

**MAINE
SECTION**



AMERICAN SOCIETY OF CIVIL ENGINEERS

**MAINE SECTION
AMERICAN SOCIETY OF CIVIL ENGINEERS
CONSTITUTION
AND
BYLAWS**

Last Revised October 24, 2006



PREAMBLE

The members of the Maine Section of the American Society of Civil Engineers, in accordance with their charter and for the more effectual execution of their institution establish and ordain the following Constitution (Pages 1 to 5) and Bylaws (Pages 6-10) for the government of said Section.

CONSTITUTION

ARTICLE I

Name and Objective

Section 1. The name of this organization shall be the Maine Section (hereinafter referred to as “Section”), American Society of Civil Engineers (hereinafter referred to as “Society”).

Section 2. The objective of the Section shall be the advancement of the science and profession of engineering in a manner consistent with the purpose of the American Society of Civil Engineers.

ARTICLE II

Membership

Section 1. All Members of the American Society of Civil Engineers of all grades, except Affiliate and Student Members who subscribe to the Constitution and Bylaws of the Maine Section, as evidenced by the payment of current dues of the Section or who are exempt by Article III, shall be Subscribing Members of the Section. All other members of the American Society of Civil Engineers of all grades, whose addresses of record are within the boundaries of the Section, as defined by the Society, shall be Assigned Members of the Section.

Section 2. Only Subscribing Members shall have the right to vote, to hold office, to serve on committees, or to represent the Section officially.

ARTICLE III

Dues

Section 1. There shall be no entrance fee.

Section 2. The annual dues for the calendar year shall be payable in advance of January 1st in the amount established by the Bylaws of the Section. Subscribing membership shall cease for any member whose dues are more than 3 months in arrears.

Section 3. Life Members and Honorary Members of the American Society of Civil Engineers who reside within the boundaries of the Section shall be exempt from the payment of dues and shall have all the privileges of Subscribing Members.

Section 4. Dues may be rebated in exceptional cases by the Executive Committee.

ARTICLE IV
Leadership

Section 1. The officers shall be President, President-Elect, Vice-President, Secretary, Treasurer, two Directors (at least one of which needs to be a younger member), the latest resident Past-President and two New England/Regional Delegates. These Officers shall constitute the **Board of Directors**, in which the administration of the Section (including all policy decisions) shall be vested.

Section 2. The President, President-Elect, Vice President, Secretary, Treasurer, and the latest resident Past-President shall constitute the **Executive Committee**, in which the day-to-day operations of the Section shall be vested.

Section 3. The President-Elect, Vice-President, Secretary and Treasurer shall be elected at the Annual Meeting for terms of approximately one year. The outgoing President-Elect shall automatically assume the duties of President for a term of approximately one year. The terms of these Officers shall begin at the close of the Annual Meeting and continue until the end of the next Annual Meeting.

Section 4. One Director shall be elected each year for a term of approximately two years. The term shall begin at the close of the Annual Meeting and continue until the end of the second succeeding Annual Meeting, or until successor is elected.

Section 5. One New England/Regional delegate shall be elected each year for a term of approximately two years. The term shall begin at close of the Annual Meeting and continue until end of second succeeding Annual Meeting or until successor is elected.

Section 6. A vacancy in the office of President shall be filled by the President-Elect, and if he/she shall be unavailable, then by the Vice President, and otherwise by appointment made by the Executive Committee for the unexpired term. Other vacancies for unexpired terms shall be filled by appointment by the Executive Committee.

Section 7. The Board of Directors, the chairpersons of the standing committees and the contact person to the Student Chapter of ASCE at UMaine shall together constitute the **Leadership Team**. This team shall meet at the discretion of the President to report the activities of the standing committees, to exchange ideas, to advise Board and Executive Committee regarding annual goals and for developing annual Strategic plan.

ARTICLE V Meetings

Section 1. The Annual Meeting shall be held in the month of May on such date and at such place as the Board of Directors shall designate. Other meetings shall be called at the discretion of the Board of Directors, or by the President upon the written request of at least ten Subscribing Members.

