

# **American Council of Engineering Companies of South Carolina Emerging Leaders Board BYLAWS**

*Mission Statement:* ACEC-SC Emerging Leaders Board cultivates leadership opportunities for dedicated industry professionals by fostering fresh perspectives and advancing professional growth through social, educational, and volunteer experiences.

## **ARTICLE I DEFINITION**

The American Council of Engineering Companies of South Carolina Emerging Leaders Board (ACEC-SC ELB) is an entity intended to cultivate leadership opportunities for industry professionals amongst ACEC-SC membership. The ACEC-SC ELB operates at the pleasure of ACEC-SC Board of Directors.

The specific objectives of ACEC-SC ELB are to:

- A. Provide feedback and fresh perspectives to the ACEC-SC Board of Directors on the execution of the strategic plan and guide the mission of ACEC-SC.
- B. Promote involvement and awareness of the engineering industry and ACEC-SC programs, events, and membership in younger generations.
- C. Professionally develop the next generation of industry leaders.

## **ARTICLE II EMERGING LEADERS BOARD**

### **Section 1**

The ACEC-SC ELB shall consist of twelve members, including three Executive Committee members and nine Directors. ELB members will serve three-year terms, with three new Directors being selected annually. It is the intent that a continuity of service on the ACEC-ELB shall be established through staggered terms of office for its members.

### **Section 2**

The administrative year (and term) of the ACEC-SC ELB shall be from July 1 of the current year to June 30 of the following year.

### **Section 3**

The ACEC-SC ELB Executive Committee will be comprised of the President, Vice President, and Secretary/Treasurer. Members of the ACEC-SC ELB Executive Committee must have served at least one year on the ELB as a Director. Elections will be held among the ELB annually no later than 30 days prior to the end of the administrative year to select the Secretary/Treasurer and Vice President. The individual then-serving as Vice President will automatically become the President. The President shall automatically become the Past President. The Past President shall be a non-voting, ex-officio member of the Executive

Committee. Anyone who is eligible to serve on the ACEC-SC ELB shall be eligible for the ELB Executive Committee, provided that person has served at least one year on the ELB as a Director.

#### **Section 4**

No member shall serve on the ELB for more than six consecutive years (excluding tenure on the ACEC-SC ELB Executive Committee) except the Past President who serves ex-officio.

### **ARTICLE III** **ELIGIBILITY AND SELECTION**

#### **Section 1**

Individuals are eligible to participate as full voting members of the ACEC-SC ELB if they are employees of any of the following as defined by the current Bylaws of ACEC-SC:

- A. Member Firm
- B. Professional Member
- C. Affiliate Member

If a member of the ACEC-SC ELB becomes ineligible for participation through change of employment to a non-member employer or change in membership status of their employer, they shall be replaced according to procedures in Article IV Section 7. If duplicate representation of a firm occurs due to a change of employment, no change to the member's eligibility on the ACEC-SC ELB shall be made until the end of their term.

#### **Section 2**

The following restrictions on eligibility shall apply:

- A. Each newly selected member of the ACEC-SC ELB must be from a firm not represented on the active ACEC-SC ELB (excluding the Immediate Past President). A member or past member of the ACEC-SC Executive Board of Directors cannot serve on the ACEC-SC ELB.
- B. Applicants should have between 5 and 20 years of experience (no age limit) and must have obtained a minimum of 3 years of working experience in the consulting engineering industry.
- C. Preference will be given to applicants who have successfully completed the ACEC-SC Future Leaders Program or an equivalent from another ACEC Member Organization.
- D. Preference will be given to applicants who are located in South Carolina; however, individuals who actively do work for the SC market and are members of ACEC-SC can be considered.

#### **Section 3**

No later than April 15, the ACEC-SC ELB Application Form shall be posted on the ACEC-SC website and shall be advertised in the most widely circulated ACEC-SC newsletter (i.e. "First Word" as of 2023). The application shall close on May 15 unless there are an insufficient number of eligible applicants to fill the required vacancies, in which case the application period may be extended by the ACEC-SC ELB

President. The determination of an extended application period will be determined on a case-by-case basis.

