

**BY LAWS
NORTHWEST CHAPTER
INTERNATIONAL COST ESTIMATING AND ANALYSIS ASSOCIATION**

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INTRODUCTION

The Northwest Chapter shall be governed by the Constitution and By Laws of the parent organization (ICEAA). The additional Articles set forth below are designed to govern the conduct of the local Chapter. In any case of conflict between the Articles herein and the Articles or the By Laws of the parent organization, the latter shall govern.

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ARTICLE I - MEMBERSHIP

APPLICATIONS

Section A: All applications for membership shall be accompanied by remittance of annual dues and the appropriate application fee.

CATEGORIES

Section B: As set forth by the National membership, Fellows, Emeritus Members, and Student Members shall be included within the category of Members.

NON PAYMENT

Section C: Members who fail to pay their dues within one hundred and twenty days after the date due are automatically transferred to inactive status and face suspension of all rights and privileges of membership.

REINSTATEMENT

Section D: A Member whose membership has lapsed because of nonpayment of dues may be restored to membership by paying, in full, annual dues for the year in which the Member requests reinstatement.

RESIGNING MEMBERSHIP

Section E: A Member in good standing may resign by submitting a resignation in writing to the Secretary.

RESTORING MEMBERSHIP

Section F: A Member who has resigned in good standing may be restored to membership by paying dues for the year in which the Member requests reinstatement

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FELLOW MEMBERSHIP

Section G: A Fellow is a Member who has been approved by the National Board of Directors to represent himself or herself as a Fellow in ICEAA. Admission as Fellow shall be by approval of the Board of Directors upon verification of qualifications by the Secretary. The requirements for Fellow are that

1. The nominated Member must be sponsored by five (5) Members, each of whom shall submit a letter to the Secretary emphasizing the achievements of the nominee in meeting the qualifications. The Secretary will verify the claims and the qualifications of the sponsors.
2. The nominated Member shall have practiced cost estimating and analysis for at least fifteen years.
3. The nominated Member shall have been a Member of ICEAA a minimum of five years.

Election of a Fellow shall be in recognition of professional attainment and significant accomplishment in cost estimating and analysis.

EMERITUS MEMBERSHIP

Section H: Emeritus membership may be granted by the National Board of Directors, upon verification by the Secretary, to Members who have retired from active business or have become incapacitated, provided that they shall have been Members in good standing for at least ten years prior to the application for Emeritus membership. Membership in the National Estimating Society (NES) and/or the Institute of Cost Analysis (ICA) shall be included in determining the length of membership. Emeritus Members shall not be subject to dues or assessments and shall enjoy all the privileges of Members.

STUDENT MEMBERSHIP

Section I: A Student Member shall be a student regularly enrolled as a full-time student in a college or university. A Student Member has no voting privileges, cannot nominate candidates for or hold elective office, and cannot petition for changes to the Constitution and By Laws. A Student Member may retain that status until the end of the calendar year in which the Student Member ceases to be a regularly enrolled student.

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LIFETIME MEMBERSHIP

Section J: Life membership shall consist of two categories: Granted Life Member or Paid-Up Life Member. Both categories may be referred to as a Life Member. Granted Life Membership may be granted by the National Board of Directors on its own initiative or upon petition by five (5) Members to the Secretary for an individual who has significantly contributed to ICEAA. Paid-up Life Membership may be granted to those individuals who have paid a fee which shall be designated by the Board of Directors from time to time, as appropriate. Life Member shall not be subject to dues or assessments and shall enjoy all the privileges of Members.

CORPORATE MEMBERSHIP

Section K: Corporate Membership may be granted by the National Board of Directors on its own initiative or upon application to any organization or corporation which employs or uses the professional services of a number of current or potential Society Members, pursues and abides by the Purposes of the Society, will not use its Corporate Membership as a means of violating the Constraints of the Society, and pays a Corporate Membership fee as may be determined by the Board of Directors from time to time, as appropriate. Corporate Members shall not hold any Society office, vote in any Society election, or nominate any individuals for Society office. Other privileges and benefits of Society membership and participation may be provided from time to time as may be approved by the Board of Directors.