Section 2. Notice of call for a meeting shall be sent to all Subscribing Members not less than 10 days in advance of the meeting date.

ARTICLE VI Amendments

Section 1. This Constitution may be amended only by the following procedure:

- A. A proposed amendment to this Constitution must be submitted to the Section Secretary in a written petition signed by not less than 15 Subscribing Members of the Section.
- B. The proposed amendment shall be cleared through the Section Board of Directors and the Society Board of Direction or a standing committee designated by the Society Board of Direction before being voted upon.
- C. The proposed amendment shall be distributed to the Subscribing membership of the Section who shall be given the opportunity to vote.
- D. To become effective it shall receive an affirmative vote of not less than two-thirds of the Subscribing Members voting, and the approval of the Society Board of Direction or a standing committee designated by the Society Board of Direction.



ARTICLE VII
Miscellaneous Provisions

Section 1. No part of the net earnings of the Section shall inure to the benefit of any private shareholder or individual and no substantial part of the activities of the Section shall be carrying on propaganda. The Section shall ensure that any attempt to influence legislation will be done ethically and in best interest of the Section and that within federal and state spending limitations as established by the Internal Revenue Service or other government agency. The Section shall not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

Section 2. Upon dissolution of the Section the assets remaining after the payment of the debts of the Section shall be distributed to such corporation, community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary or educational purposes, or for the prevention of cruelty to children or animals, which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code, as they now exist or as they may hereafter be amended, as the Board of Directors shall have designated and in the absence of such designation they shall be conveyed to the American Society of Civil Engineers.

BYLAWS

PREAMBLE

The Bylaws of the Maine Section of the American Society of Civil Engineers are to be interpreted in all respects in accordance with the Constitution of the Maine Section of the American Society of Civil Engineers, as amended October 24, 2006.

ARTICLE I

Meetings

Section 1. In addition to the Annual Meeting, at least four meetings shall be held each year.

Section 2. Notice of each meeting of the Section shall be sent to each Subscribing Member of the Section, and as the Executive Committee shall direct.

Section 3. Fifteen Subscribing Members shall constitute a quorum for transacting business at a meeting of the Section.

ARTICLE II

Committees

Section 1. All committees shall be appointed by the President and confirmed by the Board of Directors.

Section 2. The following standing committees shall be appointed following the Annual Meeting and prior to the next regular meeting:

- A. Public Relations (Chair: President-Elect)
- B. Technical Seminar Planning Committee (Chair: Director #1)
- C. Younger Member's Activities (Chair: Director #2)
- D. Program (Chair: Vice President)
- E. Membership (Immediate Past President)
- F. Legislative Affairs
- G. History & Heritage
- H. Scholarship

- I. Student Contact at UMaine
- J. Nomination Committee (Chair: Immediate Past President)

Each Committee should have at least 3 members

Section 3. The President shall appoint such other committees as from time to time are deemed necessary.

ARTICLE III

Nomination and Election of Officers

Section 1. The Nominating Committee of the Section shall be a standing committee. It shall consist of not less than three members duly selected by the Section Board from the Section membership. Preference shall be given to including recent, active Past-Presidents of the Section who are Subscribing Members of the Section.

Section 2. The Nominating Committee shall choose one or more candidates for election to each office, except the office of President, prescribed by the Constitution and obtain the consent of nominees to serve if elected. In addition, candidates may be nominated by written petition containing fifteen (15) signatures of Subscribing Members.

Section 3. The Secretary shall send a letter ballot containing the list of official nominees, petition nominees, and a space for a write-in vote for another candidate for each office, to each Subscribing Member of the Section at least 20 days prior to the Annual Meeting

Section 4. Ballots returned to the Secretary up to the time of counting shall be opened and counted at the Annual Meeting by three tellers appointed by the President. For each office the candidate receiving the highest number of votes cast shall be declared elected. In the event of a tie, the Subscribing Members eligible to vote who are present at the Annual Meeting shall elect by show of hands from among the candidates tied. A majority of the votes so cast is required for election.

