

# **CANTON JOINT ENGINEERING COUNCIL**

## **BY-LAWS**

October 8, 1970

Revised January 2, 2020

### **Article I**

#### **Meetings of Council**

- Section 1. The Annual Meeting of the Council (reference Article IV Section 4 of the Constitution) shall be held not later than April 30.
- Section 2. Council shall meet monthly except in June, July and August. A quorum shall exist when one-half of the Member Societies are represented by at least one delegate.
- Section 3. Special Council meetings may be held at any time on call of the president of the CJEC or by written request of two or more Member Societies expressed by their Council delegates.

### **Article II**

#### **Dues and Fees**

- Section 1. The admission fee for each society elected to membership shall be the first year's dues paid in advance.
- Section 2. The annual dues, to be paid by each Member Society, shall be one hundred and twenty-five dollars (\$125.00).
- Section 3. The budget shall be supported by the Member Societies. The annual dues are part support for the budget.
- Section 4. The annual dues shall be paid by December 1 of each year, as payment for the current year.

### **Article III**

#### **Membership**

- Section 1. Any organization or society requesting membership in the Council shall file with the President of the Council a formal letter of application signed by its presiding officer and secretary. Such application shall be accompanied by a current list of its members and a copy of its Constitution and By-Laws.
- Section 2. Upon receipt of an application for membership in the Council and the accompanying membership list, Constitution and By-Laws, the same shall be referred to the membership Committee for consideration and recommendation. This Committee shall make its recommendations through its chairman to the Council who shall then vote upon the admission of the applicant. In the event that an application is rejected by the Council, the applicant society or organization so

rejected may, upon satisfactory showing that it can meet Council's membership requirements, make a new application for membership at any time, but in the absence of such showing, the Council shall not entertain a subsequent application by the same applicant for a period of two years from the date of such ejection.

Section 3. Any member organization, which has not paid its dues by December 1, of any year, shall be considered in arrears until its dues have been paid.

Section 4. Any organization which has forfeited its membership in the Council by reason of non-payment of dues, as provided in Section 3 of this Article, shall, upon filing a new application for membership and payment of all dues in arrears at the time for forfeiture, be reinstated with the approval of the members of Council.

Section 5. A member organization whose purpose, activities, and functions are determined no longer to be in accordance with the expressed limitations of membership under the Constitution of the Council shall be liable to forfeiture of membership.

Charges against a member organization, hereinafter referred to as the defendant, must be made in writing by another member organization, hereinafter called the plaintiff, through its duly authorized representative, and must be delivered to the Secretary of the Council, who shall immediately furnish a copy to the defendant, the plaintiff and the President of Council. The Council shall investigate the charges on their merits, but no action shall be taken by the Council until the defendant shall have had ample time for a hearing and in no case less than thirty (30) days nor more than sixty (60) days after the presentation of the charges to the defendant.

Should the Council, after careful investigation, find that insufficient cause for action exists at the time of the hearing, the complaint shall be dismissed by the Council, and the action of the Council shall be final.

Should the Council find there is cause for complaint, it shall order the case for hearing at a special meeting of the Council to be held within thirty (30) days. In all cases the President of the Council shall appoint a member of the Council as prosecutor of the case. The President of the Council shall preside at the hearing and shall rule on the evidence, but shall not vote. The Council shall furnish its conclusions in writing to the governing bodies of each of the other Member Societies, who shall ballot for or against expulsion within sixty (60) days after receipt of the evidence. If three-fourths of the governing bodies vote for expulsion, the Secretary of the Council shall send an official notice of the expulsion to the defendant Society by registered mail, the effective date of the expulsion being the date of mailing of the notice.

Section 6. The expelled Society may re-apply for membership in the Council as provided in Sections 1 and 2, Article III, herein, but in no case shall re-application be heard before two years after the date of expulsion.

Section 7. Any changes in membership status should be made in writing, addressed to the President of CJEC.

