



**SOCIETY OF CUBAN AMERICAN  
ENGINEERS AND ARCHITECTS**  
NORTHERN CHAPTER  
EST. 1965

**Constitution of the Society**

**Of Cuban-American Engineers and Architects**

**BY LAWS**

**Architect I: Name of Organization**

This non-profit organization shall be known as the Society of Cuban-American Engineers and Architects.

**Mission Statement**

Our mission is to assemble the talents and abilities of Cuban American Engineers and Architects. In harnessing their talents we shall serve as the advocate and resource for the economic, cultural, social, and civic betterment of our community.

**Article II: Purpose**

The purpose of this organization shall be:

- Section 1: Develop interaction with other Cuban-American Engineers and Architects.
- Section 2: Promote the advancement of Cuban-American Engineers and Architects in employment and education.
- Section 3: Provide community services along with other professional and civic organizations.
- Section 4: Develop and participate in educational programs which will benefit our members.

**Article III: Membership**

- Section 1: The membership of this organization shall be open to all Cuban-American Engineers and Architects who unite to promote their common interests.

Section 2: The membership dues are as follows: Retired Members \$20.00, all other members \$40 per year (January to December of the following year). Students are free.

Note: Only members who comply with Article III are allowed to vote or hold office.

Section 3: Honorary members shall be exempt from paying membership dues.

Section 4: Any members may be removed by 2/3 vote for improper personal conduct.

#### **Article IV Officers**

Section 1: The officers of this organization shall be: President, Vice-President, Secretary, and Treasurer.

Section 2: Only members who comply with Article III Section 2 shall be eligible to become officers.

Section 3: To be eligible to seek or hold office, the professional must be in good standing with their respective licensing board.

Section 4: The length of the term of office shall extend from May 1 to May 20 of the following year.

Section 5: A letter of resignation shall be submitted to the President by anyone willing to resign from office at least a week before the next chapter meeting.

Section 6: Any officer may be impeached by 2/3 vote for improper personal conduct.

#### **Article V: Election of Officers**

Section 1: Elections will be held in May 20 or the closest Sunday for the term of office from May 21 to May 20 of the following year.

In the case that the president shall take the leave of absence, the vice-president shall assume the president's duties. The organization's members shall elect a temporary vice-president.

In the case that the vice-president, secretary, or treasurer shall take a leave of absence, the organization's members shall elect a temporary replacement for the position vacant.

The general membership shall elect a board consisting of 12 members and no less than 10 members; such Board will meet every two year to elect the Executive Board.

## **Article VII: Duties of Executive Board Officers**

The officers shall perform the duties prescribed below:

- a) President:
  - 1. Shall represent the chapter and be responsible for all business concerning the chapter.
  - 2. Shall preside over all meetings.
  - 3. Shall oversee all officers and committees and their respective activities concerning the chapter.
  - 4. Shall establish all policies of the chapter and/or other functions or activities under the direction of this chapter.
  
- b) Vice-President:
  - 1. Shall assist the President in all business concerning the chapter.
  - 2. Shall preside over all meetings in absence of the President.
  - 3. Shall fill the Presidency if a vacancy occurs.
  
- c) Secretary:
  - 1. Shall keep accurate minutes and records of all club activities.
  - 2. Shall assist the Publications Committee in the publication of web page.
  - 3. Shall preside over all meetings in the absence of the President and the Vice-President.
  - 4. Shall handle all Society correspondence.
  
- d) Treasurer:
  - 1. Shall have responsibility for all funds of the Society.
  - 2. Shall maintain records of all income and expenses.
  - 3. Shall render reports on the amount of funds that the treasure contains at each meeting.
  - 4. Shall be responsible for maintaining updated records of the status of membership fee payments.
  - 5. Shall preside over all meetings in the absence of the President, Vice-President, and Secretary.

## **Article VIII: Committees**

Section 1: The standing committees of this organization shall be the following:

- a) Recruiting / networking
- b) Events
- c) Publications
- d) Historian
- e) Scholarships

Section 2: The duties of each standing committee are the following:

- a) Recruiting:
  - 1. Shall handle all membership promotional activities, surveys, maintenance and publication of a Membership Directory.
- b) Events:
  - 1. Shall organize all events and activities that are beneficial to the Society and its members.
- c) Publications:
  - 1. Shall prepare and distribute all the news releases for all the meetings and activities of the organization.
- d) Historian
  - 1. Record and document events of the Society and maintain its webpage.

### **Article IX: Meetings**

- Section 1: Executive Board Meetings will be held every two months.
- Section 2: The President may call a meeting when deemed necessary.

### **Article X: Parliamentary Authority**

Roberts Rules of Order shall be used in all situations not covered by provisions of this constitution.

### **Article XI: Amendments**

- Section 1: Amendments to this constitution shall be presented to the President in writing for submission to the members for a vote.
- Section 2: A 2/3 vote of organizational members shall suffice for adoption.

### **Article XII: Dissolution**

- Section 1: This organization may be dissolved after dissolution is approved by the officers and by a 2/3 vote of its members, provided that notice of a vote on dissolution will be taken is furnished to the members at least thirty (30) days before the vote is taken.

END