

Constitution & By-Laws of the Civil Engineer's Club of Charleston, South Carolina

Article I. Name

The name of this organization shall be "The Civil Engineer's Club of Charleston, South Carolina", and shall be referred hereinafter as the "Club".

Article II. Purpose

The Club shall be dedicated to the association of Civil Engineers and those professionals engaged in the art of Civil Engineering.

Article III. Membership

Membership in the Club shall be divided into three categories: "Members", "Associate Members", and "Student Members".

- a. A member shall be not less than 21 years of age at the time of his admission, and shall be either a civil engineering graduate of an engineering college or university of approved standing, or shall be registered to practice a recognized branch of civil engineering by a state board of engineering examiners, or shall be a member of the American Society of Civil Engineers (ASCE).
- b. An associate member shall be not less than 21 years of age at the time of admission, and shall have at least an associate degree from a college of recognized standing in a profession closely related to civil engineering, or shall be engaged in assisting professionally in the civil engineering field.
- c. A student member shall be not less than 21 years of age at the time of admission, and shall be enrolled in a college of recognized standing and majoring in Civil Engineering or a program closely related to civil engineering. Any student member shall be in good academic standing with a grade point average of 2.0 or better (on a 4.0 scale).
- d. Not more than twenty five percent (25%) of the Club membership shall be comprised of the sum total of associate members and student members. The 25% may only be exceeded by those who are associate members or student members at the time of the adoption of this provision of the Constitution or if the percentage is exceeded due to a reduction in club membership. In such a case associate and student members shall be fully entitled to continue in their current capacity.
- e. Rights of members and associate members: Members and associate members shall have equal right to vote on all matters affecting the Club. Only members shall be eligible to obtain the offices of President and President-Elect. Members and associate members shall be equally eligible for all other offices and committee responsibilities.
- f. Rights of Student Members: Student members shall not have the right to vote on matters affecting the club nor may they be eligible to obtain the offices of President, President-Elect, Secretary, or Treasurer. Student members shall have the right to serve a supporting role on any committee except the Executive committee. A student member shall not be permitted to serve as the chairperson of any committee unless permitted by the President.
- g. As used hereinafter, the term "Member" shall be considered to apply equally to all members and associate members, except as expressly limited by this Article or other Articles of the constitution, or by the By-Laws. The term "Member" shall not be applied to a student member unless specifically stated.

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- h. Any member, associate member, or student member may be expelled, suspended, or censured by an affirmative vote of not less than two-thirds (2/3) of the majority of the members of the Executive Committee who consider the conduct of such member prejudicial to the welfare of the engineering profession or of the club.

Article IV. Officers and Administration

The officers of the Club shall be the President, the President-Elect, the Secretary, and the Treasurer. These officers shall be elected annually by the members as detailed in this Article.

The Executive Committee shall be comprised of the officers and four (4) additional members selected by the President. The Executive Committee term of service shall be for one fiscal year.

In the event the office of President becomes vacant prior to end of the fiscal year, the President-Elect shall automatically succeed to that office. The succeeding president shall not have authority to reselect members of the executive committee unless members of that committee voluntarily abandon their positions. In the event any other office similarly becomes vacant prior to the end of the fiscal year, it shall be filled by a majority vote of the Executive Committee.

- a. The nominating committee for the nomination of officers for the ensuing fiscal year shall consist of the three members of the executive committee which were appointed by the President.
- b. Members shall be notified by electronic notice at least two weeks prior to the meeting scheduled for the nomination and election of officers.
- c. The nomination of officers by the Nominating Committee shall be presented to the membership in attendance at the meeting.
- d. Members or student members may also make nominations for officers from the floor at the meeting.
- e. The election of officers for the ensuing fiscal year shall be by a majority vote of the members in attendance.

Article V. Duties of Officers

The President shall be an active member of the Club and in good standing. He/she shall supervise the affairs of the Club and shall preside at all meetings of the Club. In addition, he/she shall act as the Chairman of the Executive Committee. He/she shall, with the assistance of the Executive Committee, select the Chairmen for the Club Committees.

The President-Elect shall be an active member of the Club and in good standing. He/she shall preside in the absence of the President and act as Chairman of the Program Committee.

The Executive Committee shall be the legal representative of the Club and, as such, shall have full control of the management of the affairs of the Club. It shall have power to expend funds of the Club, but must not incur indebtedness beyond the funds available. All questions brought before the committee shall be decided by majority vote of the committee.

The Secretary shall be an active member of the club and in good standing. It shall be his/her

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duty to attend and duly record the proceedings of all meetings of the Club, Executive Committee meetings, and special-called joint committee meetings. He/she shall maintain the membership records of the Club and shall receive applications from prospective members for disbursement to the Membership Committee.

The Treasurer shall be an active member of the Club and in good standing. He/she shall maintain the funds of the Club in a financial institution providing, but not limited to, checking and savings account services. He/she shall collect all moneys due the Club and deposit them in the appropriate Club account within 48 hours of receipt. He/she shall pay all bills against the Club as approved by the President or Executive Committee. He/she shall make verbal report on the collections and expenditures of the funds of the Club for the previous month at each monthly meeting.

