



2017

CONSTITUTION & BYLAWS

FOR

**INDIANA ASSOCIATION OF COUNTY HIGHWAY
ENGINEERS AND SUPERVISORS
(IACHES)**

(Revised December 3, 1997 thru April 13, 2017)

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**CONSTITUTION AND BYLAWS
OF THE INDIANA ASSOCIATION OF COUNTY
HIGHWAY ENGINEERS AND SUPERVISORS
(IACHES)**

ARTICLE I. NAME & PURPOSE

- SECTION 1. The name of the association shall be the INDIANA ASSOCIATION OF COUNTY HIGHWAY ENGINEERS AND SUPERVISORS (IACHES).
- SECTION 2. The Headquarters of the Association shall be located at the office of the Secretary/Treasurer or Executive Secretary of the Association.
- SECTION 3. The purpose of this Association shall be to promote the efficient construction, maintenance and administration of public projects at the County level. This shall be accomplished primarily by facilitating cooperation and communication between County Highway Departments, INDOT, FHWA, Contractors, Consultants, and Vendors.

ARTICLE II. MEMBERSHIP

SECTION 1. REGULAR MEMBER:

Any person serving as a County Highway Engineer, Highway Supervisor, Highway Director, or any other administrative, managerial, or supervisory position with the County Highway Department or county department whose primary duties are to maintain and/or construct county highways, is eligible for regular membership. Regular Members must be full time employees of an Indiana County. All Regular Members in good standing shall have the right to participate in meetings, committees, and votes.

Only Regular Members in good standing whose dues are paid shall have the right to vote upon the election of officers and all other matters before the Association. Regular Members whose dues are more than 3 months in arrears shall not be considered in good standing. Dues are payable on the first of January each year, not to exceed the first three (3) months of each year.

SECTION 2. AFFILIATE MEMBER:

Representatives of IACC, AIC, Indiana LTAP, INDOT, FHWA, or any other organization with an unbiased and sincere interest in the affairs of the Association may become an affiliate member. Affiliate members may participate in meetings and serve on committees with approval of the Executive Committee with no voting rights (with the exception of the Awards Committee).

SECTION 3. ASSOCIATE MEMBERS:

Vendors, contractors/consultants, or any other friend of the Association may become an Associate Member. Associate members may participate in meetings, but may not vote, serve on committees (with the exception of the Awards Committee), or hold office.

SECTION 4. HONORARY MEMBERS:

Those individuals who have shown exemplary service to the Association and have through their leadership, perseverance, and integrity, furthered the cause of the Association shall be eligible for honorary membership. Nominations for honorary membership shall be made only by members of the Executive Board at one of the official meetings of the Association. Honorary memberships shall be approved by a majority vote of the Regular Members. Honorary Members will have no voting privileges nor will they be assessed dues.

ARTICLE III. DUES/EXPENSES

SECTION 1. ANNUAL DUES:

| | | |
|-------------------|----|-------------------|
| Regular Members | \$ | 50.00.00 per year |
| Associate Members | \$ | 200.00 per year |
| Affiliate Members | \$ | 0 per year |
| Honorary Members | \$ | 0 per year |

(As amended March 9, 2017)

SECTION 2. EXPENSES:

It is necessary to have a policy outlining what meeting expenses are to be reimbursed for the officers of the Association. The reimbursement of expenses for the official meeting will help promote the willingness of members to run for office. All officers of the Association may not have sufficient funds for travel expenses within their county highway budget to actively participate in all the meetings they need to attend. Therefore, the following official meeting expenses will be paid by the Indiana Association of County Highway Engineers and Supervisors (IACHES) upon receipt of an original invoice, statement, or receipt presented to the Secretary/Treasurer of the Association:

Quarterly Business Meetings

The Executive Board will be reimbursed for the normal room rate and taxes not to exceed the standard single room rate of the officially designated hotel or motel of

the associated conference. Telephone calls, room service, movies or any other room charges will not be reimbursed. Food, travel, and conference fees will not be reimbursed.

Executive Board or Executive Committee Meetings

The Secretary/Treasurer shall pay the cost of the meeting rooms and any meals that fall during the meeting called by the President. Travel and lodging expenses will not be paid for these one-day meetings.

