

# CONSTITUTION

## State Association Of County Engineers and Road Supervisors

### Article I - Name

**Section 1.** The name of this organization shall be the **Colorado Association of Road Supervisors and Engineers.**

**Section 2.** The purpose of this association shall be:

- to provide technical assistance to Colorado Counties, Incorporated;
- To foster and maintain a high professional spirit among the members of this association;
- To develop programs and share information of mutual interest to members;
- To provide an organization through which the interests of the counties of the State of Colorado may be coordinated among said counties and with other agencies.

**Section 3.** CARSE will be an affiliate of [Colorado Counties, Incorporated](#).

**Section 4.** CARSE will be the Colorado Chapter Affiliate with the [National Association of County Engineers](#) (NACE).

### Article II - Membership

**Section 1.** Membership in this Association shall be divided into four classes: Active, Sustaining, Honorary, and Life.

**Section 2.** Active members of the Association shall consist of County Engineers, Directors of Public Works, Directors of Transportation, County Road Supervisors, Assistant County Engineers, Assistant County Road Supervisors, Foremen or any other staff personnel who are regularly employed on a full-time basis by any one of the counties of the State of Colorado. Only active dues-paid members may vote, and each member shall have only one vote.

Charter members are those members that completed an application for membership in this Association during 1980.

**Section 3.** Sustaining members of the Association shall consist of any person who evidences a sincere interest in the affairs of this Association. Sustaining members may participate in the aims and purposes of this Association, may speak from the floor of the Convention and at special meetings, and shall be able to serve upon committees, but shall not be entitled to vote or hold office.

**Section 4.** Honorary members shall consist of any public official or public employee who evidences interest in the affairs of the Association, and who is invited to become a member by the Board of Directors. Honorary members shall not be entitled to vote or hold office. They may speak from the floor, but may not serve on committees.

**Section 5.** Life members will be given membership in CARSE without payment of yearly dues and are entitled to the full rights of membership given to Active members of CARSE except they are not entitled to vote.

The criteria for nomination as a Life member is retirement from public service and the nominee must have been a contributing member of the organization. Nominations will be screened by the Board of Directors of CARSE and the award will be presented at the next winter meeting of the memberships.

### **Article III - Dues**

**Section 1.** Dues of the Association shall be payable annually on or before the first day of February of each year. Annual dues shall be set at the Annual Meeting, RE: Article V Section 1, for each Active member and each Sustaining member by the Board of Directors. Honorary and Life members shall not be liable for any dues.

Dues may be waived, for specific members, by the Board of Directors.

### **Article IV - Officers**

**Section 1.** The officers of this Association shall be: President, Vice President, and Secretary/Treasurer. These shall be Active members as defined in Article II, Section 2.

**Section 2.** There shall be eight (8) directors, one of whom shall automatically be the immediate past president. The remaining seven (7) directors shall represent specific districts as established by the Constitution Committee and approved as provided for in Article V, Section 1. If there is an absence of membership and/or an interest within a district, a director-at-large may be elected. The officers and directors shall constitute the Board of Directors of the Association.

**Section 3.** Duties and responsibilities of the President shall be:

- a. Chairs CARSE business meetings, 2 per year, and Board of Directors meetings, minimum 4 per year and prepares agendas for each meeting-
- b. Forms and appoints committees as needed. Acts as ex-officio member of each committee and monitors work of all committees.
- c. Is joint signatory with Secretary/Treasurer on all checking and savings accounts.
- d. Appoints liaison to NACE, CCI Transportation Committee and APWA
- e. Appoints Newsletter editor/coordinator.

- f. Receives and distributes information to appropriate committees and to membership.
- g. Acts as representative of CARSE to other organizations.

