

# Steel Erectors Association of America Bylaws

## ARTICLE I - GOVERNING AUTHORITY

Steel Erectors Association of America, Inc., hereinafter referred to as the Association, is a non-profit corporation governed and operated in accordance with the laws of the State of North Carolina, the Articles of Incorporation, these Bylaws, the Resolutions and instructions of the Board of Directors ("Board"), Executive Committee, and Officers.

## ARTICLE II - DOMAIN

### Section 1. Scope

The principal domain of the Association shall be the United States and its Territories and possessions.

### Section 2. Principal Office

The principal office of the Association shall be in the State of North Carolina. The Association may have such other offices as may from time to time be designated by the Board. A change in the principal office of the Association requires a majority vote of the Board

### Section 3. Registered Office

The registered office of the Association, required by law to be maintained in the State of North Carolina, shall be located where designated from time to time by a majority vote the Board.

## ARTICLE III - PURPOSE

**Section 1.** The purposes of the Association shall be:

1. To promote and protect the best interests of the people engaged in, and associated with people engaged in, the erection of steel construction and building products, including, without limiting the generality hereof, establishing and encouraging compliance with minimum standards of professional excellence, encouraging and providing facilities for continuing education and training designed to improve capabilities of persons engaged in erection of steel construction and building products, and stimulating interest and encouraging participation among members of the Association in any and all activities designed to enhance the stature, competence and community standing of members while engaged in erection of steel construction and building products and elsewhere generally.

2. To consider and deal by all lawful means with common problems of management, manufacturing, fabrication, installation, erection, service and sales of steel or allied materials and employee relations and financial relations, specifically of steel erectors and supporting entities.

3. To secure cooperative action in advancing by all lawful means the common purposes of its members, and promote activities designed to enable the industry to conduct itself with the greatest degree of economy, efficiency, quality and safety.

4. To afford due consideration to and expression of opinion upon questions affecting the industry and to promote the common business interest of the industry.

5. To cooperate with other related industries and organizations.

6. To initiate, sponsor, promote and carry out plans, policies and activities which will tend to further the prosperity and development of the steel erection industry, including lobbying national and local legislative and administrative bodies for the passage of laws to better the legal position of the Association and the establishment of a fund to be used to aid federal candidates who share the Association's concerns on pending legislation.

7. To sponsor, promote, and provide insurance services through a network of professional knowledgeable agents and to provide consultation in safety and education to assist in providing lower rates and superior coverage.

8. To promote and emphasize a sound, effective safety program which leads to the prevention of injury and death to employees; to unite with several fabricator's associations in order to aggressively seek safer job sites; and meet with OSHA representatives, both national and local, regarding steel erection codes.

9. To promote and protect trade and commerce from unlawful restraints, price discriminations, price fixing and monopolies and any other unlawful act that infringes on the anti-trust laws of local and national government.

10. To conduct or engage in all of the foregoing purposes, or others incidental thereto.

11. The foregoing clauses shall be construed as enumerating specific objects, powers and purposes, but no recitation, expression or declaration of specific powers or purposes herein enumerated shall be deemed exclusive, but it is hereby expressly declared that all other lawful powers not inconsistent therewith are hereby included.

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## ARTICLE IV- MEMBERSHIP

### Section 1. Membership Classification

The Association shall consist of Industry Members, Associate Members, and Individual Life Members.

(a) The Associate and Industry Membership Classifications as created by Section 1 and as defined in Sections 2 and 3 of this Article and as designated throughout these Bylaws, shall remain dormant for purposes of operation of the Association's business, until such time as determined, within the Board's discretion, upon acceptance by majority vote of the Board of Directors to be an active distinction. In the event of discrepancy or conflict, the Board's determination shall be final and binding.

### Section 2. Industry Members

Any established individual, firm, corporation or partnership engaged in the fabrication, erection or installation of steel or allied material in the United States of America or otherwise listed below shall be eligible for Industry membership.

