

**UTAH CITY ENGINEERS ASSOCIATION  
CONSTITUTION  
(Amended January 25,  
2007)**

**ARTICLE I  
NAME**

The name of this organization shall be the UTAH CITY ENGINEERS ASSOCIATION, (hereinafter referred to as the ASSOCIATION).

**ARTICLE II  
OBJECTIVES**

The objectives for which this ASSOCIATION is formed shall be to:

- (a) Promote a closer relationship and understanding among City Engineers.
- (b) Promote the professionalism and improvement of the office of City Engineer.
- (c) Promote development of standard procedures and specifications.
- (d) Promote improved standards of excellence for City Engineers through education, training, and exchange of information.
- (e) Promote better municipal government and public works engineering.

**ARTICLE III  
MEMBERSHIP**

Section 1. ACTIVE MEMBERSHIP. Any appointed City Engineer licensed in the State of Utah or others performing duties for a municipality in the State of Utah commensurate to the duties of City Engineer shall be eligible for active membership upon payment of annual dues.

Section 2. ASSOCIATE MEMBERS. Any former City Engineer, who through retirement or other reasons, is no longer an active member or any person connected with municipal government, or any County Engineer or Engineer for a Special Service District, may be admitted to associate membership. Such members shall have all of the privileges of the ASSOCIATION except the right to vote or hold office.

Section 3. HONORARY MEMBERSHIP. Recommendations for honorary membership shall be submitted to any member of the Board of directors for presentation at the next annual active membership meeting. Approval of such honorary membership shall be by a majority approval of those voting members present.

Section 4. AFFILIATE MEMBERSHIP. Any company or individual which is associated with City Engineering (i.e. suppliers, technical support, etc.) may become an affiliate member upon payment of dues.

Section 5. APPLICATION FOR MEMBERSHIP. Any person desiring to become an active

associate member of this ASSOCIATION shall make a written application upon such forms as the Board of directors may designate, accompanied by the membership fee hereinafter prescribed, said application to be filed with the treasurer of the ASSOCIATION.

Section 6. RESTRICTIONS ON RIGHT TO VOTE OR HOLD OFFICE. Only active members of the ASSOCIATION, each municipality being entitled to one vote, provided its members dues are paid for that year.

#### **ARTICLE IV DUES**

Section 1. Annual dues shall be payable during January of each year. Any new member joining throughout the year shall be required to pay the same amount.

Section 2. The annual membership fee for the association members (in any grade except Honorary) shall be \$50.00 payable during January of each year.

Section 3. There shall be no dues charged for honorary membership.

Section 4. The annual dues of cities and towns shall be established by resolution. This resolution must be approved by a majority vote of the members in attendance at the annual meeting.

#### **ARTICLE V MEETINGS**

Section 1. There shall be two regular membership meetings held each year as follows:

- (a) An annual meeting held during the first or second quarter of each year, at a time and place designated by the Board of Directors.
- (b) A fall meeting at a time and place designated by the Board of Directors.

Section 2. The Board of Directors shall meet as needed.

Section 3. Special membership meetings may be called at any time by the Board of Directors on their own motion.

#### **ARTICLE VI ASSOCIATION OFFICERS**

Section 1. The officers of this ASSOCIATION shall be as follows: President  
Vice President  
Three Directors  
Past President

Treasurer  
Secretary  
Historian

All of these officers shall constitute the ASSOCIATION Board of Directors.

Other officers not members of the Association Board of Directors  
Committee Chairpersons

Section 2. All members of the Board of Directors shall be active City Engineers with at least three years experience as City Engineer.

Section 3. The term of office for the president, vice president shall be one year. Each year (not later than the fall meeting of the ASSOCIATION) the Board of directors shall choose one of the three directors to assume the position of vice president at the next annual meeting. After serving one year, the vice president shall become president. The Board of Directors shall appoint the Secretary, ~~and~~ Treasurer and the Historian. No officer shall hold office longer than their remaining term of office after he or she ceases to be a City Engineer in the State of Utah.

Section 4. A vacancy in the office of the president shall be filled by the vice president. Vacancies in other offices shall be filled for the remainder term of office by a majority vote of the Board of Directors.

Section 5. No officers may succeed themselves to the same office unless they run for office and are elected.

