

BYLAWS

Of the Alaska Section of AACEI

as adopted December 09, 2008 by the Membership, DRAFT REVISION December 2009

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ARTICLE I – NAME

The name of this organization shall be the Alaska Section of the Association for the Advancement of Cost Engineers, Inc.

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ARTICLE II – DEFINITIONS

The geographical area served by this Section shall be the State of Alaska.

The ARTICLES which constitute this document shall be the BYLAWS; and will hereafter be referred to as the Bylaws.

The term AACE International will hereafter be referred to as AACEI.

The Alaska Section of AACEI will hereafter be referred to as Section.

The Board of Directors will hereafter be referred to as the Board.

Anyone holding membership in AACEI in the class MEMBER will hereafter be referred to as a Member.

Anyone holding membership in AACEI in the class ASSOCIATE will hereafter be referred to as an Associate Member.

Anyone holding membership in AACEI in the class STUDENT will hereafter be referred to as a Student Member.

A year as described under Terms of Office shall be January 1 through December 31.

A quorum shall consist of 51% at the beginning of the meeting. Proxy must be in writing and presented at the beginning of the meeting.

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ARTICLE III - AFFILIATIONS

This organization is affiliated with the Association for the Advancement of Cost Engineers, ~~the International~~, hereafter known as AACEI.

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ARTICLE IV – PURPOSE & GOALS

The purpose of the section is to provide education to its members and to promote scheduling, cost estimating, and project controls as a profession.

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ARTICLE V – MEMBERSHIP

Section 1. Each member of AACEI in good standing shall be considered eligible for membership in this Section.

Section 2. Membership in this Section shall become effective upon payment of annual dues and shall continue as long as the member maintains good standing in AACEI. Members failing to pay their dues within ninety (90) days of due date are automatically transferred to inactive status and have no voice in the government of this Section. Inactive members may become current in the Section by paying in full annual dues for the current year, providing they are in good standing in AACEI.

Section 3. ~~AACEI defines the classes of membership as:~~

~~The classes of membership shall be as follows:~~

- Member
- Associate Member
- Student Member

~~Members, Associate Members, and Student Members are entitled to all privileges defined in these Bylaws with the exception that Associate Members may not hold elective office and Student Members cannot vote and/or hold elective office. The classes of membership are determined by AACEI. Privileges as defined in these bylaws (such as voting or running for elected office) apply equally to all classes of AACEI membership.~~

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ARTICLE VI - MEETINGS

Section 1. Regular meetings of the Section shall be held once each month for at least nine months each year.

Section 2. Meetings shall generally be held on the second Thursday of the month.

Section 3. Programs may be scheduled for any of the meetings, but in addition, the December meeting will be the meeting at which election results are announced.

Section 4. Procedural questions requiring rulings not specifically provided for in the Bylaws shall be decided in accordance with Robert's Rules of Order Revised.

Section 5. The order of business at the Officer and/or Board meetings of the Section shall be as follows:

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- ~~a-~~ Approving of the minutes of the preceding meeting
- ~~b-~~ Report of the Board
- ~~c-~~ Committee reports
- Treasurer Report
- ~~d-~~ Other business
 - ~~Old Items~~ Business
 - ~~New Items~~ Business

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Section 6. The time and location of each Officer Meeting shall be the responsibility of the President. The President shall send a reminder notifying the other officers, at least two days prior to the date of the meeting.

Section 7. The time and location of each Section Meeting shall be the responsibility of the Communications Coordinator. Notice of the meeting to the members will be the responsibility of the Secretary and notice will be sent ~~at least~~ one (1) week before the meeting.

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ARTICLE VII – OFFICERS & TERMS OF OFFICERS

Section 1. The Officers of the Section shall be the following:

- President
- President Elect
- Immediate Past President
- Secretary
- Treasurer
- Director of Education
- Webmaster
- Communications Coordinator
- CEU Certifier

Section 2. All Officers shall be Members of the Section and of AACEI. Officers shall be elected by the Alaska Section Members.

Section 3. Officers shall serve a term of one year except for the position of President. The President is to serve for three years, occupying the positions of President Elect, President, and Immediate Past President.

Section 4. Officers shall be installed in office at the December meeting with official responsibilities of the office beginning January 1 of the following year.

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ARTICLE VIII – DUTIES OF OFFICERS

The duties of the officers will be outlined in an Officer Handbook and not specified in the By-Laws. Where Officer duties have been mentioned in these ~~the Officer Handbook, the~~ Bylaws, ~~the Officer Handbook has have~~ precedence over the ~~bylaws~~ Officer Handbook.