Section 5. The President-Elect shall succeed to the office of President at the close of the Annual Meeting.

ARTICLE IV Duties of Officers

The duties of the Officers shall be as follows:

1. The President shall be the chief executive officer responsible for the administration of the Section. He/she shall preside at all meetings, make committee appointments and be member, ex-officio, of all committees except the nominating committee and committees administering funds. When necessary, he/she shall represent the Section at official functions of other organizations.
2. The President-Elect shall be understudy to the President and should preside at all meetings in his/her absence. He/She shall chair the Public Relations Committee and carry out duties as assigned by the President.
3. The Vice-President shall chair the Program Committee and shall assume other duties assigned by the President.
4. The Secretary shall keep the correspondence records of the Section, be the communication link to the Society, prepare annual reports, and keep minutes of all the meetings.
5. The Treasurer shall be responsible for the maintenance and disbursement of all funds. He/She shall prepare monthly reports on the financial condition of the Section and shall maintain the membership roster, authenticating all paid dues with the Society.
6. The Directors shall assist with setting policy and goals of the Section. One Director shall be elected to chair the Technical Seminar Planning Committee; the other may chair the Younger Member's Activities Committee.
7. The New England/Regional Delegates shall assist with setting policy and goals of the Section. The delegates will attend New England Council and Region 1 Assembly meetings, reporting on behalf of the Section and be the communications link with the Council, the Region 1 Board of Governors, and the other New England and Region 1 Sections. The New England Council and Region 1 Assembly may meet up to two times per year each.
8. A simple majority of the Board of Directors or Executive Committee shall constitute a quorum.

ARTICLE V

Dues

Section 1. The Annual dues for Subscribing Members of the Maine Section shall be ten dollars (\$10.00), payable in advance of January 1. The annual dues for Student Members shall be one dollar (\$1.00) per school year. The Section shall utilize the ASCE dues billing system for collection of Subscribing Member dues.

Section 2. Honorary Members and Life Members shall not be subject to payment of dues.

Section 3. Three months after the start of the calendar year, the Section shall notify each Subscribing Member who has not yet paid his/her dues for the current year, that unless payment is made within thirty days, his/her Subscribing membership in the Section shall cease and his/her name shall be removed from the list of Subscribing Members of the Section.

ARTICLE VI

Termination of Section Membership

Section 1. Section membership shall be terminated by:

- A. Death of a member
- B. Non-payment of dues
- C. Resignation
- D. Expulsion in accordance with the Society Bylaws

ARTICLE VII

Affiliation With Technical Societies

Section 1. The Maine Section shall establish and maintain its membership in the New England Council and Region 1 Assembly of the American Society of Civil Engineers in order to promote and integrate the activities of the Local Sections and the Society.

ARTICLE VIII

Amendments

Section 1. Bylaws may be adopted or amended only by the following procedure:



A. The proposed Bylaws amendment(s) shall be approved by not less than a majority of the Section Board of Directors and submitted to the Society Board of Direction or a standing committee designated by the Society Board of Direction (currently the Society Committee on Geographic Units) for review and approval.

B. Upon approval by the Society Board of Direction or a standing committee designated by the Society Board of Direction (currently the Society Committee on Geographic Units), the proposed Bylaws amendment(s) shall be distributed to the Subscribing membership. The proposed amendment shall be voted upon by those Subscribing Members in attendance at a business meeting provided that written notice of the proposed amendment shall have been given to the membership along with the meeting notice. To become effective, the proposed Bylaws amendments shall receive an affirmative vote of a majority of Subscribing Members voting.

C. When a meeting is not possible, a mail-ballot option may be utilized. To become effective, the proposed Bylaws amendments shall receive a majority vote of returned mail ballots, provided the proposed change has been sent in writing to the Subscribing Members thirty (30) days prior to the ballot deadline.