

# **Colorado Engineering Council BYLAWS**

## **SECTION 1. CONSTITUENT ORGANIZATIONS**

Any organization qualified by the Constitution of Colorado Engineering Council, desiring to obtain a position in the Council, shall file with the Secretary thereof, an application accompanied by a copy of its constitution and bylaws, and a list of its officers and members.

In considering the applications of organizations for membership in Council, the following factors and aspects shall be considered:

- a.** That the stated purpose of the organization is to promote general professional or technical advancement of its members;
- b.** That the activities of the organization are consonant with those of Council, and that affiliation will be mutually beneficial; and,
- c.** That a majority of the members of the organization meet definite, recognized professional or technical qualification standards for engineers, architects, scientists, or technicians.

The President of Council shall submit all applications for membership in Council to the Advisory Committee for review and a report to Council. Recommendations made in this report shall not be binding on the Council of Representatives, but shall be given due consideration in acting upon an application. Membership in the Council shall be granted by an affirmative vote of three-fourths of the members present at each of two successive meetings of the Council of Representatives.

## **SECTION 2. ASSOCIATE MEMBER ORGANIZATIONS**

An organization that does not meet the requirements for constituent membership, but does support the purposes and functions of the Colorado Engineering Council shall be eligible for membership as an Associate Member. Such organization shall submit a formal application stating its support of Council's purposes and functions to the secretary. The President shall submit such applications for membership to the Advisory Committee for review and a report to Council. Recommendations made in this report shall not be binding on the Council of Representatives, but shall be given due consideration in acting upon an application. Membership shall be granted by an affirmative vote of three fourths of the members present at each of two successive meetings of the Council of Representatives.

**SECTION 3.  
CONDITIONS OF MEMBERSHIP**

Except for non-payment of dues, the right of a constituent organization or an associate member organization for membership in Council may be terminated by an affirmative vote of three-fourths of the members present at each of two successive meetings of the Council of Representatives in the following manner. Petitions requesting termination of membership of an organization in Council shall state the reasons for the action and shall be signed by at least five members. Only reasons which are clearly contrary and detrimental to the purposes and best interests of Council shall be considered. A petition for termination shall be submitted to the President of Council who shall promptly refer the petition to the Advisory Committee of Council for review and submission of recommendations to the President. The President shall inform the petitioners of the recommendations of the Advisory Committee report, and unless the petition is withdrawn, shall present the petition and Advisory Committee report to the next regular meeting of Council.

Positions in the Council of Representatives shall be occupied by the Representative or the Alternate of each organization, provided the Secretary of the Council shall have on file the proper certification of the election or appointment of such Representative or Alternate. In case both the Representative and Alternate of a constituent organization are unable to attend a given session of the Council of Representatives, the presiding officer of the said organization may, at his discretion, appoint a substitute Representative to attend the said session provided the Secretary of Council be notified in writing of said appointment.

The term of office of its Representative and Alternate shall be determined by each organization excepting that the certified Representative and Alternate shall serve until new appointments are properly certified to the Secretary of Council.

Representation in the Council shall be based upon the condition that each constituent organization shall grant to its Representative and Alternate the authority required for fulfillment of the duties of a member of the Council of Representatives.

**SECTION 4.  
MEETINGS**

The annual meeting of the Council of Representatives shall be held the second Wednesday of June.

Regular meetings of the Council of Representatives shall be held at least once each month at such time and place as the Executive Committee shall designate; provided, however, that summer meetings may be omitted.

Special meetings may be called at the discretion of the President. Upon written petition from the Representatives of at least three constituent organizations of the Council, the President shall call a special meeting of the Council of Representatives.

Meetings of the Executive Committee may be held at any time upon the call of the President of Council.

**SECTION 5.  
QUORUM - TRANSACTION OF BUSINESS**

A quorum for the transaction of official business in the Council of Representatives shall consist of one-third of the members of the Council of Representatives.