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ARTICLE IX – BOARD OF DIRECTORS & TERMS OF DIRECTORS

Section 1. The Board shall consist of the following:

- President
- President Elect ~~(not a voting member)~~
- Secretary ~~(not a voting member)~~
- Immediate Past President
- Directors

Section 2. All Board Members shall be Members of the Section and of AACEI. Directors shall be elected by the Alaska Section Members.

Section 3. Directors shall serve a term of 2 years and serve alternate terms so that half of the Directors are elected each year.

Section 4. Directors shall be installed in office at the December meeting with official responsibilities of the office beginning January 1 of the following year.

Section 5. In addition to their other duties prescribed herein and in the Officer Handbook, the Board shall meet at least twice a year on the call of the President or any three Members of the Board. The Board shall have power to make regulations as shall be necessary for the protection of the property of the Section and for the preservation of good order in the conduct of its affairs.

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ARTICLE X – DUTIES OF DIRECTORS

The duties of the Directors will be outlined in an Officer Handbook and not specified in the By-Laws. Where Director duties have been mentioned in these Bylaws, the Officer Handbook has precedence over the bylaws.

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ARTICLE XI – NOMINATIONS & ELECTIONS

Section 1. Election of Officers and Directors shall be conducted prior to the ~~right day~~ of the Business Section Meeting in December.

Section 2. It shall be the purpose of the nominating committee to judiciously select at least one candidate for each office and directorship to become vacant. The committee must obtain the agreement of each individual to serve if elected. No individual may be nominated for more than one office.

Section 3. The nominating committee shall report to the November Section meeting its proposed slate of candidates, accompanied by a brief biographical sketch for each candidate.

Section 4. Any member not already proposed by the nominating committee may be proposed for nomination in the November Section meeting. The ballot shall clearly instruct the voter as to the number of people that may be voted for in each office or directorship.

Section 5. When the ballots have been recorded, the votes shall be tabulated and the tabulation turned over to the Secretary. The Secretary shall audit the tabulation against the record of the number of ballots received. The successful officers and directors will be installed during the Business meeting in December.

Section 6. Any Officer or Director may be removed from office, with or without cause, by a two-thirds vote of all Members and Associate Members eligible to vote under the Bylaws.

Section 7. In the event that any officer is unable to perform their duties for the term of office, the remaining officers can seek from the membership an officer replacement. The process is to first ask the members if there is anyone interested in the office and then have a membership vote for that person as an officer candidate. If this process is unsuccessful, then the officers may select a member who is willing to hold the office and the officers may vote this person into office without a membership vote.

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ARTICLE XII - COMMITTEES, APPOINTEES & TASK FORCES

Section 1. There may be at least the following standing committees:

- Nominating
- Membership
- Publicity
- Auditing

Section 2. Members of standing committees shall serve terms not to exceed the current calendar year.

Section 3. The committees shall devise their own rules of procedure, subject to the approval of the Officers. At least one officer must be a member of each committee.

Section 4. Special committees may be appointed by the Board as required, and shall serve terms as required to accomplish their purpose, but in no event shall the term be longer than one year.

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ARTICLE XIII - FINANCIAL

Section 1. Each member shall pay to AACEI headquarters their annual dues, payable on the first day of each fiscal year. AACEI will then remit the collected dues to the Section quarterly.

Section 2. The fiscal year of the Section shall extend from January 1 to December 31 of a given year. A financial report shall be given by the Treasurer at the first scheduled officer of each fiscal year.

Section 3. Officers and Directors shall have no power to make the Section liable for any debts amounting to more than half of the amount in the Treasury, in cash, and not subject to prior liabilities.

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ARTICLE XIV - INDEMNIFICATION

The Section shall indemnify any officer, director, or committee member for financial losses resulting from the exercise of judgment made in good faith in the performance of assigned duties.

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ARTICLE XV - PARLIAMENTARY AUTHORITY

The rules contained in the most current edition of Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable, provided that such rules are not inconsistent with these Bylaws.

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ARTICLE XVI - AMENDMENTS

Section 1. Proposals to amend the Bylaws must be signed by at least five (5) members of the Section and must be submitted in writing to the Board.

Section 2. The Board shall consider these proposals and notify the proposers of the Board's opinion within sixty (60) days.

Section 3. These Bylaws may be amended at any meeting of the Section provided official notice of the proposed amendment shall have been communicated to each member with notice of the meeting at least two months in advance thereof. A two-thirds vote of all classes of Members ~~and Associate Members~~ present shall be necessary to amend these Bylaws.

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