



Association for the Advancement  
Of  
Cost Engineering International

**NEW MEXICO SECTION**

**CONSTITUTION**

**AND**

**BYLAWS**

September 1973  
Amended January 1976  
Amended October 1978  
Amended January 1986  
Amended October 2008

## **ARTICLE I -- AUTHORITY**

Section 1. Authority for and rules governing the formation and operation of the New Mexico Section are vested in the AACE Constitution and Bylaws as originally written or subsequently amended.

Section 2. The AACE Constitution and Bylaws shall take precedence over the New Mexico Section Constitution, which shall, in turn, take precedence over the New Mexico Section Bylaws.

## **ARTICLE II -- OBJECTIVES**

Section 1. The objectives of the Association are listed in the AACE Constitution.

Section 2. These objectives shall be furthered by the New Mexico Section at the local level by:

- a. Promoting through educational and scientific means the science of cost engineering for the public good.
- b. Holding meetings for the presentation and discussion of technical papers.
- c. Promoting educational programs, including workshops, discussion groups, and lecture courses to cover various phases of cost engineering.
- d. Assisting in the dissemination of cost data, promotion of standardized terminology and development of standard methods.
- e. Providing for mutual exchange of experience and knowledge in the field of cost engineering, in furtherance of our primary objective.
- f. Cooperating with other organizations and educational institutions, in furtherance of our primary objective.
- g. Assisting the AACE and other sections by exchanging meeting notices and minutes, by submitting technical papers and by developing qualified members for participation as officers, directors, members of committees and subcommittees of the AACE.

## **ARTICLE III -- MEMBERSHIP**

Section 1. Each member of the AACE in good standing shall be considered eligible for membership in the New Mexico Section.

Section 2. Membership in the New Mexico Section shall become effective upon payment of association and section dues, and shall continue as long as the member maintains his good standing in the Association, and remains current in payment of section dues.

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

## **ARTICLE IV -- BOARD OF DIRECTORS**

Section 1. The governing body of the New Mexico Section shall be a Board of Directors consisting of: President, Vice President-Programs, Vice President-Communications, Vice President-Finance, most recent Past President acting as a Director, and as many other officers and directors as are specified in the Section Bylaws.

Section 2. The government and management of the section is the full responsibility of the New Mexico Section Board of Directors.

**ARTICLE V -- BYLAWS**

Section 1. The New Mexico Section Bylaws shall be adopted by the Section members prior to their applying for a charter.

Section 2. Authority for approval and amendment of the New Mexico Section Bylaws shall rest solely with the section membership.

Section 3. The New Mexico Section Bylaws shall include, but not be limited to definition of:

- Number and duties of Section Officers and Directors
- Terms of Section Office
- Nomination and Section Election Procedures
- Section Committees and method of Appointment
- Section Bylaw Amendment Procedure

Section 4. A copy of the New Mexico Section Bylaws and subsequent amendments shall be filed with the Vice President-Administration of the AACE.

**ARTICLE VI -- FINANCIAL**

Section 1. The fiscal year shall extend from January 1 to December 31.

Section 2. In the event that the New Mexico Section should be dissolved for any reason, its assets - physical, monetary, or otherwise - shall be disposed of as follows:

- a. All just Section debts and claims shall be paid from cash on hand; this not being sufficient, said assets shall be sold to pay all debts and claims.
- b. Any remaining Section assets, for which there are no just claims of debts, shall be turned over, without any restrictions whatever, to AACE International, said organization being a nonprofit association as provided for in its Bylaws.

**ARTICLE VII -- OPERATING YEAR**

Section 1. The operating year shall be the elapsed time from the meeting prior to the AACE convention to the meeting prior to the AACE convention of the following year.

Section 2. The New Mexico Section shall begin its operating year at the close of the Section meeting prior to June 1 of each year. The Section shall inform the AACE Executive Director, through the Headquarters Staff person responsible for Section matters, of the Section Office positions, full names, addresses, E-mail address and telephone numbers of the new officers no later than June 1 of each year.

**ARTICLE VIII -- AMENDMENTS**

Section 1. Amendments to this Constitution may be made only by the AACE Board. The New Mexico Section may petition the AACE Board to consider amendments which the Section believes to be desirable.

## **APPENDIX**

### Bylaws

#### New Mexico Section of AACE International

3 October 2008

Revision 0

## **ARTICLE I -- DEFINITIONS**

Section 1. The geographical area served by the New Mexico Section shall be the State of New Mexico, with the exception of northern Sandoval County which is covered by the Valle Grande section of AACEI.

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 the AACE.

The New Mexico 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 New Mexico Section will hereafter be referred to as the Constitution.

Anyone holding membership in AACEI in the class EMERITUS MEMBER will hereafter be referred to as EMERITUS Member.

Anyone holding membership in the AACE in the class MEMBER will hereafter be referred to as a Member.

Anyone holding membership in the AACE in the class ASSOCIATE will hereafter be referred to as an Associate Member.

Anyone holding membership in the AACE in the class STUDENT will hereafter be referred to as a Student Member.

A year as described under Terms of Office shall be as noted in the section constitution article VII – Operating year.

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

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

1. President
2. Vice President-Programs
3. Vice President-Communications
4. Vice President-Finance

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

Section 3. The Board shall consist of the following:

1. President
2. Vice President-Programs
3. Vice President-Communications
4. Vice President-Finance
5. Most Recent Past President
6. Two Directors

Section 4. All Section Officers and Board Members shall be Members\* in good standing in AACEI and the New Mexico Section. Section Officers and Board Members shall be elected by Members and Associates.