## **Article IV**

### **Filling Vacancies**

- Section 1. If the office of the President becomes vacant for any reason during the elected term, the Vice-President shall become President for the remainder of the unexpired term, thereby creating a vacancy as Vice-President. This will not affect his right of election to the office of President for full term.
- Section 2. If any elected office other than that of the President becomes vacant, the Council shall fill the vacancy from that office not later than June 1, and shall serve until their successors are installed in office. If no more than one candidate is nominated for each office, election may be by acclamation.

## **Article V**

### **Voting by Delegates**

- Section 1. Each delegate shall have one vote. In the absence of any delegate, a written proxy authority can be given to any other delegate within the limitations stated by the absentee delegate.

## **Article VI**

### **Amendments**

- Section 1. Amendments to these Rules may be proposed in writing by any delegate and filed with the Executive Secretary and signed by at least three delegates.
- Section 2. Amendments to these Rules shall be adopted by a two-thirds affirmative vote of the total membership of delegates, at a regular or special meeting, or by letter/electronic ballot, provided that the proposed changes have been announced at a prior Council meeting and that notice of the vote on the amendment shall have been given at least six (6) days in advance of the Council meeting at which action is to be taken or of the date fixed for return of the ballots.

# **CANTON JOINT ENGINEERING COUNCIL**

## **DESCRIPTION OF DUTIES**

### **FOR**

## **OFFICERS AND COMMITTEE LEADERS**

### **EXECUTIVE SECRETARY**

The primary function is to provide continuity of organization, historical information, and insight on decisions made in previous years. The Executive Secretary is elected for a five-year term. This is because delegates change on a rotating basis, which provides risk for loss of organization concept.

### **PRESIDENT**

It shall be the duty of the President to:

- A. Serve as an official representative of the Council in its contacts with governmental, civic, business, education and professional organizations for the purpose of advancing the objectives and policies of the Canton Joint Engineering Council.
- B. Preside at all meetings of the Council, and perform the duties that usually pertain to those meetings.
- C. Select the members of the committees as directed in Article V, (2) of the Constitution.
- D. Select the chairpersons for all committees who will serve a one (1) year term.
- E. Appoint all Task Forces.
  1. Task Forces are special committees appointed by the President to do a specific task in a specific period of time. The Task Force shall be dissolved at the completion of its assignment or the president's term, whichever occurs first.
  2. Selection of Task Force committee members is based on qualifications and availability to serve.
- F. Appoint the nominating committee and conduct the annual election.
- G. Designate the time of all meetings of the Council and of such other meetings as may be required.
- H. Serve as a voting member of the Council and all committees (except the Nominating Committee).
- I. Notify all Officers, Delegates, Council, and Committee members of their election or appointment

to office.

- J. Supervise and coordinate with the Executive Secretary.
- K. Serve as liaison with the Council legal counsel when necessary. Council approval must be secured before consulting a legal counsel.

### **VICE PRESIDENT**

It shall be the duty of the Vice President to:

- A. Assist the President as required and preside in the President's absence.
- B. Serve as a voting member of the Council.
- C. Serve as Chairperson of the Financial Review Subcommittee.
- D. Serve as a member ex-officio of all committees.
- E. Succeed to the office of President, without other election, if the office becomes vacant for any reason during the elected term. He shall then assume all duties of the President as per Article IV, Section 1, of the By-Laws.
- F. The Council shall then fill the vacancy of Vice President as per Article IV, Section 2, of the Bylaws.

### **SECRETARY**

It shall be the duty of the Secretary to:

- A. Record minutes of all council meetings.
- B. Distribute minutes of meetings to all delegates.
- C. Distribute minutes of meetings to chairman of all member societies.
- D. Perform functions as noted in the Constitution and By-Laws.

### **TREASURER**

It shall be the duty of the Treasurer to:

- A. Keep custody of all CJEC funds.
- B. Distribute checks, as required for operations.