NACE Conferences

The NACE Director shall be reimbursed for travel expenses for attending the Annual NACE Conference. These reimbursable expenses are limited to vehicle mileage, tolls, taxi or bus charges (to and from airport only), airfare (economy class), the standard single room rate and taxes at the official hotel of the conference and the conference registration fees. Telephone calls, room service, movies or any other room charges will not be reimbursed. Food expenses and Annual NACE dues are not reimbursable. (As amended December 3, 1997) The NACE Director and any other NACE officers shall be reimbursed for the same expenses as listed above to cover expenses for other NACE Conferences. The limit on these additional meetings or conferences is \$800.00 per event

ARTICLE IV. OFFICERS

SECTION 1. The officers of the Association shall be President, Vice-President, Secretary/Treasurer, and Past President. The order of procession will generally be as follows: Secretary/Treasurer to Vice-President, Vice-President to President, and President to Past President.

SECTION 2. The President, Vice-President, Secretary/Treasurer and the Past President shall be known as the Executive Board. The officers elected to Executive Board shall consist of two (2) Engineers and two (2) Supervisors. Engineers are defined as licensed Professional Engineers in the State of Indiana and/or persons directly holding the position of County Engineer in their respective County. All other members shall be considered as Supervisors. Engineers by the current definition may result in non-licensed Professional Engineers or persons holding positions other than that of County Engineers being elected to either the Executive Committee or the Board of Directors to serve as Engineers. (As amended October 14, 2003)

SECTION 3. The NACE Director shall be appointed by the President and approved by the Executive Board. The NACE Director may be an Engineer or a Supervisor. The NACE Director must be a NACE member at the time of appointment.

SECTION 4. A group of six (6) District Directors shall be appointed by the President and approved by the Executive Board. The District Directors shall represent the six (6) districts of the State of Indiana (see illustration/map at page 13). Three (3) of the District Directors must be Engineers; the other three (3) must be supervisors. The Executive Board, along with the six (6) District Directors, will be known as the Executive Committee. Engineers are defined in Section 2 of this article. In the event that the proper ratio of engineers and supervisors cannot be attained to fill all District Director positions on the Board of Directors, the President may adjust the ratio if necessary by majority vote of the Executive Board, to fill all District Director positions. (As amended October 14, 2003)

SECTION 5. The terms of all officers of the Association shall be for approximately one (1) year, said term to run from the close of the business meeting in December to the close of the next annual business in December, or until a successor is duly elected. No member shall hold the same office for more than one (1) year. The District Directors may serve for more than one (1) year. The NACE Director may serve for more than one (1) year.

SECTION 6. The Executive Committee shall consider any vacancy in any office. A replacement may or may not be named, depending on when the vacancy occurs and on what level it occurs.

SECTION 7. The election shall be determined by a majority of all votes cast. All Executive Board members shall be approved at the annual business meeting by a majority of votes cast.

SECTION 8. LTAP ADIVISORY BOARD, Executive duties: To represent the Association, IACHES has three (3) positions on the LTAP Advisory Board. Two (2) IACHES officers have voting privileges on this Advisory Board, with the third position being a non-voting member. The two (2) voting officers are the President and the Past President. The third non-voting member is the appointed IACHES NACE representative. (As amended October 22, 2004)

ARTICLE V. COMMITTEES

SECTION 1. The Executive Committee shall appoint the following standing committees:

1. Legislative
2. Awards
3. Standards
4. Membership

SECTION 2. One (1) Engineer and one (1) Supervisor will serve as co-chairpersons of each of the four (4) Committees. The Executive Committee will, in addition to the

Engineer and Supervisor, appoint an Affiliate Member and an Associate Member (with voting rights on the committee) to the Awards Committee. The co-chairpersons will select additional committee members for the Legislative and Standards Committee as required to fulfill the objective of the two committees. There are no terms associated with the committees. Whoever is interested and willing to serve should be considered for a position on the committees(s) of their choice. The Awards Committee shall be appointed or reappointed each year by the Executive Committee. The Membership duties will involve educating and promoting the Association in order to attract additional members. (As amended June 2, 2004)

ARTICLE VI. MEETINGS

SECTION 1. The Winter Meeting, held each December in conjunction with the Commissioner's Conference, shall be considered the Annual Meeting.

SECTION 2. There shall be at least three (3) additional meetings held generally one per quarter, through the course of the year. The Spring, Fall, and Winter Meetings will be held in conjunction with the Purdue Road School, AIC Conference and the IACC Conference, respectively. The Summer Meeting will be planned and organized by the Executive Committee or their appointees. The Summer Meeting is held the first Wednesday and Thursday of June.

SECTION 3. Such other meetings shall be held as called by the Executive Committee, provided no such meeting shall be called without a duly signed notification of said meeting being mailed to each Regular Member, providing at least 10 days notice of the meeting and the purpose for which it is being called.

