

BY-LAWS OF THE ENGINEERING PROFESSIONALS CHAPTER
OF THE GOVERNMENT ADMINISTRATORS ASSOCIATION

ARTICLE I - NAME AND ORGANIZATION STRUCTURE

The name of this organization shall be the ENGINEERING PROFESSIONALS CHAPTER OF THE GOVERNMENT ADMINISTRATORS ASSOCIATION (GAA), hereinafter referred to as the EPC.

The Chapter shall consist of supervisory and non-supervisory members having separate units within the chapter. Other chapters within the EPC may be established consisting of the members identified in Article III, with GAA approval.

ARTICLE II - PURPOSE

The purpose of the EPC is to:

1. Foster the best interests and welfare of its members and to support the objectives of the GAA.
2. Advancement of the Sciences of Engineering and their application.
3. Dissemination of information pertaining to Engineering and related activities.
4. Meet, confer and negotiate with public employers concerning grievances, wages, rates of pay, hours, of employment or work conditions.

ARTICLE III - MEMBERSHIP AND DUES

The membership of the EPC shall consist of all GAA members employed as Architects, Civil Engineers, Chemical Engineers, Electrical Engineers, Industrial Engineers, Mechanical Engineers, Public Health Engineers,

Wastewater Engineers, Land Surveyors, Urban Planners, Landscape Architects and other engineers.

Section 2. Each member shall faithfully observe the By-Laws of the EPC and loyally support the due and proper determinations of the majority of its membership.

Section 3. The membership dues of the EPC shall consist of an amount as authorized by the EPC membership in addition to authorized dues as described in Article VIII of the GAA By-Laws.

ARTICLE IV - MEETINGS

Section 1. Regular meetings of the membership of the EPC and its chapters shall be held at least once every six months. Notice of the regular meeting with an agenda therefore, shall be mailed to the residence of each EPC member as it appears in the records of the Secretary at least seven days before said meeting.

A quorum for a regular or special meeting shall consist of twenty percent of members in good standing.

Section 2. A special meeting may be called by a majority vote of the EPC Board of Directors or ten percent of the respective membership in good standing of the EPC or Chapter by written request made to the President of the EPC or Chapter. This request shall set forth a date and purpose for the meeting, which shall be no sooner than ten days subsequent to the date of serving, and not within ten days of a scheduled meeting. The President shall then issue the call to the membership.

Section 3. The EPC Board of Directors and its chapters shall meet quarterly. A meeting notice and agenda, shall be given to each Board member at least three days prior to any Board meeting.

Two-thirds of the Board of Directors members shall constitute a quorum.

Section 4. Meetings shall be conducted according to Roberts Rules of Order.

Section 5. Voting results, as defined herein, shall be construed as a simple majority of those present and voting and not abstaining at a meeting of which a quorum is present, unless the contrary shall be specifically herein provided.

ARTICLE V - OFFICERS AND BOARD OF DIRECTORS

Section 1 A) EPC

The officers of the EPC shall be:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary

The EPC Board of Directors shall consist of the above officers plus one representative from each EPC chapter elected by their respective membership.

Board members shall have only one vote even if said member is both an officer of the EPC and a representative of the chapter.

B) CHAPTERS

The officers of a chapter shall be:

- A. President
- B. Vice-President
- C. Treasurer
- D. Secretary

Each chapter shall be entitled to elect one member to the Board of Directors of the EPC, who shall be a voting member of the Board.

Section 2. Members of the EPC Board and Chapter officers shall all serve without compensation, except the EPC Board members may each receive a set amount established in the annual budget and authorized

by the EPC membership for each regular Board meeting attended, and shall be reimbursed for any necessary authorized expenses incurred in the performance of EPC and Association business.

Section 3. Eligibility for Chapter Officers and the Board of Directors shall be open to members in good standing who have been members for at least one year in the EPC. This requirement shall not be in effect for the first election of EPC and its chapter officers, nor any subsequent affiliation of additional chapters.

Section 4. Officers of the EPC and Chapters shall be eligible for GAA Office or Executive Board position.

Section 5. Every Officer and Representative from the EPC shall keep in confidence any official matter concerning an Association member.

Section 6. The Chapters Officers and EPC Board members shall hold office for two years, commencing January 1 following the election and ending December 31. Election of Chapter Officers and the EPC Board shall take place in November of every even numbered year. The effective date for installation of Officers and Board Representatives for the first election of any Chapter shall be upon the certification of the results of the election by the Election Committee on the day of the election.

Section 7. Officers or Board members who are absent from three consecutive Board meetings without properly notifying the Secretary and being excused by the Board for absence, shall be removed from office.

ARTICLE VI - NOMINATING COMMITTEES

Section 1. Nomination Committees of three members shall be appointed by the respective Presidents of the EPC and Chapter with the advice and consent of the respective Boards by October 30th of even numbered years.

Section 2. Nominations of Officers and Board members shall be

presented at a regular or special EPC or Chapter meeting, which shall precede the date of election by at least fourteen days.

Members may be nominated in their absence, but shall advise the Secretary within seven days upon notification of said nomination, in writing, of their intention to accept such nomination. If no response is received from the nominee within the designated time it shall be understood as a declination.

