



BY LAWS
NEW ENGLAND CHAPTER
SOCIETY OF COST ESTIMATING AND ANALYSIS

ARTICLE I: MEMBERSHIP

Section A: A person shall not be a member of this Chapter unless he or she is a member in good standing of the Society of Cost Estimating and Analysis.

Section B: The membership of this Chapter shall consist of those members of the Society of Cost Estimating and Analysis whose principal address is within the Boundaries of this Chapter except that any such member shall have the option to decline membership in this Chapter by notifying the Society of Cost Estimating and Analysis of his or her decision.

ARTICLE II: NOMINATION AND ELECTION OF OFFICERS AND DIRECTORS

Section A: Election of Officers and Directors shall be by sealed letter ballot by Members of the Chapter during the month of MAY of each election year.

Section B: Prior to JAN of the year of an election, the President, with the approval of the Board of Directors, shall appoint a Nominating Committee consisting of a chairperson and 2 or more members.

Section C: The Nominating Committee shall be responsible for:

- 1) selecting one or more nominees for each office
- 2) obtaining the consent of each nominee to serve if elected, and
- 3) securing biographical data for each nominee

The entire slate of candidates, complete with biographical data, shall be sent by the Nominating Committee to the Secretary prior to 1 MAY.

Section D: No later than 31 MAY, the Nominating Committee's slate of candidates, complete with biographical data, shall be mailed to the membership along with information regarding nominations by petition.

Section E: Other nominations for elected office may be made by petition signed by at least FIFTY Members. The petitioners shall be responsible for:

- 1) obtaining the agreement of the nominee to serve if elected
- 2) securing the biographical data of the nominee



3) submitting the petitions, the agreement and the biographical data to the Secretary no later than 1 APRIL.

Section F: The official ballot shall be mailed to each Member by 31 MAY Each voter shall properly signify on the ballot the voter's choice for the various officers and directors and transmit it to the Secretary. Ballots postmarked after 1 JULY received after 7 JULY will not be counted.

Section G: On or before 10 JULY the Secretary shall deliver to the tellers, unopened, all ballots properly received.

Section H: The President shall appoint two or more tellers who shall count the ballots and report the results to the Board by 15 JULY. Those candidates receiving the greatest number of votes cast shall be elected. In case of a tie vote, the office shall be filled by the Board from among those tied for the office. The President shall see that the entire membership is advised of the results. The Secretary shall advise the Society of Cost Estimating and Analysis

ARTICLE III: DUTIES OF OFFICERS AND DIRECTORS

Section A: The President is chief executive officer of the Chapter. The President shall preside at all business meetings of the Chapter and the Chapter Board of Directors, and shall be responsible for administering the affairs of the Chapter in accordance with the policies and regulations established by the Society of Cost Estimating and Analysis and the Chapter Board of Directors.

Section B: The Vice President shall act for the President whenever the President is unable to perform his or her duties; Section C: The Secretary shall be the corporate secretary and legal officer of the Chapter, shall be responsible for membership services, arranging for audits of the Chapter's accounts, keeping minutes of the meetings of the Chapter and the Chapter Board of Directors, and conducting all official correspondence of the Chapter.

Section D: The Treasurer shall have charge of the funds of the Chapter and shall receive and disburse same upon the authorization of the Board of Directors. The Treasurer shall report annually or more often if requested.

Section E: Directors shall be responsible for those duties which may be assigned to them by the President or the Board of Directors.

ARTICLE IV: COMMITTEES

Section A: Committees shall be established by the Board of Directors, at its discretion, to fulfill and achieve the Purposes of the Chapter.



Section B: Committee Chairpersons shall be appointed by the President, subject to approval of the Board of Directors, for a term to run concurrently with the term of the President.

Section C: Committee Chairpersons shall appoint committee members, as needed to achieve the committee's purposes, shall report to the Board of Directors upon request, and. may serve any number of successive terms to which they are appointed.

Section D: Committees of the Chapter shall devise their own rules of procedure and adopt the same subject to the approval of the Board of Directors.

Section E: The President may appoint Ad Hoc Committees for special assignments. Such committees may be discharged at the discretion of the President.

ARTICLE V: MEETINGS

Section A: Meetings of the Chapter shall be called by the President or by a majority of the members of the Board of Directors.

Section B: Notices of the time and place of each meeting and general information shall be sent to all members at least 10 days before the meeting, except in case of emergency.

Section C: A Meeting of the Chapter for the purposes of discussing and conducting Chapter business shall be held at least once each year.

Section D: Questions, resolutions, announcements, and discussion by the membership from the floor will be entertained at all meetings of the Chapter.

Section E: The Board of Directors shall meet at least three times a year on the call of the President or a majority of the members of the Board of Directors. The Secretary shall notify all members of the Board of Directors of the time and place of the meeting at least 7 days prior to the meeting.

Section F: At all meetings noted in this Article, any procedural question requiring parliamentary ruling not provided for in the Constitution and By Laws shall be decided in accordance with Roberts' Rules of Order, Revised.

ARTICLE VI: VOTES

Section A: In all voting conducted by this Chapter, it's Board of Directors, and all Committees, each member of said Chapter, Board or Committee shall be entitled to one vote.



**ARTICLE VII: PROCEDURES FOR AMENDING THE CONSTITUTION
AND BY LAWS AND DISSOLVING THE CHAPTER**

Section A: Proposed amendments to the Constitution and By Laws shall be submitted to the Secretary by:

- 1) a petition signed by fifty Chapter Members, or
- 2) a majority vote of the Board of Directors

A short statement of the purpose, goals and expected benefits of each proposed amendment shall accompany the submission to the Secretary.

Section B: The Secretary shall place the properly submitted proposed amendment on an official ballot and shall mail said ballot to all Members. The short statement of the purpose, goals and expected benefits of each proposed amendment submitted as specified in Section A above shall accompany each ballot but will not be a part of said ballot.

Section C: Ballots shall be marked by the voters and returned to the Secretary by the date specified thereon which date shall be no earlier than 30 days from the date the ballots are mailed by the Secretary.

Section D: The President shall appoint two or more tellers who shall count the ballots and report the results to the Board of Directors at the next Board meeting.

Section E: Amendments to the Constitution and By Laws shall become effective at the close of the Board meeting following their adoption or 120 days from the date the ballots for the adopted amendments are mailed, whichever comes first.

Section F: The Board of Directors may number and renumber the various Articles and Sections of the By Laws to facilitate ready reference.

Section G: In the event that this Chapter should be dissolved for any reason, its assets physical and monetary shall be disposed of as follows:

- 1) All just debts and claims shall be paid from cash on hand; said assets shall be sold if said cash is insufficient to pay all just debts and claims
- 2) Any remaining assets for which there are not just debts or claims, shall be sold and the funds derived there from shall be turned over, without any restrictions whatsoever, to the Society of Cost Estimating and Analysis

CERTIFICATE OF ACCEPTANCE AND IMPLEMENTATION

JOSEPH P. DEAN – President (pro tem) of the NEW ENGLAND Chapter of the Society of Cost Estimating and Analysis, do hereby affirm that these By Laws were accepted and approved by a



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majority of the members of the Board of Directors (pro tem) of said Chapter and that these By Laws have been implemented and are now the sole By Laws of said Chapter