SECTION 4. The majority of members in good standing present at any meeting shall constitute a quorum for purpose of conducting office business of the Association.

ARTICLE VII. RULES OF ORDER

SECTION 1. Generally, the order of business during any meeting shall be:

- Roll call (or sign in sheet).
- Reading and approval of minutes of previous meeting.
- Business arising from the reading of the minutes.
- Correspondence
- Officers Report (if any)
- Regular Committee Reports
- Special Committees Report (if any)
- Old Business
- New Business

- Announcements
- Adjournment

ARTICLE VIII. VOTING

SECTION 1. Quorum for a Business Meeting. A quorum shall consist of a majority of the Regular Members present. To conduct state business a quorum must be present.

SECTION 2. Committee Quorum shall consist of at least a majority of Regular Members present.

SECTION 3. If a vote of the Executive Committee ends in a tie, the deciding vote shall be cast by the President.

ARTICLE IX. POWER OF AMENDMENTS

SECTION 1. Any section or sections of this Constitution may be amended by a vote of two-thirds of those members present at any regular meeting of the Association. At the request of any member, the vote shall be taken by written ballot.

ARTICLE X. FUNDS AND RECORDS

SECTION 1. The Secretary/Treasurer shall be responsible for the care and deposit of all funds of the Association. The Secretary/Treasurer will keep detailed records of all receipts and expenditures during his term, as well as minutes of all of the meetings.

SECTION 2. Any member of the Association shall, at any time, have reasonable access to any data, papers, or property of the Association, provided that such items shall not be removed from the office of the Association without the consent of the Secretary/Treasurer.

ARTICLE XI. DUTIES OF EXECUTIVE BOARD AND COMMITTEES

SECTION 1. PRESIDENT:

The President shall do the following:

- A. Preside at all state meetings.
- B. Make appointments for vacancies subject to the approval of the Executive Board and Committee.
- C. Is Chairman of the Executive Committee.

D. Represents IACHES as a voting member of the LTAP Advisory Board.

SECTION 2. VICE-PRESIDENT:

The Vice-President shall do the following:

- A. Will preside in the absence of the President.
- B. Is a member of the Executive Board.

SECTION 3. SECRETARY/TREASURER:

The Secretary/Treasurer shall do the following:

- A. Prepare an annual Directory of County Highway Department Administrators and officers.
- B. Send notices to all members thirty (30) days in advance of each state general meeting.
- C. Shall prepare and distribute minutes to each Executive Board and Committee Member of all state meetings.
- D. Shall maintain a membership list.
- E. Shall maintain a financial record and minutes of all meetings.
- F. Shall send a list of all selected and appointed committee members to the membership within thirty (30) days of appointment.
- G. Shall be a member of the Executive Board.
- H. Shall preside at all state meetings.
- I. Shall be in charge of soliciting for memberships on approval of the Executive Board.
- J. Be in charge of receipts and disbursements upon approval of the Executive Board for the Association.
- K. Shall maintain financial records for the Association.
- L. Shall oversee the day-to-day work of the Executive Secretary and delegate those administrative duties as needed to the Executive Secretary. The Executive Secretary will not be allowed to sign checks or preside at meetings.

SECTION 4. PAST PRESIDENT:

- A. The Past President will serve to guide the new President in his duties
- B. Represents IACHES as a voting member of the LTAP Advisory Board.

SECTION 5. DISTRICT DIRECTORS:

The District Directors shall do the following:

- A. Shall be a member on the Executive Committee.

- B. Shall report to the Executive Committee any Committee work that would need approval from the Executive Committee and Board.
- C. Shall distribute information to the counties within each of their Districts as directed by the Association. The Director acts as an liaison to the counties for the Association when necessary.

SECTION 6. NACE DIRECTOR:

- A. Promote membership in NACE.
- B. Make nominations to the Executive Board for NACE rural and urban County Engineer and Supervisor of the Year Awards after input from the Awards Committee.
- C. Make reports to the general membership at each regularly scheduled business meeting concerning NACE issues and the NACE Annual Meeting.
- D. Represent the Indiana Association of County Highway Engineers and Supervisors at the annual NACE Conference.
- E. Communicate concerns and input from the Indiana Association of County Highway Engineers and Supervisors to NACE throughout the year.
- F. Represent IACHES as a non-voting member of the LTAP Advisory Board.

ARTICLE XII. RESPONSIBILITIES OF COMMITTEES

SECTION 1. Executive Board shall be the administrative body of the organization between business meetings.

SECTION 2. Executive Committee shall be the body working along side the Board for planning and organization.

