

CONSTITUTION AND BY-LAWS  
OF  
THE MUNICIPAL ENGINEERS ASSOCIATION OF NORTHEAST OHIO  
EFFECTIVE February 1, 1980  
AMENDED December 3, 2008

NAME

The name of the association shall be

“The Municipal Engineers Association of Northeast Ohio”.

OBJECTS AND PURPOSES

1. To promote uniformity of municipal ordinances and regulations related to design and construction of public and private improvements, and the enforcement thereof, among the various municipalities and related governmental agencies in northeast Ohio.
2. To promote coordination in efforts among the engineering representatives of the various municipalities in northeast Ohio.
3. To provide a medium for the exchange of ideas, methods and information as it relates to the engineering problems and confronting the various municipalities in northeast Ohio
4. To promote the professional status and improve the public image of the Municipal Engineer in northeast Ohio.
5. To raise funds for distribution to various charitable organizations and scholarships for engineering students as voted on by the membership, and

6. To provide and promote a forum for continuing education and leadership in the engineering community in northeast Ohio.

### MEMBERSHIP

1. Membership shall be open to the chief engineering representative of each city and village in northeast Ohio; to the County Engineer and the County Sanitary Engineer of Each County in northeast Ohio; to the Chief Engineer of the Northeast Ohio Regional Sewer District; and to the Commissioners of Engineering Construction and Utilities Engineering for the City of Cleveland, all of whom shall be known as “Members”. Where a firm has been retained by more than one city or village, one member only of such firm shall be considered the chief engineering representative for all of the cities or villages relative to voting rights.

An engineering representative, who has or had been a qualified member in good standing of this association and who no longer qualifies as a member due to a change in employment, position, or title, may continue or be reinstated as a “Member”, entitled to all member rights for as long as he(she) conforms to all other association criteria. This criteria for continuation of “Member” status shall be retroactive to the date of adoption of the original constitution and by-laws. A registered professional engineer or surveyor, licensed in the State of Ohio, may become an “Associate Member” if he (she) engages in engineering or surveying services involving municipal engineering, public or private.

Any registered Engineer or Surveyor not meeting the criteria set forth herein, who desires to become an “Associate Member”, shall present his(her) written request along with his(her) pertinent credentials to the “Members” for consideration. Said person shall become an

“Associate Member” if they receive at least two-thirds of the votes, by written or verbal ballot, of the “Members” in good standing.

Any person that does not meet the criteria of “Member” or “Associate Member” status but has an interest in the field of municipal engineering shall become an “Affiliate Member”. Those persons such as consultants, non-registered engineers or surveyors, vendors and suppliers who provide services or supplies associated with municipal engineering shall be eligible for this status. Any person, who desires to become an “Affiliate Member”, shall present his written request, along with his pertinent credentials, to the “Members” for consideration. Said person shall become an “Affiliate Member” if they receive at least two-thirds of the votes, by written or verbal ballot, of the “Members” in good standing.

Any person who is presently a member or associate member in good standing of this organization as of December 31, 2001 shall retain this status regardless of the criteria set forth herein for membership or associate membership.

#### VOTING RIGHTS

All “Members”, “Associate Members” and “Affiliate Members” shall have one (1) vote relative to the normal operation and activities of the association.

“Associate Members” and “Affiliate Members” shall not have a vote in matters requiring a vote as contained herein under the sections entitled “Membership”, “Amendments”, “Dues” and Election of Officers.

When a firm or individual has been retained by more than one municipality, they shall be limited to only one (1) vote in accordance with the restrictions contained herein under the section entitled “Membership”.

Anyone not in good standing with the association, or who is not current with their dues, shall not be eligible to vote on any matters whatsoever.

Any “member” unable to attend a meeting where votes are cast may assign his vote to an “Associate Member: who shall cast it as directed by the absent “Member”.

#### DUES

Annual membership dues shall be Thirty-Five Dollars (\$35.00) per year for each member and Thirty Dollars (\$30.00) per year for each Associate and Affiliate Members, payable in advance. The year for dues shall start on the 1<sup>st</sup> day of January of each year and end on the 31<sup>st</sup> day of December of the year. Membership in this association shall automatically expire on the 31<sup>st</sup> of December of each year, unless prior to that time the “Member” and/or “Associate” or “Affiliate” Member shall have paid in full his (her) dues for the next succeeding year. There shall be a grace period of 120 days from December 31<sup>st</sup> of the prior year for membership dues to be paid or membership will be terminated. Dues may be revised by approval, in writing, of two-thirds of the “Members” in good standing.

#### OFFICERS AND DUTIES

Members of this association shall elect from the Members, a President, and from the Members and Associate Members, a Vice President, and Secretary-Treasurer, who shall conduct the affairs of the association and serve without compensation. This election shall take place at the regular monthly meeting held in December.

The elective offices, except the Secretary-Treasurer, shall not be eligible to twice succeed themselves in the same office.

The President shall preside at all meetings of the association and shall appoint all committees and be an ex officio member thereof, and in general perform all duties usually performed by the President.

The Vice President, in the absence or disability of the President, shall perform the duties of the President and shall, in addition, attend any meeting as may be requested by the President.

The Secretary-Treasurer shall keep an up-to-date roll of the membership and their addresses; record the minutes of all meetings and activities of the association; send out all notices to the membership; attend to such correspondence as may be requested by the President or any other officer of the association; receive and safely keep all funds of the association and disburse the same upon receipt of proper vouchers, subject, however, to the approval of the President; make a complete report at each regular meeting of the association, showing the condition of the association's affairs; and, in general, perform all duties usually performed by a Secretary-Treasurer.