All official acts of the Council of Representatives shall be determined by a majority vote of the members present at any meeting, excepting where otherwise provided in the Constitution and Bylaws of Council, and excepting that upon the protest of one Representative final action shall not be taken upon the subject so protested until the next regular meeting of the Council.

Questions of procedure in the conduct of the business meeting of the Council of Representatives shall be governed by Roberts' Rules of Order if not in conflict with these Bylaws.

A quorum for the transaction of official business in the Executive Committee shall consist of four members.

**SECTION 6.  
VOTING POWER**

The voting power in the Council of Representatives shall be vested in the Representatives or Alternates of the constituent organizations and the Officers and Directors of the Council, provided that any Officer or Director who is also an accredited Representative of a constituent organization shall have but one vote.

Associate member organizations' representative or alternate shall have the right to participate in council discussions and committees but shall have no voting powers in the Council of Representatives. Neither shall they have the right to hold office in the Council.

**SECTION 7.  
ELECTION OF OFFICERS AND TERMS OF OFFICE**

The Officers shall be elected for a term of one year. Two Directors shall be elected for terms of two years. The terms of these two Directors shall be staggered so that one Director will be elected each year.

The President of the Council, upon the expiration of his term of office as President, shall serve on the Executive Committee for a term of one year.

The Nominating Committee for the election of Officers and Directors shall consist of the three most recent and available Past Presidents and two others who shall be either Representatives or Alternates. These other members of the Nominating Committee shall be elected at the March meeting of the Council of Representatives. At the April meeting, the Nominating Committee shall present a slate of nominees for all offices. To this slate shall be added any nominations received from the floor at the April meeting.

Election of Officers and Directors for the ensuing year shall be accomplished at the May meeting of the Council of Representatives.

The newly-elected Officers and Directors shall be installed and assume office at the annual meeting of the Council of Representatives.

**SECTION 8.  
COMMITTEES OF COUNCIL**

All current and past members of Council shall be eligible for appointment to Council committees. Such members may also be designated by the President as a representative of Council to other organizations.

The Standing Committees of Council shall be as follows:

**a. ADVISORY COMMITTEE**

Only the current President and Past Presidents may serve on this committee. The President may designate such Past Presidents as he desires to serve on ad hoc advisory committees. The President may serve as the Chairman of such committees or he may designate another member of the committee to serve as Chairman.

**b. AUDITING COMMITTEE**

**c. COLORADO SCIENCE AND ENGINEERING FAIR COMMITTEE**

**d. EDUCATION COMMITTEE**

**e. ENVIRONMENTAL ACTIONS COMMITTEE**

**f. EXECUTIVE COMMITTEE**

All elected Officers and Directors of Council shall be members of this committee.

**g. GOVERNMENTAL AFFAIRS AND APPOINTMENTS COMMITTEE**

**h. GOLD MEDAL AND HONOR AWARDS COMMITTEE**

All Past Presidents of Council shall be members of this committee. The President shall appoint a committee member to serve as Chairman whenever this committee is required to function.

**i. HOLIDAY REUNION COMMITTEE**

**j. LIBRARY COMMITTEE**

**k. MEMBERSHIP COMMITTEE**

**l. PUBLIC RELATIONS COMMITTEE**

**m. STUDENT AWARDS COMMITTEE**

All standing committee appointments shall be made by the President. The President also may appoint special committees or representatives of Council to other organizations for furthering the interests or purposes of Council.

The Chairmen of committees shall be responsible for reporting the activities of their committees at regular Council meetings, or as otherwise requested by the President.

The terms of all committees, unless otherwise constituted, shall expire at the annual meeting of Council in June.

The President of Council shall be an ex-officio member of all committees except the Nominating and Auditing committees.

So the committee organization of the Council for the ensuing year may be expedited following the election of Officers, the President-elect shall be authorized and empowered to set up all Council committees prior to the time set for the installation of officers. Appointments to these committees shall be made by the newly-elected President as herein provided under this Section of the Bylaws.