SECTION 3. AWARDS COMMITTEE:

- A. To select the Regular Member that will receive the annual Supervisor/Engineer of the year award from AIC.
- B. Provide assistance to the IACC upon request from the IACC for input regarding any of the awards they give which are related to the Highway functions of the Counties.
- C. Provide recommendations to the Executive Board concerning the award process for scholarships.
- D. Select any other members as needed for various awards or recognition as needed.

SECTION 4. LEGISLATIVE COMMITTEE:

- A. To review new legislation.

- B. Prepare proposals for new legislation.
- C. Represent the Association in discussion of legislation.

SECTION 5. STANDARDS COMMITTEE:

- A. To develop a set of Standard Drawings and Specifications to be used for local projects throughout Indiana.
- B. To represent the Association in the development of INDOT standard drawings and specifications.

ARTICLE XIII. SCHOLARSHIP PROGRAM

SECTION 1. The Association may award one or two Scholarships per year in the amount of \$2000 per scholarship to the child or grandchild of a full-time County Highway employee whose highway departments supervisor and /or engineer is a paid-up member of IACHES who will be preferably pursuing a full time course of study in either engineering or surveying at a university located in Indiana. The scholarships available are for one (1) year and must be reapplied for each year.

SECTION 2. The Executive Board shall have the authority to set the criteria for which the scholarship(s) are awarded and how many are awarded (up to two) in any given year.

SECTION 3. The Executive Board may use an outside agency such as Indiana LTAP to actually make the selection of the person(s) to whom the scholarship is awarded. The Board has the right to make the final selection of the person(s) to whom the scholarship is awarded, the final determination as to who is eligible, what institutions can be attended, and whether the course of study is applicable.

SECTION 4. The Association shall not award more than \$4000 in scholarship money in any calendar year.

ARTICLE XIV. EXECUTIVE SECRETARY

SECTION 1. The Executive Board may contract with an executive secretary to assist the Secretary/Treasurer in his duties. The executive secretary shall also assist the other officers of the association in any needed secretarial needs. The amount to be expended annually for the services shall be approved by the regular members at a scheduled general membership meeting. The Board shall not hire an employee for this work. The Board may utilize a shared contract executive secretary with another organization, hire a contract executive secretary by itself, or enter into an agreement with a management firm.

SECTION 2. The executive secretary shall be under the direction of the Secretary/Treasurer of the organization.

SECTION 3. The duties of the executive secretary shall be defined by the Executive Board based on needs and funds available.

SECTION 4. The executive secretary shall be reimbursed for all expenses related to this organization as set out in the contract with the executive secretary.

ARTICLE XV. IN THE MATTER OF DISSOLUTION OF ORGANIZATIONS

SECTION 1. If after two (2) years there is a resolution made to dissolve this organization and to go back to separate organizations, this will have to be approved by majority of the Association.

SECTION 2. Funding belonging to each Association at the inception will be distributed back to each Association based on the amount that was given at the inception of the Association. The remaining funds received during the trial period (beginning January 1,1994), will be divided evenly between the two organizations.

SECTION 3. If later on beyond the two (2) year trial period, this organization should decide to dissolve to become separate organizations, then it shall be done by Sections 1 and Section 2 above.

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INDIANA ASSOCIATION OF COUNTY HIGHWAY ENGINEERS AND SUPERVISORS



Districts

- Northwest** - Benton, Carroll, Cass, Fulton, Howard, Jasper, Lake, LaPorte, Marshall, Miami, Newton, Porter, Pulaski, St. Joseph, Starke, White
- Northeast** - Adams, Allen, Blackford, DeKalb, Elkhart, Grant, Huntington, Jay, Kosciusko, LaGrange, Noble, Steuben, Wabash, Wells, Whitley
- West Central** - Boone, Clay, Clinton, Fountain, Hendricks, Montgomery, Morgan, Owen, Parke, Putnam, Tippecanoe, Vermillion, Vigo, Warren
- East Central** - Delaware, Fayette, Franklin, Hamilton, Hancock, Henry, Johnson, Madison, Marion, Randolph, Rush, Shelby, Tipton, Union, Wayne
- Southwest** - Crawford, Daviess, Dubois, Gibson, Greene, Knox, Lawrence, Martin, Monroe, Orange, Perry, Pike, Posey, Spencer, Sullivan, Vanderburgh, Warrick
- Southeast** - Bartholomew, Brown, Clark, Dearborn, Decatur, Floyd, Harrison, Jackson, Jefferson, Jennings, Ohio, Ripley, Scott, Switzerland, Washington