



**CITY ENGINEERS ASSOCIATION  
of MINNESOTA**

**CONSTITUTION AND BY-LAWS OF THE  
CITY ENGINEERS ASSOCIATION OF MINNESOTA**

Adopted September 19, 1954

Amended Feb. 19, 1958    Amended Feb. 27, 1975    Amended Jan. 21, 1988

Amended Feb. 25, 1960    Amended Jan. 23, 1976    Amended Jan. 27, 1997

Amended Jan. 29, 1970    Amended Jan. 10, 1979    Amended Jan. 28, 2000

Amended Feb. 4, 1971    Amended Jan. 10, 1980    Amended Feb. 1, 2002

Amended Feb. 3, 1972    Amended April 24, 1985    Amended Aug. 11, 2006

Amended June 13, 1974    Amended Jan. 23, 1986    Amended Aug. 5, 2011

**ARTICLE I**

We, the City Engineers of the State of Minnesota, in order to promote the welfare of one another and to be of greater service to our Municipalities and profession, do deem it advisable and proper to unite ourselves into a professional organization.

**ARTICLE II**

The name of this organization shall be "The City Engineers Association of Minnesota."

## **ARTICLE III**

The purpose of the Association shall be to further the education and welfare of one another, to promote the interchange of helpful ideas and information, to work constructively toward the advancement and improvement of the engineering profession, and to seek ways and means by which we may be more useful and efficient to those whom we serve.

## **ARTICLE IV – MEMBERSHIP**

**SECTION 1** – Membership or Associate Membership shall be open to any registered Professional Engineer or Engineer-in-Training that is a member of NSPE, APWA, ASCE, ITE or AWWA and who qualifies in one of the following capacities and whose membership is approved by the Executive Committee.

### **Full Membership (Members):**

A licensed professional engineer who is a city engineer, chief engineer, or director of public works employed by a Municipality in the State of Minnesota, serving under a proper and legal appointment.

### **Associate Membership (Associate Members):**

A licensed professional engineer or an engineer-in-training who meets one of the following conditions:

- A consultant who is providing municipal engineering services for municipalities in the State of Minnesota.
- An employee in a municipal engineering or public works department with a Municipality in the State of Minnesota.
- A former member of the CEAM who is currently serving in any official capacity being consistent with the purpose of furthering and advancing the purposes of the association.
- An employee with the Minnesota Department of Transportation, a regional planning agency, or other government agency who is currently serving in any official capacity being consistent with the purpose of furthering and advancing the purposes of the association.

### **Life Membership (Life Member):**

A CEAM member who has reached the age of 55 years or more, has been a CEAM member or an associate member for at least 15 years, and has retired or terminated employment that would qualify him/her as a member or associated member.

**SECTION 2** – Candidates for membership shall make application to the Secretary on the application form provided by the Association.

The Secretary shall refer all applications to the Executive Committee for their action and a classification of membership.

Upon approval by the Executive Committee, and payment of the current dues, the applicant shall be enrolled as Member or Associate Member of the Association.

Change of membership classification will be made by the Executive Committee as the employment of a Member or Associate Member qualifies for such change, either by application by the member or action initiated by the Executive Committee.

Members and Associate Members are required to report to the Secretary any change in employment that would change their membership classification.

Associate Members shall enjoy all the responsibilities and privileges of membership except holding the offices of President, Vice President, or Secretary-Treasurer.

Life Members may be elected at any Annual Meeting upon request of the applicant or recommendation of any member. The request or recommendation shall be in writing and shall certify to the qualification requirements in Section 1 of this Article. Life Members shall not pay Annual Dues or Assessments, and shall enjoy the same privileges as Associate Members.

A certification of Life Membership shall be prepared and presented to each Life Member following his/her election; and a Roster of Life Members shall be maintained by the Secretary.

## **ARTICLE V**

**SECTION 1** – Annual dues for Members and Associate Members shall be payable on or before April 1. Annual dues shall remain unchanged from year to year unless acted upon at the Annual Meeting.

**SECTION 2** – The Association may at any time or session of the Annual Meeting, by vote of a majority of the members present at that meeting, vote an assessment for any purpose and in whatever amount it may deem necessary.

## **ARTICLE VI**

The officers shall be as follows: President, Vice-President and Secretary-Treasurer. They shall be elected for a term of one year and shall perform the duties usual to these offices. Only full members in good standing shall be eligible to hold office. Officers shall be elected annually by the CEAM membership and installed at the Annual Winter Business Meeting.

## **ARTICLE VII – EXECUTIVE COMMITTEE**

**SECTION 1** – There shall be an Executive Committee composed as follows: The President, Vice President, Secretary-Treasurer, the two most immediate Past Presidents, and two Associate Members. The Associate Members shall be elected to the Executive Committee in conjunction with the election of the officers, as described in Article VI.

**SECTION 2** – The President shall be the Chairman of the Executive Committee. The Executive Committee may require the Treasurer to furnish a bond satisfactory to them, the premium of which shall be paid by the Association.

**SECTION 3** – The Executive Committee shall fix the date and place of the Annual Meeting, arrange the program, obligate the Association at the time of the Annual meeting, at other meetings, and between meetings. It shall have the authority to conduct such business as may be requested or authorized by the membership, and furthermore, such other business relating to interests and welfare of the membership as it shall deem necessary or advisable. It shall have the power to fill vacancies on any committee that occurs during the year. The Secretary-Treasurer shall have the authority to pay bills as they become due, and shall deposit all monies received in the name of the Association, and in a manner approved by the Executive Committee.

## **ARTICLE VIII - COMMITTEES**

**SECTION 1** – The Executive Committee shall appoint special committees as may be necessary from time to time to attend to the affairs and business of the Association. They shall perform the duties assigned to them, and shall serve until the next Annual Meeting or until dismissed by the Executive Committee.

**SECTION 2** – The Executive Committee shall nominate members to standing committees as may be necessary from time to time to attend to the affairs and business of the Association.

The Committee nominations shall be approved by the general membership at the annual meeting. They shall perform the duties assigned to them and shall serve until the next Annual Meeting or until dismissed by the Executive Committee.

## **ARTICLE IX**

**SECTION 1** – There shall be an Annual Meeting held each year at a time and place to be determined by the Executive Committee. At the Annual Meeting, the offices shall be elected and such business and discussions shall be presented as will best promote the purpose of the Association.

**SECTION 2** – Special meetings may be called at the discretion of the Executive Committee.

## **ARTICLE X - COMPENSATION**

The Executive Committee shall serve without compensation except such expenses as the membership shall determine at the Annual Meeting.

## **ARTICLE XI - AMENDMENTS**

This Constitution and By-Laws may be amended at any Annual Meeting by a two thirds vote of the members present and voting.

## **ARTICLE XII – RULES OF BUSINESS**

**SECTION 1** – The members present shall constitute a quorum to transact business at the Annual Meeting, Special Meeting, or a meeting of the Executive Committee.

**SECTION 2** – “Robert’s Rules of Order” shall govern the conduct of all meetings.

**SECTION 3** – The Executive Committee shall determine the order of business.