

CONSTITUTION AND BYLAWS

ASSOCIATION OF CHIEF OPERATING ENGINEERS

ARTICLE I

Name

The Name of this association shall be "Association of Chief Operating Engineers"

ARTICLE II

Purpose

To perpetuate the profession of the Stationary Engineering, by developing quality craftsmen through education

ARTICLE III

Membership

Section 1.

Qualification for membership shall conform to one or more of the sections outlined in Article IV.

Section 2.

The procedure for becoming a member of this association shall be as follows:

- a. Application form must be filled out and submitted to the secretary.
- b. The secretary shall submit each application to the steering committee.
- c. The steering committee shall check upon the prospective member and review his professional background.
The steering committee shall act upon the application and inform the prospective member as to his status
- e. All applications shall be acted upon within the period covered by the next two general meetings.

Section 3.

Upon payment of dues, the prospective member shall be invited and become an active member of the Association.

Section 4.

Responsible charge as used herein shall mean an applicant has met three (3) of the four (4) criteria set forth in the following definitions.

THE PERSON IN RESPONSIBLE CHARGE SHALL BE ONE WHO HAS:

- 1) Direct control and supervision of the Engineering and/or Mechanical Maintenance (mechanical, electrical, plumbing) Departments of their facilities.
- 2) Responsibility for the correct operation and maintenance of all equipment, and the routine, day to day scheduling of Engineering and/or Maintenance personnel.
- 3) The position of being answerable to all local, state and federal boards, regulatory committees and their agents, for the correct operation of their plant, and shall comply fully with all laws, codes, and ordinances as required.
- 4) The responsibility to see that the Engineering and/or Maintenance Department(s) are staffed with persons whom they feel are competent and can handle responsibly their assigned duties the prescribed manner.

ARTICLE IV

Class of membership

Section 1. (Full Member)

A person whose principal activity and employment is presently in plant engineering. In addition, a candidate for full membership shall fulfill the minimum requirements as set forth in one of the following paragraphs at the time of his admission.

a. A candidate who holds no degree from a university, a college or a technical school of accredited standing by the accreditation Board for engineering and Technology (note: Hereinafter referred to as A.B.E.T.), or holds no engineers license from a legally authorized body, and shall have at least ten years experience in engineering, including two years in responsible charge of plant engineering work.

b. A candidate who holds a degree of bachelor in a field other than engineering or a physical science from a university or college of accredited standing by A.B.E.T. and shall have at least eight years experience in engineering including two years in responsible charge of plant engineering work.

c. A candidate who holds, (1) the degree of bachelor of science in any field of engineering or an equivalent degree from a university, college or technical school or accredited standing by A.B.E.T. (2) a licensed to practice engineering issued by a legally authorized body, shall have at least six years experience in engineering including two years in responsible charge of plant engineering work.

d. A candidate who holds a post graduate degree in any engineering branch from a university, college or technical school of accredited standing by A.B.E.T. and shall have at least four years engineering experience including two years in responsible charge of plant engineering work

e. Existing members prior to September 30, 1981, will remain as full members and the above will not effect their membership in any way.

Section 2. (Affiliate Member)

An affiliate member, whether practicing or in retirement, shall be one who either by engineering, technical or scientific attainment or by practical experience is qualified to cooperate with plant engineers in the advancement of engineering practices.

Section 3. (Student Member)

A student member shall be one who is registered as an undergraduate in a university, college or technical school, and is employed as an apprentice engineer, pursuing a course of study in preparation for the plant engineering profession.

Section 4. (Retired Member)

A retired member shall be a member of any class membership, who upon retirement from full time employment, shall apply in writing to be approved by the president.

Section 5. (Inactive Member)

A member who, for job related purposes, is unable to attend more than two-thirds of the general membership meetings, may submit to the Steering Committee a letter requesting inactive membership status. Persons who are classified inactive members shall be required to notify the Steering Committee in advance of any meetings they may wish to attend, whether the meeting is sponsored or not. Any member who, while on inactive membership leave of absence, attends five or more meetings without resubmitting an application or letter of intent to be reactivated, will be automatically reclassified as an active member and will be required to pay, in full, all dues owed for the remainder of the calendar year. An inactive member may return to active status by submitting an application to the Steering Committee and upon receipt of invoice, pay the amount of dues owed.

