

**CONSTITUTION  
of the  
ASSOCIATION of CHIEF OPERATING ENGINEERS**

**ARTICLE I – NAME**

The official name of this Organization shall be “Association of Chief Operating Engineers” and may be shortened for practical purposes as “ACOE”.

**ARTICLE II – PURPOSE**

To perpetuate the profession of the Operating Engineer, by developing quality craftsmen through education, training and shared experience to the benefit of our members, employers and for all other legal purposes.

**ARTICLE III – NATURE**

Section 1: The Association of Chief Operating Engineers is a professional organization. Membership does not affect or increase liability for commercial real estate owners or managers.

Section 2: This organization shall be non-political and shall not be used for the dissemination of partisan principles, or for the promotion of any person seeking political office or preference outside of this organization.

**ARTICLE IV – MEMBERSHIP**

Section 1: Eligibility for membership shall conform to one or more of the sections outlined in Article V.

Section 2: The procedures for becoming a member of this association shall be as follows:

- A: Application form must be filled out and submitted to the Association Secretary.
- B: The Secretary shall submit each application to the Steering Committee for consideration.
- C: The Steering Committee will check and verify the applicants’ professional background.
- D: The Steering Committee shall consider the application and inform the applicant as to whether the applicant has been recommended for approval.
- E: All applications shall be acted upon within the period covered by the next two general meetings.

Section 3: Upon approval and acceptance of the applicant, a dues statement will be issued to the applicant. Upon receipt of dues, the applicant will be formally invited to become an active member of the Association at the level of membership agreed to between the applicant and Steering Committee.

## **ARTICLE V – CLASS of MEMBERSHIP**

Section 1: (Full Member) A person whose principal activity and employment is presently in plant and facility engineering for the purposes of operation and maintenance.

Section 2: (Associate Member) The term, Associate Member, shall refer to those individuals whose principal activity or employment is directly related to plant or facility engineering work in a specialized branch of the profession or concerned with the dissemination of knowledge by teaching or through publication of related technical material. These professionals are known as but not limited to teaching professionals, MEP design engineers and or hold a Masters License in a recognized support trade critical to plant operation and maintenance.

Section 3: (Affiliate Member) An Affiliate Member is one who either by engineering, technical or scientific attainment or by practical experience is qualified to cooperate with or provide a service or product to plant and facility operators.

Section 4: (Student Member) A Student Member is one who is presently enrolled in undergraduate studies in a university, college or technical school and is employed as an apprentice engineer, pursuing a course curriculum in preparation for a career in plant and facility engineering.

Section 5: (Retired Member) A Retired Member shall be a member of any class membership, who upon retirement from full time employment, shall apply in writing to the President of the ACOE. Upon approval of the President and the Steering Committee, the retired member status shall be conferred.

Section 6: (Inactive Members) A member, who for job related purposes, is unable to attend more than two-thirds of the general meetings, may submit in writing, to the Steering Committee, a letter requesting inactive status. While on inactive status, dues will be suspended. However any inactive member who attends five or more general meetings will automatically be reclassified as “active” and will be required to pay in full, all dues for that year. An inactive member may return to active status by notifying the Steering Committee and upon receipt of dues, pay that amount in full.

Section 7: (Honorary Member) This membership classification may include those whom the Association feels may warrant membership but are otherwise ineligible for membership. This classification should be reserved to those individuals who have demonstrated a commitment to furthering the cause of the Stationary Engineer and the ACOE. It may also be used to recognize an individual who is making a dedicated effort to improve plant and facility engineering but is not associated with any organization that promotes plant engineering. All Honorary Membership selections must be voted on and confirmed by a simple majority of all members eligible to vote by mail ballot.

Section 8: (Corporate Membership) A business or Corporation involved in supplying or the developing plant or facility products and is interested in furthering the purpose and goals of the Association, is eligible to submit an application for Corporate Membership. Acceptance as a Corporate Member will entitle said Corporation to three (3) representing employee members per year. The names of the representing employees must be submitted with the application and upon all future renewals. At the time of billing, the Corporate Members shall submit the dues in effect for their designated members. Designated members may be substituted by written notification to the Secretary. Each designated member may be substituted only once during the calendar year. Any Corporate Member shall, if asked in writing, put on a presentation for the membership during a regularly scheduled meeting.

## **ARTICLE VI – RIGHTS and PRIVILEGES of MEMBERS**

Section 1: Full Members have the following rights and privileges:

- A: To vote for officers.
- B: To vote on all business coming before the body .
- C: To serve on all committees.
- D: To seek elected office.
- E: All rights granted to other classes of memberships.

Section 2: Rights and Privileges of all other Membership Classes:

- A: May attend all meetings.
- B: May serve on all committees except Steering, Nominating and Financial / Audit.
- C: May engage in discussions at the general meeting.
- D: May bring guests to the meeting whose interests would entitle them to membership Consideration.
- E: In certain instances, where plans and programs permit, may bring other guests.