- C. Provide funds update at monthly meetings.
- D. Provide annual report at September meeting.
- E. Deposit dues paid to CJEC as required.
- F. Invoice member societies, as required.
- G. File tax-related documents at the end of each fiscal year, as required.

### **EDUCATION REPRESENTATIVE**

The Education Representative is appointed by CJEC to represent and report on technical activities in post-secondary institutions in Stark County and surrounding Counties. These activities include, but are not limited to, institutions which deliver Engineering Technology and Industrial Technology Programs.

The representative assists other CJEC subcommittees in supporting all education, informational, and promotional programs, including the Engineers' Week Celebration, for the advancement of all of Engineering Education.

### **VOCATIONAL SERVICES**

#### **Vision Statement**

CJEC's purpose is to promote engineering awareness. The vocational Services committee does this by promoting advancement of science/math education and its application in the engineering profession. CJEC is a *partner* in the education process. As such, CJEC activities are planned in conjunction with our education partners. The goal is to understand school needs, communicate what the engineering community has to offer, and jointly plan activities to make the best use of the joint resources available. Working with the Volunteers in Partnership (program of the Education Enhancement Partnership, Inc.) reduces the administrative burden otherwise carried by CJEC.

#### **Duties of the Vocational Services Chairman**

Liaison between the education community and CJEC.

Central contact through which the education community may solicit assistance/volunteers from the engineering community represented by CJEC.

Communicate engineers' views/ideas/resources to the education systems we serve.

Communicate the education position/needs to engineers.

Communicate activity results to engineers.

### **INTERSOCIETY AFFAIRS CHAIRMAN**

Annually updates the CJEC website with a directory of CJEC Officers and committee chairmen,

Engineers Week Committee chairmen, Member Society officers and meeting schedules of CJEC and member societies. Helps to coordinate overlapping functions of member societies whenever possible.

### **HONORS AND AWARDS CHAIRMAN**

It shall be the duty of the Honors and Awards Chairman to:

- 1) Conduct CJEC Scholarship Funding Program
- 2) Conduct CJEC Scholarship Award Program

Sub-committees are recommended for each program. A three-person (minimum) committee of CJEC selects the scholarship recipient(s) (4-year engineering scholarship(s)). The Honors / Award presentation includes the Young Engineer Award, Meritorious Service Award and Distinguished Service Award which are annual awards by the Canton Regional Society of Professional Engineers (CRSPE). The details of activities for the CJEC Scholarship program are as follows:

1. At October meeting: Issue letter to member societies seeking engineering scholarship applicants. Include current scholarship requirements / criteria, goals, deadlines, etc.
2. At November meeting (about mid-Nov): Start scholarship funding campaign:
  - a. Send letters to companies.
  - b. Include companies added in the previous year.
  - c. Include a letter of intent form.
  - d. Include any new companies for solicitation.
3. Early January:
  - a. Start telephone/email follow-up to determine company intention. Follow through with requests, replies, etc.
  - b. Increase effort to find scholarship applicants.
  - c. Contact Stark State College of Technology representative for scholarship winners.
  - d. Suggestion: Advertise. Send notices / distribute applications / do telephone contacts / etc.
4. Early February:
  - a. Conduct scholarship committee meeting to select engineering scholarship winner.
  - b. Make all arrangements for winner notification, attendance at Engineers' week banquet, tickets, presentation details-checks, honors, photos, etc.
5. Before May meeting (last meeting):
  - a. Complete all follow-up correspondence.
  - b. Thank you - all contributors.
  - c. Letter to all applicants: who won, apply next year, etc.
  - d. Collect on all promised contributions.
6. Submit final report at May meeting.

## **ENGINEERS WEEK CHAIRMAN**

Appoints chairmen for all Engineers Week functions and ensures that all committees accomplish tasks. Normally obtains program for Engineers Week Banquet. Recommended sub-committees are as follows:

1. Banquet Arrangements
2. Ticket Sales
3. Publicity
4. Engineer For A Day Program
5. Banquet Programs