CHAPTER MEMBERSHIP

Section L: A person shall not be a member of a Chapter unless he/she is a Member of the Society.

MISCONDUCT/ EXPULSION

Section M: Members of the Society in any category shall support the Constitution and By Laws of the Society and shall abide by the Standards and Ethics as may be approved by the National Board of Directors. Any Member who violates the Constitution, By Laws, or the Standards and Ethics and/or is guilty of conduct prejudicial to the best interests of the Society and/or the cost estimating and analysis profession may be expelled by approval of two-thirds of all voting members of the National Board of Directors. Charges against a Member shall be prepared in writing and filed with the Secretary. If the charges are deemed substantive by the National Board of Directors, a hearing shall be held by the Board upon reasonable advance notification to the Member, but in any case after 30 days and before 90 days after the receipt of the charges by the Board. The Member shall have the opportunity of presenting an answer to the charges at the hearing and to be represented and advised by counsel.

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**ARTICLE II - NOMINATION AND ELECTION OF
OFFICERS AND DIRECTORS**

ELECTIONS

Section A: Election of those Officers and Directors who are elected shall be by sealed letter ballot by Members of the Society.

FORMATION OF NOMINATING COMMITTEE

Section B: Prior to **15 August** of the year before an election, the President, with the approval of the Chapter Board of Directors, shall appoint a Nominating Committee consisting of the Past President as chairperson, and four (4) or more members. If the office of Past President is vacant, another Member shall be appointed as chairperson.

DUTIES OF NOMINATING COMMITTEE

Section C: The Nominating Committee shall be responsible for:

1. Selecting one or more nominees for each office,
2. Obtaining the written consent of each nominee to serve and participate, if elected, and
3. Securing biographical data for each nominee.

The entire slate of candidates, complete with biographical data, shall be sent by the Nominating Committee to the Secretary prior to **15 November**.

NOMINEES

Section D: No later than **15 December**, the Nominating Committee's slate of candidates, complete with biographical data, shall be sent to the membership along with information regarding nominations by petitions

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OTHER NOMINEES

Section E: Other nominations for elected office may be made by petition signed by at least twenty-five (25) Members. The petitioners shall be responsible for:

1. Obtaining in writing the agreement of the nominee to serve if elected,
2. Securing the biographical data of the nominee, and
3. Submitting the petitions, the agreement, and the biographical data to the Secretary no later than **15 November**.

BALLOTS

Section F: The official ballot shall be mailed to each Member by **15 December** Each voter shall properly signify on the ballot the voter's choice for the various Officers and Directors, and transmit it to the Secretary. Ballots postmarked after **1 January** or received after **7 January** will not be counted.

TELLERS

Section G: On or before **15 January**, the Secretary shall deliver to two or more tellers appointed by the president all ballots properly received and unopened.

BALLOT RESULTS

Section H: The tellers will count the ballots and report the results to the Board by **20 January**. Those candidates receiving the greatest number of votes cast shall be elected. In case of a tie vote, the office shall be filled by vote of the Board from among those candidates tied for the office. The President shall see that the entire membership is advised of the election results.

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**ARTICLE III - DUTIES OF OFFICERS AND
DIRECTORS**

PRESIDENT

Section A: The President is the chief executive of the Chapter. The President shall preside at all business meetings of the Chapter and the Board of Directors, and shall be responsible for administering the affairs of the Chapter in accordance with the policies and regulations established by the National Board of Directors.

VICE PRESIDENT

Section B: The Vice President shall act for the President whenever the President is unable to perform his/her duties. The Vice President shall be responsible for hosting the Chapter's Board of Directors meeting on a monthly basis.

CHAIRPERSON: NOMINATING COMMITTEE

Section C: The immediate past President shall chair the Nominating Committee and shall perform additional duties as assigned by the President.

SECRETARY

Section D: The Secretary shall be the corporate secretary and legal officer of the Chapter, shall be responsible for membership services, maintaining a roll of Members, arranging for audits of the Society's accounts, keeping minutes of the meetings of the Chapter and the Board of Directors, and conducting all official correspondence of the Chapter.