Section 6. (Honorary Member)

This membership classification will include those who the Association from time to time may want to honor with Honorary Membership. This classification should be reserved to State Officials who are working to enhance Plant Engineering and to others who are not eligible for Membership in the

Association, but belong to other Organizations working towards the same goals as this Association. It may also be used to recognize someone who is making a dedicated effort to improve Plant Engineering but is not associated with any organization that promotes Plant Engineering. All Honorary Members must be approved by a majority vote of all Full Members by a mail ballot.

Section 7. (Corporate Membership)

A business or corporation involved in supplying or the development of Plant Engineering products and interested in furthering the purposes and goals of the Association, is eligible to submit an application for Corporate Membership. Acceptance as a Corporate Member will entitle said Corporation to three (3) representing employee members a year. The Corporate Member must submit the names of their representing employees in writing to the Secretary of the Association at the time of application and annually upon renewal of their Corporate Membership. At the time of billing the Corporate Members shall submit the dues in effect at the time for each of the representing employees they have designed. Additional employees and/or guests of the Corporate Member attending a meeting shall pay a fee for dinner equal to that charged a Retired Member. A Corporate Member shall sponsor at least one (1) meeting a year, upon request, at the current Sponsorship Rate.

ARTICLE V

Rights of Full Members

Section 1.

Full Members have the following rights:

- a. To vote
- b. To serve as on officer
- c. To serve on nominating committees
- d. All rights granted to other classes of membership

Section 2.

All other classes of membership have the following rights:

- a. May attend all meetings and serve on all committees except the nominating and steering committees.
- b. May engage in discussion at the general meetings.
- c. May bring to the general meetings guests whose interests would entitle them to be considered for membership.
- d. In certain instances, where plans and programs permit, may bring other guest.

ARTICLE VI

Dues

Section 1.

- a. Full Member \$ 200.00 per year
- b. Affiliate Member \$ 190.00 per year
- c. Student Member \$ 12.00 per year + 1/2 meals
- d. Retired Member \$ 00.00 per year + meals
- e. Honorary Member \$ 00.00 per year + meals
- f. Corporate Member \$ 100.00 initial fee + \$ 120.00 per year for each designated employee

Section 2.

Membership dues are due January 1st of each year. For those members who pay their own dues, quarterly payments, in advance, may be accepted. All dues payable in quarterly payments are to be paid in full by October 1st of each year.

Section 3.

Members 90 days in arrears will be dropped from the Association. If the member dropped from the Association wished to join again at a later date, they will have to resubmit an application for membership

and pay three months dues in addition to the membership dues due at the time of acceptance for the remainder of the calendar year for which the application is submitted.

ARTICLE VII

Officers and Organization

Section 1. (Association Officers)

- a. Elected
 1. President
 2. Vice-President
 3. Secretary
 4. Treasurer

Section 2. (Duties of Officers)

a. President

The President shall conduct all general meetings, appoint committees and promote and execute the activities of the Association and shall preside at the steering committee.

b. Vice-President

The Vice-President shall conduct meetings in the absence of the President, and, in case of a vacancy in the office of President, shall assume the office and duties of President.

c. Secretary

The secretary shall take minutes at all general meetings and steering committee meetings and, in conjunction with the President, shall promote the association's contacts with other plant engineering societies and perform other duties as approved by the steering committee. The Secretary shall keep an accurate and unbiased record of the association's business. The Secretary shall maintain an up-to-date copy of the Bylaws of the Association to include any amendments as they are approved and shall keep a list of all committees and their members which shall be provided, upon request, to any member.

d. Treasurer

The Treasurer shall keep an accurate account of all the moneys received or paid out, collect all dues, and pay all bills authorized by the steering committee.

Section 3. (Steering Committee)

a. The Steering Committee shall be composed of the elected officers and two members elected by the membership.

b. The Steering Committee shall have six members including the President who shall preside over the meetings and act as chairman of the committee.

No more than two members of the same company shall serve steering committee during any term of Office.