**Section 4.** Duties and responsibilities of the Vice President shall be:

- a. Acts as President in the absence of the president.
- b. Responsible for summer and winter conference programs.
  - 1. Conference coordination with CCL
  - 2. Establish conference budget with Board of Directors.
  - 3. Submit tentative conference agenda to Board of Directors at Spring/Fall meeting of Board of Directors.
  - 4. Keep Secretary/Treasurer informed of all conference expenses.
  - 5. Contacts all speakers.
  - 6. Moderates CARSE program at conferences.
  - 7. Distributes and reports conference evaluation.
  - 8. Has authority to bind CARSE to speaker contracts or other conference activities within the approved budget.
- c. Arranges for plaque for past President and presents plaque at the annual business meeting.

**Section 5.** Duties and responsibilities of the Secretary-Treasurer shall be:

- a. The incoming Secretary-Treasurer must arrange to get with the outgoing Secretary-Treasurer within one month after the election of officers to make transfer of documents and funds.
- b. Notify new officers and board members, in writing, of their election. Include a map of director districts. (This to be done by the new Secretary- Treasurer.)
- c. Bill members for annual dues for both CARSE and NACE.
- d. Keep the official minutes of all CARSE meetings.
- e. Prepare and distribute to board members, a draft of the minutes of each Business and Board of Directors Meeting for review, 4 weeks prior to the next meeting.
- f. Prepare and distribute to each member, annually, an up-to-date roster of Active and Sustaining, as well as. Honorary and Life members.
- g. Keep checking and savings account records.
- h. Disburse funds as approved by the membership or Board of Directors. (Is joint signatory with President on all checking and savings accounts.)
- i. Presents a written financial report to the membership at each annual meeting.
- j. Prepare and distribute to all members, an updated copy of the Constitution.
- k. Present each new member with a CARSE membership certificate and lapel pin.

**Section 6.** Duties and responsibilities of the Board of Directors shall be:

- a. Foster communication with members and non-members within their district. Board members are encouraged to establish regular contact with members in their district.

- b. Encourage non-members in their districts to become members.
- c. Solicit potential conference topics from their district and present these to the Vice-President.
- d. May serve as committee chair on various committees.
- e. Attend Board of Directors meetings held a minimum of four times per year along with the Summer Conference and the Winter Conference.

**Section 7.** Length of terms:

- a. The terms of the officers shall be one (1) year commencing at the time of the election except that the term of office for the Secretary-Treasurer shall be for two (2) years.
- b. The terms of the directors shall be one (1) year. Directors shall serve no more than four (4) terms consecutively. If there are no other nominations for board positions, the current director may serve an additional term(s).

**Section 8.** If an officer or director fails to attend regular meetings of the Board of Directors for 2 consecutive meetings, or fails to attend 3 meetings during any calendar year, or otherwise fails to perform any of the duties delegated to him/her as an officer or director, his/h& office may be declared vacant by the Board of Directors on a 3/4 majority vote and the vacancy filled as provided in these bylaws. The Board may remove any officer or director from office on a 3/4 majority vote for failure to perform the duties thereof, after providing the officer or director reasonable notice and opportunity to be heard.

**Article V- Meetings**

**Section 1.** The summer and winter meetings of this Association shall be held at the same time as, and in conjunction with, the summer and winter meetings of Colorado Counties, Inc. The winter meeting shall be designated as the "Annual Meeting".

**Section 2.** Special meetings of the Association may be called by a majority vote of the officers and directors.

**Article VI - Elections**

**Section 1.** Officers and directors shall be elected at the annual meeting provided for herein, and shall be by secret ballot.

**Section 2.** There shall be a Nominating Committee composed of the past three Active Presidents. Nominations may also be made from the floor in open session in addition to the nominations made by the Nominating Committee.

**Section 3.** In the event only one member shall be nominated for an office or directorship, no balloting shall be necessary. In the event of more than one nomination for any office,

the election shall be determined by a majority vote. If no candidate receives a majority on the first ballot, the two high candidates shall be voted on in the second ballot.

**Section 4.** Past Officers and Directors are eligible for election to the Board of Directors as officers or directors after an absence from the Board of two (2) years.