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

### **ARTICLE III -- MEMBERSHIP**

Section 1. Each member of the 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 Association and Section dues, and shall continue as long as the member maintains his or her good standing in the payment of their dues to the Association and Section. 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 Section members may return to a member in good standing in the Association and Section by paying, in full, annual dues for the current year..

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 Section membership shall be as follows:

1. Member
2. Emeritus Member
3. Associate Member
4. Student member

Members and Emeritus 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.\* 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. Section Officers shall serve a term of one year.

Section 2. Section Directors shall serve terms as follows:

1. Most recent Past President - 1 year

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\*Small sections may desire to specify Members or Associate Members.

\*This clause may be deleted if desired.

2. Directors - 2 each (one director shall serve a term of one year and one director shall serve a term of two years).

During the first year, there being no Past President, one Director shall serve a term of 1 year and one Director shall serve a two-year term. There will be a total of two Directors elected the first year.

Section 3. Section Officers and Directors shall be installed in office at the meeting prior to the AACE Annual Meeting, but in no event later than last meeting of the operating year.

#### **ARTICLE V -- DUTIES OF SECTION 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 pertains to the office of President and Vice President-Programs. If the President and Vice President-Programs are both absent a Director shall preside at the meeting. The Section President shall be responsible for the "President's Message", in the monthly Newsletter. The Vice President-Programs will be responsible for the arranging the Section's Technical Program for the year.

Section 2. In addition to the duties prescribed herein, the Vice President-Communications shall keep such minutes of the proceedings of the Board as may be required, shall keep the minutes of the Section, shall keep a roll of the members and is responsible for writing and sending out the Section's monthly Newsletter, one week before the Section Meetings.

Section 3. The Vice President-Finance 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 Vice President-Communications of the Section. The Vice President-Finance 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 Section 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. If the President and Vice President-Programs are both absent from a regular meeting of the Section, a Director shall preside at that meeting.

#### **ARTICLE VI – SECTION COMMITTEES**

Section 1. Standing Section 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 Section Committees shall devise their own rules of procedure subject to the approval of the Board.

Section 3. There will be at least the following Standing Section Committees:

Nominating  
Membership  
Publicity  
Program

The Vice President-Programs of the Section will be the Chairperson of the Program Committee.

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 meeting of the Section shall be held once each month for at least nine months.

Section 2. Meetings shall generally be held during the third week 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 Section election results are announced.

Section 4. Procedural questions requiring rulings not specifically provided for in the Section 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 Board of Directors
- c. Section Committee Reports
- d. Other business

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

Section 6. The time and location of each meeting shall be the responsibility of the Vice President-Programs and the Program Committee. The Vice President-Communications 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 annual association and section dues (as defined by the membership renewal form), payable on the first day of each fiscal year:

Members and Associate Members  
Student Members  
AACE Emeritus and Honorary  
Life Members

[still awaiting aacei insight to membership definitions and requirements – email inquiry sent 9/29 with no response yet]

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

The Vice President-Finance shall notify those members who have not paid Section dues of the requirements to maintain active status in the Section.

Section 3. Section 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 Section Officers and Directors shall be by sealed ballot delivered by hand on the night of the May meeting or postmarked prior to that meeting.

Section 2. It shall be the purpose of the nominating committee to judiciously select at least one candidate for each office and directorship to become vacant. 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 Section 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 at least five members in good standing, such proposal to be written and signed by each of the five members and must be submitted to the Vice President-Communications at least 30 days prior to the announced date of mailing or hand delivery of the ballots. The nominees' names shall appear in alphabetical order. The ballot shall clearly instruct the voter as to the appropriate marking to be used and the number of people that may be voted for in each office or directorship. Enclosed with each ballot shall be a plain envelope; a slightly larger envelope with a return address, and clearly marked on the upper left-hand corner **BALLOT**, and having a space for the voter to sign his or her name; and a short biographical sketch of each candidate.

This ballot kit shall be mailed (or hand delivered) to each member and associate in good standing no later than the May meeting (see Amendment Section 4 for deviations)

Upon receipt of each ballot, by mail or by hand, the Vice President-Communications shall check the signature against the roll of Members and Associate Members in the Section; remove the sealed, plain envelope; date it; initial it; and lay it aside for the tellers.

Section 5. The President shall appoint a special committee of tellers. All ballots, each sealed in a plain envelope and dated, shall be turned over to the committee of tellers for counting.

When the ballots have been recorded, the votes shall be tabulated and the tabulation turned over to the Vice President-Communications. The Vice President-Communications shall audit the tabulation against the record of the number of ballots received. The successful Section Officers and Directors will be installed at the meeting immediately preceding the AACE Annual Meeting but in no event later than the May meeting.

Section 6. Any Section Officer or Director may be removed from office, with or without cause, by a two-thirds vote of all Emeritus, Members and Associate Members eligible to vote under the Constitution and Bylaws.

Section 7. If Section 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 be installed at the meeting preceding the AACE Annual Meeting. In no event will this be later than the May meeting.

#### **ARTICLE X -- AMENDMENTS**

Section 1. Proposals to amend the Bylaws must be signed by at least six 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 that 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.