## **ARTICLE VII – DUES**

Section 1: Members of the Association are required to make full payment of annual dues not later than the third regularly scheduled meeting of the calendar year.

Section 2: Members may in writing, request their dues be accepted in quarterly payments. Full and final payment must be made no later than October 1<sup>st</sup> of each year.

Section 3: Members whose dues are delinquent beyond the conclusion of the third regularly scheduled meeting will be dropped from the Association. Anyone dropped for delinquent dues may regain membership status by submission of a new application and the remittance of dues with application.

Section 4: The Secretary shall publish the current years dues in a conspicuous location available to all members. Any member may request in writing, a current dues schedule.

Section 5: Any request for an annual increase in dues from the Steering Committee must first be published and held for consideration for a period of not less than 30 days. Approval requires a simple majority vote of Full Members in attendance at the meeting considering the increase.

## **ARTICLE VIII – OFFICERS and COMMITTEES**

Section 1: (Association Officers)

A: Elected Positions

1. President
2. Vice President
3. Treasurer
4. Secretary

B: Elected Representatives

1. Steering Committee Position 1
2. Steering Committee Position 2

Section 2: Duties of Officers

A: President

The President shall conduct all general meetings, appoint committees and promote and execute the activities of the Association. The President shall preside at Steering Committee meetings.

**B: Vice President**

The Vice President shall conduct meetings in the absence of the President and in case of a vacancy in the office of the President, shall assume the office and duties of President. The Vice President shall also be responsible for recruiting.

**C: Treasurer**

The Treasurer shall keep an accurate account of all the monies received or paid out, collect all dues and pay all bills authorized by the Steering Committee.

**D: Secretary**

The Secretary shall take minutes at all general meetings, special called meetings and Steering Committee meetings and shall read said minutes at the next General meeting. In conjunction with the President, shall promote the Association's contacts with other plant engineering societies and perform other duties as approved by the Steering Committee. The Secretary shall maintain an up to date copy of the By-laws of the Association to include any amendments as they are approved and shall keep a list of all committees and their members which shall be provided upon request to any member in good standing. The Secretary shall maintain an accurate roster of members and all records pertaining to members.

**Section 3: Duties of Steering Committee Positions**

**A:** Positions 1 and 2, as elected representatives of the membership, shall make themselves available to the membership, to solicit ideas from the membership and report back those ideas to the Steering Committee.

**B:** Steering Committee positions 1 and 2 shall attend Steering Committee meetings as required in the By-laws.

**Section 4: Steering Committee**

**A:** The Steering Committee will be comprised of the President, Vice President, Treasurer, Secretary, Steering Committee position 1 and Steering Committee position 2.

**B:** The Association President will preside over all Steering Committee meetings.

**C:** No more than two (2) members from the same company shall be members of the Steering Committee during any one term of office.

**Section 5: Duties and Responsibilities of the Steering Committee**

**A:** Review and act upon applications for membership.

**B:** Approve expenditures of the Association not to exceed \$500.00.

**C:** Recommend policy and procedures for the Association.

**D:** Prepare programs for the Association

**Section 6: Quorum for the Steering Committee**

**A:** A quorum for any Steering Committee meeting shall consist of three (3) elected officers and 1 elected representative.

**B:** In the absence of a quorum, no business on behalf of the Association may be conducted.

## **ARTICLE IX – COMMITTEES**

Section 1: The President shall appoint the following committees:

- A: Finance
- B: Audit
- C: Construction Industry Council (CIC)
- D: Joint Apprenticeship
- E: Boiler Code and Review
- F: Special committees as needed.

Section 2: Each Committee Chairperson shall prepare a report to be delivered to the membership at the next general meeting following the committee activity attended.

Section 3: Committee reports shall be turned over to the Secretary and included in the official record of the general meeting. Reports will not be required to be read at the following meeting but will be noted in the minutes in an abbreviated format.

Section 4: With the exception of the finance report delivered by the Treasurer, a motion is not required and no vote will be taken on any committee report.

**BY-LAWS**  
**Of**  
**The ASSOCIATION of CHIEF OPERATIN ENGINEERS**

**ARTICLE I – PURPOSE**

Section 1: The purpose of these By-laws is to set down the rules and regulations that govern the Association of Chief Operating Engineers.

**ARTICLE II – ELECTION of OFFICERS**

Section 1: Nomination of Officers and Steering Committee Member.

- A: A Nominating Committee, appointed by the President, will be named no later than the October general meeting.
- B: At the November general meeting, the Nominating Committee will announce their slate of recommended candidates.
- C: Officers may be nominated for the office they currently hold but may not serve more than two (2) consecutive terms, unless the nomination for office is an expired term.
- C: At the conclusion of the announcement of candidates named by the Nominating Committee, nominations will be accepted from the floor. Any Full Member in good standing may nominate any other member in good standing for any of the four available offices or two Steering Committee positions.
- D: At the conclusion of nominations from the floor, the nominating process shall be closed.