## **Article VII - Vacancies**

**Section 1.** In the event of vacancy in the office of President, the Vice President shall serve as President for the balance of the term.

**Section 2.** In the event of vacancy in the office of Vice President, the Board of Directors of the Association shall designate one of the directors or a paid CARSE member to serve as Vice President for the remainder of the term.

**Section 3.** In the event of vacancy in the office of Secretary-Treasurer, the Board of Directors of the Association shall designate the Vice President, one of the directors, or a paid CARSE member to serve as Secretary-Treasurer for the remainder of the term.

**Section 4.** In the event of vacancy in one of the directorships, the President shall appoint a replacement until the next annual election.

## **Article VII - Committees**

**Section 1.** The following committees shall be automatically created by the annual election:

- a. Nominating Committee
  1. A Nominating Committee, for the following annual election shall be composed of the last three (3) active presidents. If they are not available at the time of election, the current president shall appoint replacements.
  2. Presents a slate of officers and Board of Directors to the membership at the annual elections.
  3. Contacts each nominee for their consent prior to presenting their name for nomination.
- b. Constitution Committee
  1. A Constitution Committee shall make recommendations to the Board of Directors on constitutional or Director District boundary changes. The committee shall be composed of the newly elected officers, directors, or other interested members.
  2. The Board of Directors will present any and all agreed upon changes by majority vote to the membership, as provided for in Article IX,

c. Awards Committee

1. An Awards Committee, composed of past recipients of the County Engineer, Road Supervisor, CARSE member of the Year award or the Elaine Spencer Award, will select candidates for the following awards.
  - **County Engineer of the Year Award** – Awarded to a professional engineer who is a CARSE member that has demonstrated leadership, engineering expertise, community and CARSE involvement as well as other exceptional attributes. The Engineer of the Year award follows NACE nomination guidelines so the CARSE award winner can be submitted to NACE.
  - **County Road Supervisor of the Year Award** – Awarded to a road supervisor road and bridge director/manager who is a CARSE member that has demonstrated leadership, road and bridge expertise, community and CARSE involvement as well as other exceptional attributes. The Road Supervisor of the Year award follows NACE nomination guidelines so the CARSE award winner can be submitted to NACE.
  - **CARSE Member Of The Year Award** – Awarded to a CARSE member that has demonstrated leadership, road and bridge expertise, community and CARSE involvement or other exceptional attributes. This award is not required to follow NACE nomination guidelines and is not submitted to NACE for national award consideration.
  - **"Elaine Spencer Award"** Is awarded to a person in recognition of outstanding service to the CARSE organization.

Nominations will be accepted from CARSE members, County Commissioners, County Administrators/Managers or other county employees. Nominations from the public may also be considered.

No more than two awards per year will be considered in the categories of CARSE Member, Road Supervisor or Engineer of the Year.

Awarding of the Elaine Spencer Award shall be independent of any other CARSE Awards.

2. These above awards **may** be given at the annual winter conference based upon nominations and selection by the committee. The committee, or a designated committee member, will complete the following items.
  - Designates presenter for the awards and arranges with CCI for time on the agenda at the awards luncheon. The Board of Directors will choose the award presenter and recipient.

- Prepares a press release to be distributed to the media in each recipient's home county.
- Prepares article and arranges for pictures to be submitted to CCI for inclusion in the County Commentator.
- Prepares application for NACE award and submits to NACE Awards Committee.
- If nominee receives NACE award, the Committee will prepare and submit press releases for media in recipient's home county and to CCI for County Commentator.

### **Article IX - Amendments**

**Section 1.** This Constitution may be amended at any annual meeting of the Association by three-fourths (3/4) vote of the eligible members present and voting.

### **Article IX - Amendments**

This amended Constitution shall be declared adopted upon a three-fourths (3/4) vote in favor of such adoption at the annual meeting of the Association on November 29, 2001 and thereafter such Constitution together with regularly adopted amendments thereof shall be the supreme law of this Association.