

Preamble

The Mission of the Quad City Engineering and Science Council (QCESC) is "To Promote and support engineering, science, and technical professionals and associated societies in Quad City Region and To Encourage and support students to study in STEM (Science, Technology, Engineering, and Mathematics) related fields".

Art I, Section 1. Society Membership

Engineering, scientific, and technical societies may be admitted as members of the Quad City Engineering and Science Council (QCESC) upon a simple majority vote of the Council. New societies shall agree to conform to and abide by all rules, regulations, and bylaws of the Council. Societies shall name at least one contact to the QCESC through whom all QCESC communications shall flow with the expectation that this information shall be disseminate to all said society members.

Art I, Section 2. Associate Membership

Organizations with interests related to engineering or science may become associate members of the Council. Associate membership does not include voting rights. Examples of such organizations include, but are not limited to museums, schools, individuals, and businesses. Belonging to a member society is not required to be considered for membership on the QCESC board. Adequate experience and professional affiliation need only be demonstrated to the existing board for a nomination to be considered.

Art I, Section 3. Individual Membership

An individual may be considered for membership in the QCESC after attending six monthly meetings and volunteering for two QCESC sponsored events (Within a two year period) and a majority vote in favor of individual membership. Individuals shall present to the council completion of the above requirements for membership.

ARTICLE II

MEETINGS

Art II, Section 1. Changes

The date of any regular Council meeting may be set or changed by a majority vote of the membership present at any regularly scheduled meeting. Notice of the change shall be given to Council members at least two (2) days prior to the changed meeting.

Art II, Section 2. Date

Regular meetings of the Council shall be held on the third Wednesday of each month during the months of September through June.

Art II, Section 3. Special Meetings

Special meetings of the Council may be called at any time by the President of the Council or by a majority of the Council membership upon two (2) days advance notice.

ARTICLE III

MANAGEMENT

Art III, Section 1. Voting

Voting members of the Council shall consist of one duly designated representative or alternate of each of the engineering, scientific, and technical/professional societies comprising the Council who are present or accounted for by proxy (e.g. e-mail, text, etc.) who are present at the time of the vote. Other non-voting members of the Council may be added or subtracted as needed. Each member organization will appoint a representative and an alternate representative to the Council with full power to speak for the parent organization. Individuals who are granted full membership shall have voting rights.

Art III, Section 2. QCESC Officers

The Officers of the Council shall be a President, a President-Elect, a Secretary, a Treasurer, a Communications Coordinator, a Science-Technology-Engineering-Math (STEM) Coordinator, a Director, Executive Director Emeritus, Professional Development Coordinator, Award Chair, Fundraising Chair, and Scholarship Chair.

Art III, Section 3. Executive Board

The Executive Board shall be comprised of the President, President Elect, and Directors. Members of the Executive Board who are temporarily prevented from serving as such (e.g. due to military service) shall be considered board members in absentia and rotate with that position (i.e. Y1-President-elect, Y2 President, Y3 Director).

Art III, Section 4. QCESC Operation

Responsibility for the overall operation of the Council shall reside with the Executive Board, which will formulate policy and appoint heads of standing and ad hoc committees. Examples of standing committees include: Presidents Reception, FIRST LEGO League, FIRST Tech Challenge, Scholarship Selection, Battle of the Bridges, E-Week Banquet (to be chaired by the President), Trebuchet, Cardboard Boat Regatta, etc. The Officers of the Council may, by simple majority vote of the total voting membership present, veto any policy or appointment made, whereupon the voting membership of the Council may determine substitute policy or appointments by a simple majority vote. All attendees at the time of deliberations are encouraged to join in the discussion/deliberation of any issue regardless of voting status, but only the votes of members described in Art. III Section 1 shall be counted. The council will determine the operating authority/powers the standing and ad hoc committees have at the time they are formed.

Art III, Section 5. Officer Election

Officers for the upcoming year are to be elected at the June meeting. To be elected as an officer of the Council, one is to be nominated twice, then carry a majority vote of the Council members present or accounted for by proxy (e.g. e-mail, text, etc.). Each member of the Council will have the right to cast a single vote for each vacant position to be filled.

Art III, Section 6. Officer Term

Officers of the Council shall serve a one-year term from September through the following August. If any office becomes vacant, the Executive Board shall appoint a member to fill this vacancy until the next annual election. This includes "members in absentia" as denoted in Article III, Section 3.