TREASURER

Section E: The Treasurer shall have charge of the funds of the Chapter and shall receive and disburse same upon the authorization of the Chapter Board of Directors. The Treasurer shall report to the Board of Directors at each of their meetings and prepare a year-end annual report for the membership.

EDUCATION COORDINATOR

Section F: The Education Coordinator will act as the lead facilitator of educational programs and certification activities for the Chapter and shall be responsible for managing the scheduling, recording and archiving for all educational and certification activities for the Chapter and maintaining the roll of currently certified Chapter members. The Education Coordinator shall report to the Board of Directors at each of their meetings and prepare semi-annual reports on the education programs.

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FUNDRAISING COORDINATOR

Section G: The Fundraising Coordinator will act as the lead facilitator of all fundraising activities for the Chapter and shall be responsible for all official correspondence with associated sponsoring organizations, managing volunteer appreciation activity, and maintaining annual roll of volunteers. The Fundraising Coordinator shall report to the Board of Directors at each of their meeting.

DELEGATED DUTIES

Section H: With approval of the Chapter Board of Directors, the Secretary and Treasurer may delegate certain duties to the Executive Director.

DIRECTOR

Section I: The Directors of the Chapter shall be responsible for those duties which may be assigned to them by the President or the Chapter Board of Directors.

ABSENT OFFICER/DIRECTOR

Section J: An Officer or Director who misses two consecutive regular meetings of the Chapter Board of Directors or three regular meetings over a one- (1) year term of office may be removed from office by a majority vote of all voting members of the Chapter Board of Directors.

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ARTICLE IV - COMMITTEES

ESTABLISHING COMMITTEES

Section A: Committees shall be established by the Chapter Board of Directors, at its discretion, to fulfill and achieve the Purposes of the Chapter.

COMMITTEE CHAIRPERSONS

Section B: Committee Chairpersons shall be appointed by the President, subject to the approval of the Chapter Board of Directors, for a term to run concurrently with the term of the President.

COMMITTEE MEMBERS

Section C: Committee Chairpersons who are not already members of the Chapter Board of Directors shall be ex-officio members of the Chapter Board of Directors and, without vote, shall appoint committee members, as needed, to achieve the committee purposes, and shall report to the Chapter Board of Directors upon request.

AD-HOC COMMITTEES

Section D: The President, with the approval of the Chapter Board of Directors, may appoint Ad Hoc Committees for special assignments. Such committees may be discharged at the discretion of the President.

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ARTICLE V- MEETINGS

CALL FOR MEETINGS

Section A: Meetings of the Chapter shall be called by the President with the approval of the Board of Directors or may be called by a majority of all voting members of the Chapter Board of Directors.

MEETING NOTICE

Section B: Notice of the time and place of each meeting and general information shall be sent to all members at least 30 days before the meeting, except in case of emergency.

ANNUAL SOCIETY MEETING

Section C: An Annual Meeting of the Chapter shall be held between **1 April** and **1 October** of each year.

MEETING AGENDA

Section D: Questions, resolutions, announcements, and discussions by the membership from the floor will be entertained at all meetings of the Chapter.

MINIMUM NUMBER OF MEETINGS

Section E: The Chapter Board of Directors shall meet at least three (3) times per year on the call of the President or any four (4) members of the Board of Directors. The Secretary shall notify all members of the Board of Directors of the times and place of the meeting at least 30 days prior to the meeting.

MEETING CONDUCT

Section F: At all meetings noted in this article, any procedural question requiring parliamentary ruling not provided for in the Constitution and By Laws shall be decided in accordance with Robert's Rules of Order, Revised.

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ARTICLE VI - VOTES

MEMBERSHIP VOTING

Section A: In all voting conducted by letter ballot to the membership, each voter shall have one vote.

SOCIETY & BOARD VOTING

Section B: In all meetings of the Society, National Board of Directors, and all Committees of the Society, each member of said Society, Board, or Committee shall be entitled to one vote.

