



BYLAWS

---

Bylaws  
of the  
Southern California Section  
of  
AACE International

## **ARTICLE I: DEFINITIONS**

**Section 1.** The geographical area served by this Section shall be the counties of San Diego, Riverside, Orange, and Los Angeles of Southern California.

**Section 2.** The ARTICLES which constitute this document shall be the BYLAWS; and will hereafter be referred to as the Bylaws. AACE International will hereafter be referred to as AACE. The Southern California Section will hereafter be referred to as the Section. The Board of Directors will hereafter be referred to as the Board. The Constitution of the Southern California Section will hereafter be referred to as the Constitution. Anyone holding membership in AACE in the class MEMBER will hereafter be referred to as a Member. Anyone holding membership in AACE in the class ASSOCIATE will hereafter be referred to as an Associate Member. Anyone holding membership in AACE in the class STUDENT will hereafter be referred to as a Student Member.

A year as described under Terms of Office shall be June 1 through May 31.

## **ARTICLE II: OFFICERS AND BOARD OF DIRECTORS**

**Section 1.** The Officers of the Section shall be the following:

- President
- Vice President
- Secretary
- Treasurer

**Section 2.** The government and management of the Section is vested in the Board, except as otherwise provided in the Constitution and Bylaws.

**Section 3.** The Board shall consist of the following:

- President
- Vice President
- Secretary
- Treasurer
- Most recent Past President
- Ten Directors

**Section 4.** All Officers and Board Members shall be Members<sup>1</sup> of the Section and of AACE International. Officers and Board Members shall be elected by Members and Associate Members.

**Section 5.** A quorum of the Board shall consist of any five Board members.

---

<sup>1</sup> Small sections may desire to specify Members or Associate Members.

## **ARTICLE III: MEMBERSHIP**

**Section 1.** Each member of AACE in good standing shall be considered eligible for membership in this Section.

**Section 2.** Membership in this Section shall become effective upon payment of annual dues and shall continue as long as the member maintains good standing in the Association. Members failing to pay their dues within ninety (90) days of due date are automatically transferred to inactive status and have no voice in the government of this Section. Inactive members may become current in the Section by paying in full annual dues for the current year, providing they are in good standing in AACE.

**Section 3.** The Section may grant to applicants for membership, for a period not exceeding one calendar year, such privileges as are defined in these Bylaws, except that such applicants may not vote or hold elective office.

**Section 4.** The classes of membership shall be as follows:

Member  
Associate Member  
Student Member

Members are entitled to all privileges defined in these Bylaws. Associate Members are entitled to all privileges defined in these Bylaws, except that of holding elective office.<sup>2</sup> Student Members are entitled to all privileges defined in these Bylaws, except those of voting and of holding elective office.

## **ARTICLE IV: TERMS OF OFFICE**

**Section 1.** The Officers of the Section shall be the following:

- President
- President Elect
- Past President
- Secretary
- Treasurer
- Director - Certification
- Director - Webmaster
- Director - Membership

---

<sup>2</sup> This clause may be deleted if desired.

- Director – Marketing
- Director – Education and Scholarship
- Director – Awards and Elections
- Director – Events
- Director – Spring Symposium

**Section 2.** Officers shall serve a term of one year except for the position of President. The President is to serve for three years, occupying the positions of President Elect, President, and Immediate Past President.

**Section 3.** Officers and Directors shall be installed in office at the meeting prior to the Annual Meeting, but in no event later than the May meeting.

## **ARTICLE V: DUTIES OF OFFICERS AND DIRECTORS**

**Section 1.** In addition to the duties prescribed herein, the President, and in case of his or her absence, the Vice President, shall preside at all meetings of the Section and perform such other duties as customarily pertain to the offices of President and Vice President. If the President and Vice President are both absent, a Director shall preside at the meeting.

**Section 2.** In addition to the duties prescribed herein, the Secretary shall keep such minutes of the proceedings of the Board as may be required, shall keep the minutes of the Section meetings, and shall keep a roll of the members.

**Section 3.** The Treasurer shall collect and have charge of the funds of the Section and shall disburse the same only upon the authority of the President or the Secretary of the Section. The Treasurer shall report annually in writing to the membership or more often if required. All accounts shall be audited by an Auditing Committee at least once a year.

