President should he or she be unable to complete his or her term of office. The Vice President shall also monitor the conduct of the Division meetings required in Article IX and report the results of such meetings during the Association's annual meeting.

Section V. The Secretary shall prepare and present minutes of all membership and Board of Director's meetings. He or she shall also present an annual financial report to the Association's Board of Directors prior to the annual meeting. The Secretary shall also maintain the Policies and Procedures Manual in accordance with Article XI.

## **Article V**

### **Board of Directors**

Section I. The Board of Directors shall consist of the officers, a Director from each group of counties comprising each Area of the five regions of the Alabama Department of Transportation (ALDOT), each of the Past Presidents of the Association who are voting members, and a nonvoting representative of the nonvoting members who are Assistant Engineers and EITs. Voting members of the Association who are also officers or Alabama's state director in the National Association of County Engineers (NACE) shall serve as ex officio, nonvoting members of the Board of Directors.

Section II. All directors shall be selected at the annual meeting by caucus of the voting members from counties in each Area of the five regions of the Alabama Department of Transportation. All vacancies for the Area Director positions occurring between the annual meetings shall be filled by appointment by the Executive Committee.

Section III. The Board of Directors shall make recommendations to the membership, set standard operating procedures for the Association and set the Association's positions on state and federal policy. Unless otherwise specified in the Constitution and Bylaws, the Board of Directors has authority to make all other decisions necessary to run the Association.

## **Article VI**

### **Committees**

Section I. The Executive Committee of the Association shall consist of all officers and the Immediate Past President.

Section II. There shall be a Nominating Committee composed of the three most recent Past Presidents serving as County Engineers. The Immediate Past President shall serve as the committee Chairman. The committee shall propose the slate of officers, nominate and award the County Engineer of the Year Award, award the John F. Courson Excellence in County Engineering Award, recommend a NACE state director to the board annually and carry out other duties as assigned by the President.

Section III. There shall be a Scholarship Committee to award the Richard R. Spraggins Scholarships, and the President shall appoint its members.

Section IV. The President may appoint additional committees as needed. These ad hoc committees shall make recommendations to the Board of Directors. The Board of Directors may dissolve any committees created under this section by majority vote.

## **Article VII**

### **Quorum**

A Quorum must be present for the membership or Board of Directors to transact any business. A majority of members of the Association or Board of Directors shall constitute a Quorum for that respective body.

## **Article VIII**

### **Dues**

Section I. The annual membership dues shall be established by the Board of Directors at an amount equal to the total cost of dues necessary for all counties of Alabama to be members in the National Association of County Engineers divided equally among the counties; membership in the American Road and Transportation Builders Association (ARTBA) divided equally among the counties; and an additional amount established by vote of the membership. The ACCA shall send dues notices to all members prior to October 1 for dues payable by January 1 of the following year. Should any dues remain unpaid on January 1, ACCA shall send final notices, and any member who has not paid by April 1 shall be dropped from the official roll and lose any other privileges granted to a member in good standing. The member may be reinstated on payment of current year dues and with the approval of the Executive Committee.

## **Article IX**

### **Meetings**

Section I. There shall be an annual meeting of the membership of this Association in conjunction with the annual convention of the Association of County Commissions of Alabama..

Section II. There shall be a technical conference of the Association each year.

Section III. Board of Directors meetings and other membership meetings may be called by the President or a majority of the Executive Committee.

Section IV. There shall also be held in each Area at least one Area meeting during the year between annual meetings for advancing the purpose of the Association as defined in Article II. Any Area Director who fails to conduct the Area meeting shall be ineligible for re-election during the following year. The two areas within each ALDOT region may have a combined meeting to satisfy the requirements of this section.

## **Article X**

### **Amendments**

Section I. At any annual meeting of this Association, this Constitution may be amended by two-thirds vote of the membership, or at any other meeting provided that ten days notice of each proposed amendment shall have been sent to each voting member of the Association.

## **Article XI**

### **Policies and Procedures Manual**

There shall be standard operating procedures for the Association contained in a Policies and Procedures Manual. This manual shall specify the spending authority of the President and the Executive Committee.

*Adopted 09/04/52*

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