#### **SECTION 9. DUES**

The annual dues for each constituent organization of Council shall be one hundred dollars, except that for any constituent organization not receiving funds from a national society and having a membership of forty or less, the annual dues shall be fifty dollars, payable in either case in advance on the first of January for each year. At the discretion of the Council of Representatives, constituent organizations may be dropped for nonpayment of dues.

Each new organization shall, upon its admission as a constituent organization or associate member organization, pay to the Council simultaneously with the certification of its Representative and Alternate, the proportion of the dues for the unexpired months of the calendar year in which the admission is granted.

The annual dues for each associate member organization shall be determined by the Council of Representatives upon the recommendation of the Advisory Committee.

The fiscal year of the Council shall be from January 1st to December 31st.

#### **SECTION 10. AWARDS**

Council is hereby authorized to bestow awards to individuals selected for recognition of their superior achievements and contributions to the various professional activities promoted by Council and its constituent and associate member organizations. Gold Medal or Honor Awards

may be made to persons who are actively engaged in the practice or promotion of engineering, science, or the related professions and technologies associated therewith. The President's Award may be given to a member who has made outstanding contributions to Council. Student Awards may be made to outstanding students receiving degrees in engineering or engineering technology from accredited colleges and universities. The criteria, types, and procedures for making Council awards shall be as hereinafter specified:

**a. GOLD MEDAL AWARD**

This award shall be made only to a citizen of Colorado in recognition of outstanding contributions and distinguished service to science, engineering, or a closely allied profession. The nominee shall be a person who is generally recognized by contemporaries as having had a distinguished professional career.

Nominations for this award may be made at any time by a constituent or associate member organization, a Council member, or the Gold Medal and Honor Awards Committee. Such nominations shall be delivered in writing to the President of Council and shall be kept confidential until approval is voted by the Executive Committee. Letters of nomination shall include a brief biography and the details of achievements that are considered to be of outstanding and distinguished caliber in such fields as design, construction, research, education, or other allied technical activities. Nominating letters shall take special care to explain the character and importance of the activities and contributions that make them outstanding and distinguished.

The President shall refer such nominations to the Gold Medal and Honor Awards Committee which shall review and investigate each nomination carefully to be sure the cited attainments meet the standards set forth herein for the highest award of Council.

The Awards Committee shall submit its recommendation on the nomination to the President of Council who shall present it to the Executive Committee for consideration and a vote for or against the award. A nomination which is rejected may be resubmitted after an elapsed time of at least two years.

Presentation of the award shall be made at a time and in a manner deemed appropriate by Council. The award shall consist of a citation, a gold medal with an explanatory booklet, and a framed Gold Medal Award certificate, inscribed with the recipient's name and specially cited distinguished attainments. A suit able commemorative program with a picture of the recipient also shall be provided.

**b. CERTIFICATE OF HONOR**

This award shall be made to the immediate Past President of Council and to other persons in recognition of meritorious contributions and noteworthy service to science, engineering, or a closely allied profession. In special cases, this award may be made to individuals whose efforts

have greatly assisted or benefitted activities sponsored by Council. Awardees shall be persons who are generally recognized as having records of superior attainments in their careers.

Nominations for this award may be made at any time by a constituent or associate member organization, a Council member, or the Gold Medal and Honor Awards Committee. Such nominations shall be in writing and shall be delivered either to the Committee or to the President of Council. The nominations shall have a brief summary of the work and activities of the nominee that are deemed to be of meritorious and noteworthy caliber. Activities or attainments which are believed to merit special citation on the certificate should be noted on the nomination.

Award to the Past President shall be automatic, but all other awards except student awards shall be acted upon by the Gold Medal and Honor Awards Committee. The Committee shall select not more than three persons each year to receive the award. The names of all persons nominated shall be kept on file until awarded or until the nominee has been considered for award at least three times. Nominations received after the first of November will not be considered for award until the following year.

The Committee shall advise the President of its selections and the President shall submit the Committee's nominees to the Executive Committee for approval.

Presentation of the awards shall be made by the President at the Holiday Reunion. The award shall consist of a citation summarizing the facts on which the award is based and a framed Certificate of Honor inscribed with the recipient's name and specially cited noteworthy attainments.