Article VI. Duties of Committees

All Committees shall be comprised of at least one Chairman. Committee members, with the exception of the Executive Committee, shall be chosen by the Committee Chairman, as he/she sees fit, to accomplish the duties of the committee.

The Executive Committee shall have duties and members as established in this Constitution.

The Membership Committee shall be responsible to maintain and build the membership of the Club.

The Nominating Committee shall have duties and members as established in this Constitution.

The Marketing and Communications Committee shall be responsible for the maintenance of web sites, social media accounts and similar tools to publicize Club meetings, events, and special club news items. The Committee is also responsible for the notification to all members of future meetings and the notification to the President of the "expected" number of members to attend the next scheduled meeting. The Committee shall also participate in promoting club sponsorship.

The Program Committee shall be responsible for the technical presentations of the meetings and have member(s) as established in this Constitution.

The Scholarship Committee shall be responsible to identify and interview civil engineering college students, and present their names to the membership as potential recipients of the LeTellier Scholarship. Student members shall not participate in the voting or interviewing of scholarship candidates.

All other committees necessary for the management of the Club shall be designated and have their duties assigned by the President.

Article VI. Amendments and By-Laws

The Constitution may be amended by a vote of the majority of the members present at a regular

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meeting. Members are to be notified by electronic notice at least two weeks prior to the vote. The written notice shall include the text of the Constitution to be amended and the amendment. The By-Laws may be amended, repealed, or added to, by a vote of a majority of the members present at a regular meeting. Members are to be notified by electronic notice at least two weeks prior to the vote. The written notice shall include the text of the By-laws to be amended and the amendment.

By-Laws

Fees and Dues

All members shall pay annual dues as presented by the officers and voted on by the membership. Membership dues shall not fall below the \$25 threshold as set forth in past club years.

- a. The fiscal year of the Club shall begin on September 1st and terminate on August 31st. Annual dues shall be due on September 1st of the fiscal year covered by said dues. It shall be the duty of the Secretary to notify each member in writing before the September meeting of the amount due from the said member for an ensuing year.

Any member whose dues have not been paid by December 1st shall have their name removed as a member of the Club,

Membership Application

Any person desiring to become a member, associate member, or student member must complete an application form provided by the Club. Each application shall include a concise statement of the applicant's qualifications. Applications shall be forwarded to the Secretary, who shall submit them to the Membership Committee. The Membership Committee shall review and forward the application for associate or student membership to the Executive Committee. A majority vote of the Membership Committee shall be necessary for election of members, and a majority vote of the Executive Committee shall be necessary for election of associate members. The applicant shall be notified of his election, and, upon payment of dues shall become a member, associate member, or student member as appropriate.

Time and Place of Meetings

Meetings of the general membership shall be held on the first Thursday of each month, except during the months of June, July, and August. In the event a regularly scheduled meeting conflicts with a national holiday or other occasion which would make it inconvenient for members to attend, the Executive Committee shall have authority to postpone a meeting and reschedule as appropriate.

Scholarship Fund

- a. Ten dollars (\$10.00) of the annual membership dues, shall be set aside for a scholarship fund reserve to be disbursed only as specified elsewhere in this section. The Treasurer shall deposit and account for these funds.

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- b. The scholarship shall be limited to a student or students from Berkeley, Charleston, or Dorchester Counties and shall be named the Colonel Louis S. LeTellier Scholarship.
- c. The scholarship(s) shall be granted to a full-time student or students enrolled in a Civil Engineering curriculum at an accredited college or university in the state of South Carolina.
- d. Applicants shall be reviewed by the Scholarship Committee, and a recommendation for the proposed recipient(s) shall be made to the Club membership. Award shall be made according to a majority vote of members present at a regular meeting.
- e. The recipient(s) shall be entering his/her junior college year when initially awarded the scholarship. Award will be limited, to two (2) successive college years for any one recipient. The cumulative award amount will not be more than five thousand dollars (\$5,000.00) per academic semester and will not exceed ten thousand dollars (\$10,000.00) per academic year. This amount shall not exceed 25% of the available funds at the close of the previous fiscal year and shall not be supplemented by Club funds in any amount unless as directed by a majority vote of the members present at any regular meeting, having all members been notified two weeks prior to the vote.
- f. The award may be supplemented by contributions in any amount from other individuals or organizations. These other contributions will be administered by the Club.
- g. Payments will be made directly to the college or university at the beginning of each term to be credited to the college account of the recipient(s).
- h. Continuance of funds after the initial award will be contingent on the recipient's academic attainment of a grade of "C" (2.0) or better for the previous term. Recommendation for continuance will be made by the Scholarship Committee. The decision for a continuance at each term will be made by a majority vote of members present at any regular meetings.

Expenditures

All expenses of the Club shall be met by payments made by check or electronic transfers, issued by the Treasurer of the Club, as directed by the President or Executive Committee.

Officers and committee chairmen may pay bills as required by their duties and be reimbursed by the Treasurer on presentation of the receipt, provided such expenditures have been authorized by the President or Executive Committee.