Section 2: Election of Officers

- A: The Secretary shall prepare ballots for election of officers and will distribute ballots by mail as soon as practical immediately following the December general meeting.
- B: Ballots shall be returned to the Secretary. The Secretary shall turn over all ballots to the Audit Committee during the January meeting.
- C: The Election Audit Committee shall open the ballots during the January meeting, check signed ballots against the membership roster, check membership standing and counted the ballots.
- D: The results of the election will be announced by the Committee Chair prior to the close of business at The January meeting.

Section 3: Term of Office

- A: All elected officers and Steering Committee Positions shall be a for a term of one (1) year.
- B: In case of vacancy in the office of the President, the Vice President will assume the office of the President for the remainder of the term.
- C: In the case of a vacancy of any other position, the Steering Committee shall appoint a member to fill the vacancy for the remainder of the term.
- D: In the case of death or resignation in mid term, section 3B and 3C shall determine replacement.

### **ARTICLE III – MEETINGS**

Section 1: Quorum for a general meeting:

- A: A quorum for any general meeting shall require one-fourth of the Full Members be present.
- B: Two elected officers must be present at any general meeting.
- C: In the absence of a quorum, an unofficial meeting can be held but no business can be decided and no votes taken.

Section 1: Regular Meetings (General Meetings) will be held on the second Tuesday of each month.

Section 2: Steering Committee meetings shall meet at least once each month at a time and location determined by the Steering Committee.

Section 3: The President has the right to call a special general membership meeting. Written notice is the membership must be given.

Section 4: Meeting dates may be changed by a majority vote at any regularly scheduled General Meeting. Written notification must be made before the new meeting day may take effect.

### **ARTICLE IV – ORDER of BUSINESS**

Section 1: Meetings will be conducted according to the current edition of Robert’s Rules of Order.

Section 2: Order of Business

- A: Call to order by President or presiding officer.
- B: Reading of minutes from previous meeting. Action on minutes.
- C: Reports of Officers.
- D: Communications
- E: Reports of Committees.
- F: Old Business
- G: New Business
- H: Business Meeting adjournment

Section 3: After Adjournment of General Meeting

- A: Presentation or guest speakers will be allowed an opportunity to present to the membership any topic placed on the calendar.
- B: No presentation shall exceed 30 minutes in duration.
- C: No more than one presentation will be scheduled for any regular meeting.

### **ARTICLE V – AMENDING the CONSTITUTION or BY-LAWS**

Section 1: All proposed amendments or changes to the Constitution or By-laws shall be submitted in writing and signed by two full members. Submission will be submitted to the Steering Committee for review.

Section 2: The Steering Committee shall present the proposed amendments or changes in its entirety to the membership at the first meeting following receipt of proposals.

Section 3: Upon presentation to the members, the proposed amendments or changes may be discussed and amended. Once changes to the proposal are made, no additional changes may take place. The final proposal(s) shall be held over until the next regular meeting.

Section 4: The Secretary shall mail out proposed amendments or By-law changes with a ballot for voting to all full members in good standing.

Section 5: The Secretary shall turn over to the Audit Committee, all ballots for audit and tabulation. Once audit is complete, the committee chair will notify the President of the results. The President shall report the results of the voting at the next General Meeting but not earlier than 30 days after ballots have been mailed.

## **ARTICLE VI – LEGAL COMMUNICATIONS**

Section 1: For the purposes of notification with regards to announcements, ballots for election of officers, ballots for Constitution and By-law changes and all other legal business, the use of the US Postal system, electronic e-mail and fax are acceptable. Electronic means of communication are not appropriate for the return of ballots. Ballots may be printed but must be returned to the Secretary by mail or in person for consideration and tabulation.

## **ARTICLE VII – ETHICS and CONDUCT**

Section 1: No Members shall be eligible for continued membership in the Association if found to have placed the Association in a negative light either by words, actions or deeds.

- A: No member shall publicly make derogatory or accusatory remarks about any other member.
- B: No member shall falsely represent themselves or their actions as official representative of the ACOE without prior approval of the Steering Committee or President.
- C: No member, while conducting business, official or otherwise on behalf of the ACOE shall do so for personal gain or profit.
- D: Any member believed, accused or otherwise suspected of misconduct will be called before the Steering Committee in private session to explain the events constituting misconduct.
- E: Upon sufficient proof of violation, the Steering Committee shall revoke membership.
- F: After a period of 24 months from the date of suspension of membership, the prior member may request reinstatement. The steering Committee shall hold a private hearing to determine the request. If approved for reinstatement, the then candidate shall make new application and go through the complete application process. If application is accepted, the member will be reinstated with full privileges equal to that members level of membership.