#### **Section 4**

The standing ACEC-SC ELB (including members with expiring terms) shall review and present proposed members (including replacements for any Director vacancies) to the ACEC-SC Executive Board of Directors no later than June 1. The ACEC-SC Executive Board of Directors shall approve or reject (with direction) the proposed members at the June ACEC-SC Board of Directors Meeting.

#### **Section 5**

ELB members shall take office after approval by the ACEC-SC Executive Board of Directors and no sooner than July 1.

### **ARTICLE IV** **DUTIES AND POWERS**

#### **Section 1**

The basic purpose of the ACEC-SC ELB is to support the ACEC-SC Executive Board of Directors to execute ACEC-SC's strategic plan and mission. ACEC-SC ELB has a specific charge to bring new ideas and extend the reach of ACEC-SC.

#### **Section 2**

The ACEC-SC ELB shall meet a minimum of eight times per year. Additional meetings may be called by the President. A meeting schedule will be established at the beginning of each administrative year. Meetings may be held at rotating locations throughout the State of South Carolina, as determined by the Board. Members shall attempt to attend meetings in person when possible.

#### **Section 3**

A quorum for the transaction of business at any meeting of ACEC-SC ELB shall consist of at least two-thirds of its members. A majority of the quorum must concur on all business conducted. The ELB will follow Robert's Rules of order. As per Robert's Rules, any Director or Executive Committee member may make a motion; the motion must be seconded before discussion ensues. After discussion the President will call for a vote. With direction from the President, this can be done virtually with a motion, seconded, and discussed. Should a tie occur, the president's vote serves as the deciding factor.

#### **Section 4**

- A. The President shall be the chief elected officer and shall have responsibility for the general management of the ELB affairs. The President shall:
- preside over all meetings of the ELB;
  - assign administrative responsibilities for committees to other members of the ELB;
  - be an ex-officio member of all committees;

- be responsible for submitting a proposed ELB budget to the ACEC-SC Executive Board of Directors no later than the last Thursday of March; and
- serve as the ex-officio liaison to the ACEC-SC Executive Board of Directors to provide current feedback from events, initiatives, and news between the boards.

B. The Vice President may be assigned duties including the administration of committees and shall preside at any meeting at the request of the President. In the temporary absence or disability of the President, the Vice President shall discharge the duties of the President.

C. The Secretary/Treasurer shall:

- keep an accurate record of minutes and attendance at all meetings of the Organization and the ELB;
- maintain the lists of officers and committees and other information to maintain a continuous record of the ACEC-SC ELB;
- maintain an accounting of expenses of the ELB and provide monthly updates; and
- perform other duties as necessary.

**When the Executive Committee meets without the Board members, it shall attempt to meet in person.**

#### **Section 5**

Committees consistent with ACEC-SC's mission shall be established at the start of each administrative year. Committees may change annually based on the priorities of the ELB. Directors will be assigned to committees by the ACEC-SC ELB Executive Committee. Committees will select a chairperson from their members. Any member of the ACEC-SC ELB may serve as a committee chairperson.

#### **Section 6**

If a member of the ACEC-SC ELB, without just cause, has failed to attend three consecutive meetings or if he/she ceases to be a member in good standing, that member may be removed from his position by not less than a three-fourths majority affirmative vote of the ACEC-SC ELB.

#### **Section 7**

In the event of a vacancy on the ACEC-SC ELB by reason of resignation, removal, death, inability to serve, or other reasons, the vacancy shall be filled as follows until the next ACEC-SC ELB application period as outlined in Article III:

- The Vice President shall become the President immediately when the President's seat is vacated.
- A vacancy on the ACEC-SC ELB Executive Committee other than President shall be filled by a majority vote of the ACEC-SC ELB from among the remaining members of the ACEC-SC ELB.
- A vacancy in Director shall remain vacant until the next ACEC-SC ELB application period.

**ARTICLE V**  
**AMENDMENTS TO THE BYLAWS**

Bylaws may be amended by an affirmative vote of not less than two-thirds of voting members. The effective date of any amendments shall be immediate.



AMERICAN COUNCIL OF ENGINEERING COMPANIES  
*of South Carolina*