### ELECTIONS

Officers shall be elected yearly at the regular monthly meeting of the association in December and shall serve for a term of two (2) years.

Officers to be elected shall be nominated from the floor and be elected to office by the use of written ballots cast separately for each officer, except that where there has been only one name placed in nomination, then the election of such officer may be by voice vote. The person receiving a plurality of votes for the office for which he (she) is nominated shall be declared elected providing said plurality is also a majority of the votes cast. If a majority of the votes is not received, then the top two vote getters shall have a runoff election.

A vacancy in any office shall be filled by the active members for the un-expired term at any regular meeting of the association by nomination from the floor and by election as set forth herein, provided that written notice thereof has been given to the membership at least ten (10) days prior to such regular meeting.

### COMMITTEES

1. It shall be the duty of the President immediately after his (her) election to appoint the following standing committees and committee chairperson:

A) MEMBERSHIP COMMITTEE- This committee shall be composed of at least three (3) members or associate members, one of whom shall be designated as chairperson. It shall be the duty of the committee to contact members, associate members, and affiliate members who have failed to attend regular meetings of the association and urge their attendance. The committee shall also contact potential members, associate members and affiliate members and urge them to join the association. This committee shall investigate qualifications of applicants and report their findings to the membership.

B) STANDARDS COMMITTEE – This committee shall be composed of five (5) members or associate members from the active membership, one of whom shall be designated as chairperson. It shall be the duty of this committee to review and establish public and private design criteria and construction practice of storm and sanitary sewers, sewage works, water systems, pavement, land subdivisions, and any other work which a municipal engineer may have to review or design for purposes of public health, welfare and safety, to the end that said design criteria and construction practice may become uniform in operation. Any new design criteria and/or construction practice recommended by this committee shall be brought before the membership at a regular meeting for approval prior to adoption. Said adoption shall require at

least two-thirds of the votes of the active membership at the meeting who are eligible to vote provided that written notice of said proposed adoption has been given to the membership at least ten (10) days prior to the meeting.

C) PUBLICITY COMMITTEE – This committee shall be composed of a minimum of three (3) members or associate members from the active membership, one of whom shall be designated as chairperson. It shall be the duty of this committee to attend to all publicity pertaining to the activities of the association. All public releases pertaining to the stand, position or view by the association regarding engineering issues shall be made by the President in the name of the association. All releases on engineering issues shall be voted on by the active membership and the view taken by the majority of the members shall be the position of the association. Issues which, in the opinion of the chairperson, are urgent may be decided by written ballot cast through the mail.

All activities related to Nation Engineers Week shall be coordinated and attended to by this committee.

D) PHILANTHROPY AND SOCIAL COMMITTEE - This committee shall be composed of at least five (5) members or associate members from the active membership, one of whom shall be designated as chairperson. It shall be the duty of this committee to arrange all social affairs of the association.

E) SPECIAL PRACTICE CONTINUING EDUCATION COMMITTEE - This committee shall be composed of at least five (5) members or associate members of the active membership, one of whom shall be designated as chairperson. It shall be the duty of this committee to monitor activities to engineering ethics and professional practice and report to the membership any pertinent developments. This committee shall review and judge any ethical

questions referred to it and report their decision and recommendation to the membership. This committee shall also conduct an annual survey of rates and fees and distribute results of the survey to the engineers who responded and contributed data for said survey. It shall be the duty of this committee to develop educational programs, seminars, meetings, etc., in an effort to assure that the municipal engineers maintain their professional competence and the continuing development of their profession. This committee shall coordinate their efforts with other committees to avoid duplication and to assist and cooperate in presenting educational information to the membership.

F) ENVIRONMENTAL COMMITTEE- This committee shall be composed of at least five (5) members or associate members of the active membership, one of whom shall be designated as chairperson. It shall be the duty of this committee to keep the membership abreast of developments and requirements in the environmental field as they pertain to the interests and concerns of the municipal engineer.

G) CONSTITUTION AND BYLAWS REVIEW COMMITTEE – This committee shall be composed of at least three (3) members of the active membership, one of whom shall be designated as the chairperson. It has be the duty of this committee to review the constitution and bylaws of this association annually and make recommendations to the membership for revisions or amendments.

H) EXECUTIVE COMMITTEE – This committee shall be composed of the elected officers of the association with the President designated as chairman. It shall be the duty of this committee to resolve matters not requiring a specific vote of the membership.

The President shall appoint such other committees, as he may deem necessary.



## MEETINGS

1. Regular meetings of the association shall be held on the first Wednesday of each month, except June, July and August, and at such time and place as may be designated by the President.
2. Special meetings of the association shall be held whenever deemed necessary and at such place and time as may be designated by the President.
3. Twenty (20) "Members" and/or "Associate Members" present at each meeting shall constitute a quorum for the transaction of business.

## AMENDMENTS

This constitution and by-laws may be amended by a two-thirds majority written vote of the "Members" present and voting at any regular meeting, provided the substance of such proposed amendment or amendments shall have been stated in a notice in writing to each eligible "Member" at least twenty (20) days prior to such regular meeting.

## RATIFICATION AND ACCEPTANCE

This constitution and by-laws shall become effective upon ratification by the signature of at least twenty (20) chief engineering representatives of cities and villages in northeast Ohio and by a two-thirds majority written vote of the "Members" in good standing, such ratification and voting results being attached hereto and made a part hereof.

Ratified By:

Date

Representing

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

13. \_\_\_\_\_

14. \_\_\_\_\_

15. \_\_\_\_\_

16. \_\_\_\_\_

17. \_\_\_\_\_

18. \_\_\_\_\_

19. \_\_\_\_\_

20. \_\_\_\_\_