Art III, Section 7. President Term Limitation

A member who has served as President of the Council for one year shall not be elected to the position of President-Elect until after having served as Director, thus completing the three-year term (minimum). Any Executive Board member may extend into a second consecutive term (year), with majority approval of the Officers of the Council.

Art III, Section 8. Finances

The President shall appoint annually an Audit Committee of three voting members of the Council who shall audit the Treasurer's books by September. The committee will report its findings to the Executive Board and Council at the first meeting of the new year. The fiscal year is defined September through August.

Art III, Section 9. Officer Selection

The President shall appoint annually a Nominating Committee of three voting members of the Council who shall nominate one or more candidates for each elected office of the Council.

Art III, Section 10. Director Emeritus

A person who has made exemplary contributions to QCESC may be elected to the position of Director Emeritus by a simple majority vote of the Officers of the Council. Director(s) Emeritus will be voting member(s) of the Executive Committee. Election as Director Emeritus is for lifetime. No more than one person shall be elected as Director Emeritus in any year (Sept - Aug).

ARTICLE IV

DUTIES OF OFFICERS (QCESC Officers of the Council)

Art VI, Section 1. President

The President shall preside at all meetings and perform such other duties as pertain to this Office. The President will be an ex-officio member of all committees and represent the Council in official matters relating to the public, outside organizations, and other activities of the Council. The President shall keep a list of the names and contact information of the Council members and officers of all the member organizations as well as preserving in a permanent file, all official records and correspondence of value to the Council. The President shall be responsible for all e-mailing functions of the Council. Changes to the QCESC Bylaws can be made by majority vote of the QCESC. The President shall ensure that a thorough review of the Bylaws is conducted, at a minimum of every three years.

Art VI, Section 2. President-Elect

The President-Elect shall preside in the absence of the President and perform all other functions of the President in the President's absence, and shall automatically serve as next year's President. If the office of President-Elect becomes vacant, the President for the following year shall be elected at the June meeting.

Art VI, Section 3. Director I

The Director I, who is the immediate past president, shall serve a one-year term. The Director I will also serve as chair for the E-Week Banquet Speaker Committee or as directed by the President. The Director I is responsible for maintaining Council properties. In the absence of a specific Awards and/or Scholarship Chairman, the Director I will also serve as chair for the Engineer/Scientist of the Year Awards Committee and Scholarship Committee. The Director I shall assume the President-Elect's role as backup to the President if the President-Elect position is vacant.

Art VI, Section 4. Director(s) Emeritus

Director(s) Emeritus shall contribute as directed by the Executive Board.

Art VI, Section 5. Secretary

The Secretary shall keep an accurate record of the proceedings of all the meetings of the Council. These records shall be made available for the President's approval and posting on the QCESC's webpage in a timely manner. The Secretary shall assist the President and Communications Coordinator as required. The Secretary shall assist the President as required in maintaining appropriate historical documentation of the QCESC's activities.

Art VI, Section 6. Treasurer

The Treasurer shall be responsible for collection of all receipts and monies due the Council, the safekeeping of all Council monies in an Executive Board-authorized bank or other financial institution, and shall make only Executive Board-authorized disbursements by cash or by check signed by the Treasurer or the President. The Treasurer will keep an up-to-date account of all receipts and disbursements, and will make at least a monthly report to the Council. At the discretion of the Executive Board, the Treasurer shall furnish a bond on the Treasurer and the President at the expense of the Council. The Treasurer shall be responsible for the completion and submission of appropriate annual tax and any other required forms.

Art VI, Section 7. Communications Chair

The Communications Chair shall coordinate all news releases to media both prior to and following any QCESC community events. The Communications Chair shall coordinate the social media policies as set by the Executive Board. The Communications Chair shall be involved in the drafting of all written communications to news/media outlets and assist the President with the development of other communication materials as required.

Art VI, Section 8. STEM Coordinator

The STEM Coordinator is responsible for maintaining an overview of the QCESC STEM activities and ensuring their success. They will work with event planning teams, Director Emeritus, Director I and the President on STEM activities as required.

Art VI, Section 9. Professional Development Coordinator

The Professional Development Coordinator is responsible for maintaining an overview of the QCESC's interaction with member societies. The PDC will work with, Director Emeritus, Director I and the President on activities that enhance the professional development of our members as required.

Art VI, Section 10. Fundraising Chair

The Fundraising Chair is responsible for assisting the council in all fundraising activities, providing silent auction and raffle items. (Would like more detail)

Updated and approved: July 12, 2016.