



CONSTITUTION AND BYLAWS ARIZONA ASSOCIATION OF COUNTY ENGINEERS

ARTICLE I ORGANIZATION

Section 1. Name of Association

The name of this Association is the Arizona Association of County Engineers (AACE).

The Association operates as a non-profit agency.

Section 2. Association Headquarters

The headquarters of this Association shall be located at 4228 E. Taro Lane, Phoenix, AZ 85050.

Section 3. Objectives

The objectives of this Association shall be to advance public works engineering and management by providing a forum for exchange of ideas and information aimed at improving the county engineering profession and county engineering services to the public by means of education, organized meetings, conventions, and communications.

Through discussion, interchange and dissemination of engineering and administrative data and ideas, the organization shall strive to effect maximum efficiency and modernization in engineering and administrative units of local government, to improve relations and a spirit of cooperation among County Engineers and other agencies in the solution of mutual problems. By such means and by professional and social interaction this organization shall further the welfare of its members.

ARTICLE II MEMBERSHIP

Section 1. County Membership

County Membership in this Association shall be limited to the person or persons exercising active responsibility for the management or administration of the County Highway system or acting as the County Engineer, regardless of title, such as Director of Highways, Superintendent of Highways, Director of Public Works; and any assistants or deputies who are delegated engineering, management or supervisory responsibilities.

Section 2. Associate Membership

Associate Membership may be granted by the Board of Directors upon submittal of the appropriate dues and membership application to the Secretary/Treasurer. Associate Memberships may be granted free of charge to representatives of local, state, federal, or tribal agencies, who by the nature of their position have a direct and responsible interest in the advancement and needs of County engineering and management. Associate Members shall not have the privilege of voting except for electing two Associate Board Members (see Article IV, Section 1.)

Section 2.A. Corporate Group Membership

Available to a non-governmental entity, including public utilities, providing public works services or products. Corporate group membership is ideal for companies that would like the flexibility to send more than one attendee or different attendees to AACE meetings and events at the membership rate. This membership is ideal for companies with ongoing interests in public works specifically related to Arizona counties.

BENEFITS:

- Covers full membership for two rostered members. Companies may add rostered members for an additional fee.
- Both rostered members will be shown on the membership list and receive meeting notices.
- Offers the ability for anyone in the company to attend and represent the company at AACE meetings and events *at the membership registration fee.*
- Offers the opportunity to participate as a vendor in the annual conference.
- Networking opportunity through participation in AACE meetings and programs.
- Eligibility for anyone in the company to participate on the AACE Technical Committee.
- Company logo with link on the AACE home page.

Section 3. Honorary Membership

There may be selected in an open meeting, by nomination of a member in good standing, and with the approval of the Board of Directors, Honorary Memberships. In general, the recipient will be an individual who has been an active individual member in good standing for a minimum of ten consecutive years, or has served AACE as an officer, and has retired from active participation in County Engineering or the equivalent thereof. Such Honorary Members shall not have the privilege of voting nor be liable for dues.

Section 4. Voting

All County Members in good standing (or their designated representative) shall have the right to vote on the election of officers and all other general business items before the Association. Voting on Association Policies will be by role call vote, in an open meeting, with one (1) vote per County as outlined in Article VII, Section 2. The member from a county, which holds this vote (or their designated representative) will be registered with the Secretary/Treasurer and this list, will be updated by written notification from the County. Majority vote of those counties present will rule under these votes. (For Bylaw voting requirements, see Article VII, Section 2.)

The Associate Board Members shall have one vote in Board meetings on all matters except for Association Policy items.

The Young Member shall have one vote in Board meetings.

Members whose dues are delinquent at the time of the annual meeting shall be considered as not in good standing and ineligible to vote.

Section 5. Reinstatement

Former members may be reinstated by payment of the current year's annual membership fee.

Section 6. Expiration/Resignation

Membership in the Association will expire upon request (resignation) or for nonpayment of dues. The "nonpayment of dues" consideration becomes effective after no response to two (2) notices and/or no response within three (3) months of the beginning of the current calendar year.

ARTICLE III
DUES

Section 1. Annual Membership Dues

The Board of Directors shall set the dues for the following year at the annual meeting. Honorary members shall not be liable for any dues.

Section 2. County Membership Dues

The annual membership dues for County Membership shall be as established by the Board of Directors and be payable to the Arizona Association of County Engineers. The Treasurer shall send fee notices to the membership in December, payable by January 31. Should any fees remain unpaid as of March 1, the Secretary/Treasurer shall send a second notice. When a new member is accepted in the last quarter of any calendar year, their-membership fee shall be considered as full payment for the following year.

Section 3. Associate Membership Dues

The annual membership dues for Associate Membership shall be as established by the Board of Directors and be payable to the Arizona Association of County Engineers. The Secretary/Treasurer shall send fee notices to the membership in December, payable by January 31. Should any fees remain unpaid as of March 1, the Secretary/Treasurer shall send a second notice. When a new member is accepted in the last quarter of any calendar year, their membership fee shall be considered as full payment for the following year.

ARTICLE IV
BOARD OF DIRECTORS/OFFICERS

Section 1. Board of Directors

The Board of Directors shall be the Officers of the Association and a Designated County Board of Directors member from each county not represented on the Board by an Officer.

The officers of the Association shall consist of:

- President
- Vice President
- Secretary/Treasurer
- National Board Member
- Immediate Past President
- Associate Board Member (Two Officers representing one Board voting privilege)
- Young Member

The officers, except for the Associate Board Members, will be elected by the County Members and elections shall be held at the annual meeting. Additionally, two Associate Members will be elected by the Associate Membership.