**c. PRESIDENT'S AWARD**

The purpose of this award shall be to recognize a member whose services and contributions have been highly beneficial to Council. The prerogative of selecting a member to receive this award shall rest solely with the President, and shall not require approval of the Executive Committee.

Both the selection and bestowing of the award at the Holiday Reunion shall be done during the incumbent President's term of office. The award presentation shall include a letter summarizing the recipient's contributions, and a plaque suitably inscribed to show the nature of the award, the recipient's name, and the award date.

**d. STUDENT AWARDS**

Awards may be made to outstanding engineering and engineering technologies students in Colorado who are graduating from colleges or universities having curricula approved by the Accreditation Board for Engineering and Technology. Participation of schools in the awards

program shall be by invitation from Council. Awards will be given in three categories in accordance with the following criteria and procedures:

**Category 1.**- Three graduating students will be eligible for awards in each school having four or more established engineering degree curricula, based on such fundamental disciplines as civil, mechanical, electrical, chemical, mining, petroleum, or other comparable engineering options. All three students will receive an engineering student's Certificate of Merit, and in addition, the one selected as the top student will receive a Silver Medal and booklet.

The method used to nominate the three students for award shall be determined by the school. The names of the students selected shall be sent to the Student Awards Committee at least thirty days before the award date to allow time for interviewing, preparing the award medal and certificates, and making presentation arrangements.

The Committee shall arrange a luncheon to meet with the students and involved faculty members, after which each student shall be interviewed individually by a three-member panel from the Student Awards Committee. The school shall provide the committee with faculty rating sheets and a sheet giving general background information, scholastic rating, and extra-curricular activities for each student. During the interview the Committee will ask each student a number of general, non-technical questions on various subjects. Based on these elements, each Committee member shall make an independent rating of the three students. All of the foregoing factors shall be taken into consideration in the selection by the Committee of the student deemed best qualified to receive the Silver Medal. The presentation time selected by the school shall preferably coincide with an established function or occasion for making engineering awards. The awards shall be presented by the President of Council, or by the President's designated representative.

**Category 2.**- One student will be eligible for award of an engineering student's Certificate of Merit in each school having one to three established engineering degree curricula based on fundamental engineering disciplines as stated for Category 1. The method used to select the student to receive the award shall be determined by the school.

**Category 3.**- One student will be eligible for award of the Certificate of Merit for engineering technology students in each school granting Engineering Technology degrees in two or more disciplines.

The selection and presentation procedures shall be the same as for Category 1 awards.

**SECTION 11.  
STATUS OF FORMER OFFICERS,  
REPRESENTATIVES, AND ALTERNATES**

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All former Officers, Representatives, and Alternates of the Council shall be carried on a permanent roster. They shall have the privilege of attending meetings of the Council of Representatives and may take part in discussions and shall be entitled to present motions but not to vote on any motion presented to the Council of Representatives.

**SECTION 12.  
NON-PROFIT ORGANIZATION**

The Colorado Engineering Council is a non-profit, incorporated membership association organized and existing under and by virtue of the laws of the State of Colorado.

No member of the corporation shall be entitled to or have any interest in the assets of the corporation or any right to share in the distribution thereof. In the event of the dissolution of the corporation, its then assets shall be paid over and delivered to the Scientific and Engineering Section of the Denver Public Library for the purchase of technical and scientific books.

**SECTION 13.  
AMENDMENTS TO BYLAWS**

These Bylaws may be amended by an affirmative vote of three-fourths of the membership of the Council of Representatives, provided the proposed amendment shall have been presented in written form to each Representative and discussed at a regular meeting of the Council of Representatives preceding the meeting at which time a vote on the amendment is to be taken.

Adopted:

October 8, 1958

Amended:	March 8, 1961
Amended:	October 12, 1966
Amended:	April 9, 1969
Amended:	April 12, 1972
Amended:	May 12, 1976
Amended:	March 10, 1982
Amended:	October 12, 1994