**Section 4.** In addition to their other duties prescribed herein, the Board shall meet at least twice a year on the call of the President or any three Members of the Board. They shall have power to make such regulations, not inconsistent with the Constitution and Bylaws, as shall be necessary for the protection of the property of the Section and for the preservation of good order in the conduct of its affairs. It shall also be the duty of the said Board to present business for the action of the Section.

## **ARTICLE VI: COMMITTEES**

**Section 1.** Standing committees are appointed by the Board no later than the meeting following installation of Officers and shall serve terms of one year.

**Section 2.** The committees shall devise their own rules of procedure, subject to the approval of the Board.

**Section 3.** There may be at least the following standing committees, with the Vice President of the Section as Chair of the Program Committee:

Nominating  
Auditing  
Publicity  
Technical Programs

**Section 4.** Special committees may be appointed by the Board as required, and shall serve terms as required to accomplish their purpose, but in no event shall the term be longer than one year.

## **ARTICLE VII: MEETINGS**

**Section 1.** Regular meetings of the Section shall be held once each month for at least nine months each year.

**Section 2.** Meetings shall generally be held on the 3<sup>rd</sup> Wednesday of the month.

**Section 3.** Programs may be scheduled for any of the meetings, but in addition, the May meeting will be the meeting at which election results are announced.

**Section 4.** Procedural questions requiring rulings not specifically provided for in the Constitution and Bylaws shall be decided in accordance with Robert's Rules of Order Revised.

**Section 5.** The order of business at every business meeting of the Section shall be as follows:

- a. Reading of the minutes of the preceding meeting.
- b. Report of the Board of Directors
- c. Committee reports
- d. Other business

This order may be changed for any meeting by vote of the majority of the members present at the meeting.

**Section 6.** The time and location of each meeting shall be the joint responsibility of the Vice President and Events Director. The Secretary shall notify each member, in writing, at least one (1) week prior to the date of the meeting.

## **ARTICLE VIII: FINANCIAL**

**Section 1.** Each member shall pay to AACE headquarters their annual dues, payable on the first day of each fiscal year. Headquarters will then remit the collected dues to the Section quarterly.

**Section 2.** The fiscal year of the Section shall extend from January 1 to December 31. A financial report shall be given by the Treasurer at the first scheduled meeting of each fiscal year.

**Section 3.** Officers and Directors shall have no power to make the Section liable for any debts amounting to more than half of the amount in the Treasury, in cash, and not subject to prior liabilities.

## **ARTICLE IX: ELECTIONS**

**Section 1.** Election of Officers and Directors shall be by electronic ballot with notification delivered by email on the night of the March 1<sup>st</sup> each year.<sup>3</sup>

**Section 2.** It shall be the purpose of the nominating committee to judiciously select at least one candidate for each office and directorship. The committee must obtain the agreement of each individual to serve if elected.

The nominating committee shall report to the February meeting its proposed selection of candidates, accompanied by a brief biographical sketch for each candidate.

**Section 3.** Any member not already proposed by the nominating committee may be proposed for nomination by the board of directors at the spring board planning meeting.

**Section 4.** The Elections Director and Webmaster shall jointly work to gather and tabulate electronic voting results.

The successful officers and directors will be installed at the meeting immediately preceding the AACE Annual Meeting.

**Section 5.** Any Officer or Director may be removed from office, with or without cause, by a two-thirds vote of all Members and Associate Members eligible to vote under the Constitution and Bylaws.

**Section 6.** If meetings are not held during any of the above stipulated months, the schedule for voting will be modified to reflect the change. However, the Officers and Directors will still be installed at the meeting preceding the AACE Annual Meeting, and no later than the May meeting.

## **ARTICLE X: AMENDMENTS**

---

<sup>3</sup> Typically, most sections hold their elections at the April or May meeting.

**Section 1.** Proposals to amend the Bylaws must be signed by at least five (5) members of the Section and must be submitted in writing to the Board.

**Section 2.** The Board shall consider these proposals and notify the proposers of the Board's opinion within sixty (60) days.

**Section 3.** These Bylaws may be amended at any meeting of the Section provided official notice of the proposed amendment shall have been mailed to each member with notice of the meeting at least one month in advance thereof. A two-thirds vote of those present shall be necessary to amend these Bylaws.

**Section 4.** Any particular section of the Bylaws may be suspended for the duration of a meeting by unanimous consent of the members present at any meeting for a single stated purpose.

**Section 5.** Amendments to these Bylaws shall become effective at the next regular meeting.