Section 4. (Duties of the Steering Committee)

The Steering Committee shall:

- a. Review and act upon applications for membership.
- b. Approve expenditures of the association not to exceed \$500.00. (Expenditures in excess of \$500.00 require approval by majority vote of the full members of the association.)
- c. Recommend policies and procedures for the association.
- d. Prepare programs for the association.

Section 5. (Quorum for the Steering Committee)

A quorum for any Steering Committee meeting shall consist of at least three (3) officers and one (1) elected Representative.

ARTICLE VIII

Quorum for General Meetings

Section 1.

A quorum for any general meeting shall consist of one-fourth of the full members.

ARTICLE IX

Committees

The president will appoint the following committees at the February meeting.

- a. Finance
- b. Audit
- c. Construction Industry Council
- d. Joint Apprenticeship
- e. Boiler Code Review
- f. Special Committees as needed

ARTICLE X

Election of Officers

Section 1. (Nomination of Officers)

- a. A nominating committee appointed by the President will select nominees for office and present the slate of candidates to the membership at a general meeting preceding the December meeting.
- b. At the time of presentation, additional nominations may be made by full members from the floor to be added to the slate of candidates presented by the nominating committee.
- c. Officers may be nominated for the office they currently hold, provided, however, that no officer shall serve in a particular office for more than two consecutive terms, unless the nomination for the office is an expired term.

Section 2. (Election of Officers)

- a. The Election shall be by signed ballot. The Secretary shall prepare the ballots with the names of all candidates for office and shall have the ballots at the December general meeting.
- b. The Secretary shall mail a ballot to each full member as soon as possible after the December meeting. When the ballots are returned, the Secretary shall turn them over to the Audit Committee.
- c. The ballots shall be opened by the Audit Committee at the January meeting, checked against the voting Membership roll and counted.
- d. The results of the election shall be announced at the close of the January meeting.
- e. Any member over 90 days in arrears will not be eligible to vote.

Section 3. (Term of Office)

- a. In case of a vacancy in the office of President, the Vice-President will assume the office of the President for the remainder of the term.
- b. In case of a vacancy in any other office, the Steering Committee shall appoint a member to fill the vacant office for the remainder of the term.

ARTICLE XI

Replacement of Officers in Mid-Term

Section 1.

In case of resignation or death of the President, the Vice-President shall assume the duties of the President for the remainder of the term.

Section 2.

In case of resignation or death of any other officers, the steering committee shall appoint a member to the open office for the remainder of the term.

ARTICLE XII

Meetings

Section 1.

Regular general meetings will be held on the first Tuesday of each month.

Section 2.

The Steering Committee shall meet at least once a month. Their meeting may be held following a general meeting if desired.

Section 3.

The President has the right to call a special membership meeting provided prior notice has been given to the membership.

Section 4.

Meeting dates may be changed at any regular meeting by majority of the members present, with change notices to be mailed to all members.

ARTICLE XIII

Order of Business

Section 1.

The Order of Business shall be as follows:

- a. Call to order by presiding officer.
- b. Reading of minutes and action thereon.
- c. Reports of Officers.
- d. Communications.
- e. Reports of committees.
- f. Old Business.
- g. New Business.
- h. Business adjournment.
- i. "Table Topic" of speaker.
- j. Organized panel or round table discussion.

Section 2.

All question of order shall be decided by the current edition of "Robert's Rules of Order."

ARTICLE XIV

Amending the Constitution and Bylaws

Section 1.

All proposed amendments to the constitution and bylaws shall be submitted, in writing, and signed by two full members of the association, to the Steering Committee for review.

Section 2.

The Steering Committee shall present the proposed amendment in its entirety to the membership.

Section 3.

a. These bylaws may be amended by being presented in writing at any regular meeting of the Association. They shall be discussed and amended at this meeting, or at a called meeting for this purpose. They must lay over for 30 days or to the next business meeting, where they shall be put to a

vote, with no further discussion. It requires two-thirds majority of the total membership voting to amend these bylaws.

b. The Secretary shall mail out the proposed amendments to all members with a ballot for their use in voting, and shall turn same over to the Audit Committee.