## **ARTICLE VII DUTIES OF OFFICERS**

Section 1. PRESIDENT. The president shall:

- (a) Preside at all meetings of the ASSOCIATION.
- (b) Be chairperson of the Board of Directors.
- (c) Appoint all committees including the chairperson thereof and shall be an exofficio member of said committees.

Section 2. VICE PRESIDENT. The vice president shall advise the president and shall perform duties of the president in the absence of the president.

Section 3. SECRETARY. The secretary shall keep an accurate record of all special meetings of the ASSOCIATION and its officers, to be transferred to his or her successor at the close of the term of office. The secretary shall preserve in the permanent file all records and letters of continuing value to the ASSOCIATION and its officers, to be transferred to his or her successor at the close of the term of office. The secretary shall conduct the correspondence of the ASSOCIATION, including mailing of notices of all membership meetings.

Section 4. TREASURER. The treasurer shall have charge of all monies of the ASSOCIATION and shall report thereon at the Annual Association meeting and at Board of Directors meetings as needed. The treasurer shall collect dues from members, pay all bills by check, upon written

authorization from the president, keep an itemized record in a permanent file or all receipts and expenditures and turn over to the duly elected successor within ten days after vacating office, all books, records and papers pertaining to the ASSOCIATION. The treasurer shall send to all new members a current copy of the ASSOCIATION Constitution and Bylaws.

Section 5. DIRECTORS. The directors along with the other officers shall have general supervision over the affairs of the ASSOCIATION. It shall be the duty of the president of the ASSOCIATION to determine the assignments of each director: such assignments to include program chairperson for the fall convention, program chairperson for the annual meeting, and education chairperson. The directors shall audit the books of the ASSOCIATION at least once each year immediately prior to the annual fall meeting.

Section 6. PAST PRESIDENT. The past president shall act as an advisor to the board.

Section 7. Historian. The Historian shall collect and save for the use of the Association the historical activities of the Association, including annual meeting and conferences breakout session information, presentation, photographs, present and past members relevant (as they participate in the Association, possible obituaries of members) information and other pertinent information and items that can provide the future Association members an historical reference of the Association activities and accomplishments and membership

Section 8. Committees. The Association shall form Committees to fulfill the association goals to:

(a) Promote development of standard procedures and specifications.

(b) Promote improved standards of excellence for City Engineers through education, training, and exchange of information.

The Committee members shall be chaired by an Active Member and shall be formed by Active, Associate, Honorary and Affiliate members that submit an application to be the member of a specific committee.

The Association shall form Standing Committee as needed to develop new standards or modify existing standards as the needs requires and for any other topics as the Association may need work done. The Committee chairs shall recommend the needed training to inform the Association of the new standards and the new technologies.

## **ARTICLE VIII APPOINTMENTS**

Section 1. The Board of Directors shall appoint one director at the fall meeting to serve a term of three years. At least three months prior to this appointment, the Secretary will send a communication to all current members that the Board is accepting applications for a new Director. Applications for the new Director position must be received by the Secretary at least 30 days prior to the fall meeting. The Board will carefully consider all applications and select a new Director at their Board meeting prior to the Fall meeting. The appointment of the new Director will be announced at the Fall meeting.

Section 2. The Board of Directors shall appoint a Treasurer and Secretary. At least three months prior to these appointments, the Secretary will send a communication to all current members that the Board is accepting applications for a Secretary and Treasurer. Applications for these positions shall be received by the Secretary at least 30 days prior to the fall meeting. The Board will carefully consider all applications and select a new Secretary and/or Treasurer at their Board meeting prior to the Fall meeting. The appointment of the new Secretary and/or Treasurer will be announced at the Fall meeting. The term of office for Secretary and Treasurer shall as determined by the Board of Directors but not exceeding six years.

Section 3. New officers shall begin their term of office the day after the close of the first annual meeting of each year.

## **ARTICLE IX AMENDMENTS**

This Constitution may be amended at an annual meeting of the ASSOCIATION by a two thirds vote of the members present, provided that notice of such amendments shall be given in writing to all members 30 days prior to such annual meeting, except that such notice can be waived by a two-thirds vote of those present.

**ARTICLE X  
ADOPTIONS**

This Constitution and Bylaws shall be in full force and effect from and after its approval for adoption by a majority vote of those present at the organization meeting.