Section 2. Tenure

The tenure of the National Board Member and Associate Members shall be approximately two years. The President, Vice President, Secretary/Treasurer and Immediate Past President shall serve terms of approximately two years, unless otherwise reelected. Terms of office shall commence upon the installation at the annual meeting and continue to the next biannual election or until such time as a successor is duly appointed or elected. Designated County Board of Directors members shall serve until replaced by their respective county.

Section 3. Vacancy

If the President vacates the position mid-term, then the Vice President shall be appointed President and serve until the end of the President's term. If the Vice President vacates the position mid-term, the Secretary/Treasurer shall be appointed Vice President and serve until the end of the Vice President's term. If the Secretary/Treasurer vacates the position mid-term, then the position shall be filled by election at the next regular or duly called meeting of the Association.

Section 4. Duties

Officers' duties are as follows:

President - Responsible for setting agenda items and assigning duties not contained herein. The President is responsible for representing the Association at other public and/or business functions. The President shall assign chairman duties to standing, ad-hoc, and special committees and provide direction for the same.

Vice President - Responsible for assisting the President in his duties as necessary and acting in his/her stead as necessary. The Vice President will chair the Technical Committee. The Vice President shall be responsible to review annually the administrator's/management consultants contract to ensure all tasks under contract are being completed.

Secretary/Treasurer - Responsible for accounting and financial activities as directed by the Board of Directors. Responsible for preparing a detailed financial report at the annual meeting. Responsible for preparing an annual budget for the Association to be approved by the County Membership. Responsible for the membership database. Responsible for the minutes, meeting notices, and administrative assistance.

Associate Board Members - Responsible for recommending and arranging Associate Member presentations, actively recruiting new associate members, planning and organizing Association meetings, and other duties as assigned.

National Board Member - Responsible for representing the Association at all National Board meetings and making reports to the membership at each regular meeting or in writing as necessary.

Immediate Past President - Responsible for providing counsel to the Board and accepting other duties as assigned.

Young Member - A Young Member is an Associate Member or County Engineer Member whose age at the time of appointment is less than 33 years. The Young Member shall be appointed to the Arizona Association of County Engineers Board of Directors at time of Board Officer elections and shall serve a two (2) year term coincident with the Board Officers. The Young Member is mutually exclusive of all county designated representatives to the Board of Directors.

ARTICLE V

MEETINGS

Section 1. Annual Meeting

The annual meeting of the Association shall be held at such time and place as may be selected by the Board of Directors. Items typically addressed at the annual meeting include: election and induction of new officers, Bylaw review and approval, review and approval of the annual budget, establishment of the annual dues, commencement of the AACE legislative season, etc.

Section 2. Other Meetings

Other meetings may be held as called by the Board of Directors, providing no such meeting shall be held unless a written notification of such meeting shall have been mailed to each Board member by the President or Vice-President at least ten (10) days prior to the meeting.

ARTICLE VI **COMMITTEES**

Section 1. Standing Committees

Ad-hoc committees shall be appointed, altered, or discontinued by the President who shall also specify the tenure of such committee membership. The President shall assign duties and provide direction for the Committees. Standing committees are hereby created as follows:

Technical

Section 2. Special Committees

The President may appoint special committees.

Section 3. Committee Duties

Technical Committee: The Technical Committee shall evaluate all technical, operational, administrative, policy, and legislative related requests of the Board or President for review, analysis, documentation, and/or recommendation to the Board for AACE reference and use. The Technical Committee may consist of County Members and Associate Members. The Technical Committee shall consist of eight (8) Committee Members maximum in addition to the Vice President. The Board shall appoint Technical Committee Members at its annual meeting. Technical Committee Members shall serve a one-year term, and members may be reappointed. If a Technical Committee Member vacates the position mid-term, then the Vice President shall appoint a County Member or Associate Member to the position until the Association's next annual meeting and report the appointment to the Board at the next regular or duly called meeting of the Association.

ARTICLE VII **AMENDING THE CONSTITUTION AND BYLAWS**

Section 1. Annual Review

The Technical Committee shall annually review the Constitution and Bylaws for their conformance with current practices and procedures of the association and make recommendations regarding amendments. Proposed changes or revisions shall be submitted to the Board of Directors for their review and comment. The proposed changes or revisions will then be presented to the membership for their review and comment. The final form of the proposed changes or revisions will be voted on by the membership as outlined in Article VII, Sections 2, 3 & 4.

Section 2. Voting Eligibility

Each County will have one (1) vote in amending the Constitution and Bylaws. The member from a County, which holds this vote (or their designated representative) will be registered with Secretary/Treasurer and this list, will be updated by written notification from the County.

Section 3. Affirmative Votes

Any section or sections of this Constitution and Bylaws may be amended by two-thirds (2/3) affirmative votes of all votes cast.

Section 4. Effective Date

The bylaws shall become effective *immediately upon approval by vote.*

ARTICLE VIII
MEETING RULES

Section 1. Parliamentary Rules

Robert's Manual of Parliamentary Rules shall guide this Association in all questions not expressed in this Constitution and Bylaws.

Section 2. Order of Business

The general order of business may include the following items:

1. General business items (welcoming remarks, approval of minutes, announcements, etc.)
2. Committee breakout sessions
3. Committee reports
4. County reports
5. Associate Member presentation
6. County Supervisors Association update
7. County Members policy session

Revised April 2006

Revised Feb 13, 2014

Revised June 2016

Revised June 2017



Jennifer Toth
Secretary/Treasurer