PROXY VOTING

Section C: At meetings of the Board of Directors, proxy votes will be allowed only for Chapter Presidents. The person voting on behalf of the Chapter President must be a member of that Chapter and must be present at the Board meeting in order to vote. Officers and Directors cannot be given proxies by Chapter Presidents. Proxies do not count in the calculation of a quorum of the Board.

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ARTICLE-VII - FINANCIAL

SCHEDULE OF DUES

Section A: The schedule of annual dues for Members of various categories shall be established by a two-thirds vote of the entire National Board of Directors. Changes in the annual dues schedule shall become effective at the beginning of the ensuing fiscal year.

COLLECTION OF DUES

Section B: Membership dues shall be collected by the National Office. Under no circumstances will an individual be allowed to be a member of a Chapter without at the same time being a Member in good standing of the Society.

DUE DATE OF MEMBERSHIP DUES

Section C: Annual dues shall be payable in the anniversary month of membership. It shall be the duty of the National Office to notify each Member 30 days in advance of his/her dues date.

DISTRIBUTION OF CHAPTER ASSETS

Section D: In the event that the Chapter should be dissolved for any reason, its assets -- physical and monetary -- shall be disposed of as follows:

1. All just debts and claims shall be paid from cash on hand; said assets shall be sold off for cash if insufficient to pay all just debts and claims.
2. Any remaining assets, for which there are no just debts and claims, shall be sold and the funds derived there from shall be turned over, without any restrictions whatsoever, to colleges, universities, or other non-profit professional associations as agreed to by majority vote of all voting members of the Chapter Board of Directors.

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ARTICLE VIII - EMBLEM AND SEAL

SOCIETY EMBLEM

Section A: The official Emblem of the Society shall be patterned after the National Society emblem.

SOCIETY SEAL

Section B: The official Seal of the Society shall be of the same shape and design as the Emblem but shall carry the additional words 'Established 2005'.

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**ARTICLE IX - PROCEDURES FOR AMENDING THE
CONSTITUTION AND BY LAWS**

AMENDMENTS

Section A: Proposed amendments to the Constitution shall be submitted to the Secretary by:

1. Petition signed by twenty-five (25) Members, or
2. A majority vote of all voting members of the Chapter Board of Directors.

A short statement of the purpose, goals, and expected benefits of each proposed amendment shall accompany submission to the Secretary.

AMENDMENT BALLOTS

Section B: The Secretary shall place the properly submitted proposed Constitutional amendment(s) on an official ballot and shall mail said ballot to all Members. The short statement of the purpose, goals, and expected, benefits of each proposed amendment submitted as specified in Section A above shall accompany each ballot but not be a part of said ballot.

RETURN OF BALLOTS

Section C: Ballots shall be marked by the voters and returned to the Secretary by the date specified therein, which date shall be no earlier than 45 days from the date the ballots are mailed by the Secretary.

BALLOT TELLERS

Section D: The President shall appoint two (2) or more tellers who shall count the ballots and report the results to the Chapter Board of Directors at the next meeting. Amendments to the Constitution shall become effective at the close of the Board meeting following their adoption, or 120 days from the date the ballots for the adopted amendment(s) are mailed, whichever comes first.

AMENDMENT VOTING

Section F: The By Laws may be amended by an affirmative vote of a majority of all voting members of the Chapter Board of Directors, and such amendment(s) will become effective immediately.

ARTICLE & SECTION NUMBERING

Section G: The Chapter Board of Directors may number and renumber the various Articles and Sections of the Constitution and By Laws to facilitate ready reference.

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CERTIFICATE OF ACCEPTANCE AND IMPLEMENTATION

I, Mike K Doherty, President (pro tem) of the Northwest Chapter of the International Cost Estimating and Analysis Association, do hereby affirm that these By Laws were accepted and approved by a majority of the members of the Chapter Board of Directors (pro tem) of said Chapter and that these By Laws have been implemented and are now the sole By Laws of said Chapter.

(Signature) Michael K Doherty
(Date) 10/19/2012