Section 3. Additional nominations shall be solicited from the floor at the meeting at which the nominations are accepted.

Section 4. The Nominating Committee shall present one or more candidates for each Office and **Board position.**

ARTICLE VII - ELECTIONS

Section 1. The day of the election shall be no sooner than fourteen days after nominations of the Officers and/or Board members at the regular or special EPC or Chapter meeting, nor later than 30 days thereafter.

Section 2. The EPC or Chapter President shall appoint an Election Committee of three members, who shall supervise and conduct the election.

Section 3. A candidate for EPC or Chapter office is not eligible to serve on the Election or Nominating Committees.

Section 4. The election shall be by mailed secret ballot which shall be post marked not less than ten days prior to the designated election date and addressed to the last known record address of each member. The vote shall be secret and in accordance with accepted voting practice.

All ballots must be in the hands of the Election Committee by 4:00 P.M. of the day of election. Ballots received after the closing hour will be void.

Upon completion of the voting, the ballots shall be tabulated and the candidates for each office receiving the greatest number of votes cast for that office shall be declared elected.

Section 5. In the event of a tie vote or the failure of a candidate to receive a majority vote for an office, another election shall be held within ten days between the candidates who have received the tie vote or the two highest votes.

Section 6. The Election Committee shall certify the election and deliver written certification to the President of the EPC or Chapter.

Section 7. The Chapter Officers and EPC Board members shall hold office for two years, commencing on January 1st following the election and ending on December 31st, except in the initial election in which the Officers shall take office upon certification of the election results.

Section 8. Vacancies in EPC Offices or Board positions may be filled temporarily by the EPC Board. Election to fill the vacancy shall take place as soon as practical, but in no event later than ninety days from the date of the vacancy, in accordance with GAA election policies and procedures.

ARTICLE VIII - DUTIES OF THE PRESIDENT:

1. Preside at all meetings of the EPC Board or its Chapters.
2. Be an ex-officio member of all committees.
3. Execute the laws and orders of the EPC or its Chapters.
4. Appoint all committees, unless provided for otherwise.
5. Serve on the GAA Executive Board, as a voting member of said Board.
6. Serve on the Chapter bargaining committee as the chairman.

ARTICLE IX - DUTIES OF THE VICE-PRESIDENT:

1. In case of the President's absence or inability to serve, the Vice-President shall preside at all meetings and perform the President's duties.
2. Assist in such ways as may be requested by the President.

ARTICLE X - DUTIES OF THE TREASURER:

1. Receive and take charge of all EPC or Chapter monies, properties, and securities.
2. Keep an accurate record of all disbursements and receipts and render quarterly reports thereon to the EPC Board and the EPC or Chapter membership.
3. Acquire a bond in manner and amount determined by the GAA Executive Board and EPC Board of Directors.
4. Deposit all monies received for the GAA, in a bank or banks selected by the GAA.

ARTICLE XI - DUTIES OF THE SECRETARY:

1. Take minutes of the EPC Board and Chapter Membership meetings and all special meetings and shall be able to present them on call by the EPC Board or Chapter membership.
2. Maintain all EPC or Chapter correspondence, documents and records except those of the Treasurer.

ARTICLE XII - DUTIES OF THE EPC BOARD OF DIRECTORS:

1. Be the administrative and governing body of the EPC when the general membership is not itself in session.
2. Decide all matters affecting policies, aims, and means of accomplishing the purpose of the EPC not specifically provided for in these By-Laws or reserved for action by the membership.
3. Meet at the call of the President.
4. Select the EPC representative(s) to serve on the GAA Executive Board if the EPC membership is entitled to representation in addition to the President.
5. Fill vacancies which may occur among the Officers or Board until replacement(s) are elected as specified in Article VII, Section 8.
6. Appoint such staff as may be required to discharge the function of the EPC and establish their duties.
7. Adopt the EPC budget.
8. Consider ratification of committee appointments.

ARTICLE XIII - REVENUE

Section 1. EPC revenue shall be derived from funds as provided by the GAA to the EPC and any additional dues authorized by the EPC membership.

Section 2. The EPC budget shall be adopted annually by the Board by September 1 and then presented to the GAA Executive Board for approval of the funds provided by the GAA.

ARTICLE XIV - AMENDMENTS

Section 1. Proposed amendments to these By-Laws shall be submitted in writing to the Board at least thirty days prior to the regular meeting of the EPC at which a vote is to be considered. The proposed amendment or amendments and the recommendations of the Board shall be submitted at the EPC membership meeting for reading and their approval. Subsequent to the reading, but no later than 14 days thereafter, the secretary shall prepare written ballots which shall be mailed by the election committee to each member of the EPC. A two-thirds vote of the members voting by return mail shall be necessary for adoption. Section 4 of Article VII shall govern to the extent that it is not in conflict with this Section.

Section 2. Amendments as adopted in Section 1 above shall become effective upon approval by the GAA Executive Board.

ARTICLE XV - ENABLING CLAUSE

Section 1. These By-Laws shall be effective immediately following their adoption by the EPC membership and approval of the GAA Executive Board.

Section 2. Should any provisions of these By-Laws be in conflict with the GAA By-Laws, the latter shall take precedence.