**The membership classification may be changed from time to time by the Board.**

Industry membership shall include but not be limited to the following and may be changed by the Board:

1. **Erectors:** Structural steel, steel joists  
Prefabricated buildings and/or siding  
Reinforcing steel and/or post tensioning  
Miscellaneous metals, stairs, ornamental iron  
Precast concrete-structural  
Precast concrete-architectural  
Metal deck
2. **Fabricators:** Structural steel  
Steel Joists-manufacturer  
Steel Joists-supplier and/or sales  
Metal deck-manufacturer  
Metal deck-supplier and/or sales  
Prefabricated building, siding  
Precast concrete-structural  
Precast concrete-architectural  
Miscellaneous metals, stairs, ornamental iron  
Other associated products
3. **Suppliers and Manufacturers:** Crane sales  
Wire Rope, slings, and accessories  
Equipment and/or tools  
Safety equipment  
Fasteners
4. **Specialty Services:** Crane and equipment rentals  
Certified welding  
Millwrights, industrial machinery installation  
Heavy equipment moving and rigging  
Shear stud installation
5. **Services:** Financial  
Insurance, risk management  
Legal  
Testing labs and/or independent inspection  
Crane certification and inspection  
Consulting

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108 6. Other (to be supplied by member and approved for membership by the Board)  
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### 110 Section 3. Associate Members

111 Any individual, firm, corporation or partnership not eligible for Industry membership in the Association shall be  
112 eligible for Associate membership if it provides an applicable service or product related to, or used by, the Industry  
113 members. For example, Associate members shall include such individuals, firms, corporations or partnerships engaged in  
114 the manufacture, distribution, sale, or rental of products, equipment, machinery, or other facilities generally used in the  
115 fabrication, erection or transportation of steel products or associated products or plain material used in steel products. The  
116 applicable services contemplated by this classification shall include but are not limited to such services as financial,  
117 insurance, legal, testing labs, crane certification and inspection, consulting, product sales, and the like. This membership  
118 classification may be changed by the Board.  
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### 120 Section 4. Individual Life Members

121 An "Individual Life Member" is defined as any individual who is officially retiring from active employment and  
122 whose company is a member in good standing at the time of said individual's retirement. Individual Life Members shall  
123 not have voting privileges, can not hold any office and will not be required to remit annual dues. Individual Life Members  
124 can attend Association functions, receive Association mailings, and receive such other benefits, as the Board from time to  
125 time deems appropriate.  
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### 127 Section 5. Application of Members

128 All applications for membership shall be filed with the Association's Principal Office. All applications shall be  
129 submitted to the Board at the next regular or special meeting of such Board for approval or rejection. If a majority of the  
130 Directors shall vote in favor of approving such application, then such application shall thereupon be a member of the  
131 Association, and a membership certificate, in such form as may be designated by the Board, shall be issued.  
132

### 133 Section 6. Criteria for the Board to Use In Accepting Members

134 The Board of Directors shall use the following criteria in deciding whether to accept or reject an applicant:

- 135 (a) whether applicant is engaged in the erection of steel or allied material;  
136 (b) whether the applicant is engaged in the manufacture, distribution, sale or rental of products, equipment,  
137 machinery, or other facilities used in the fabrication, erection or transportation of steel products or  
138 associated products or plain material used in steel products;  
139 (c) whether the applicant is engaged in the fabrication or erection of steel products in the USA;  
140 (d) whether the applicant is in some phase of the steel industry and could, by opinion of the Board,  
141 contribute to improvement of the industry;  
142 (e) whether the applicant is of good standing and character in the business community;  
143 (f) whether applicant would promote the purposes of the Association; and,  
144 (g) such other criteria as the Board may adopt from time to time for evaluating an applicant.  
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### 146 Section 7. Use of Association Name and Seal

147 All members in good standing shall have the right and privilege to print and otherwise use the Association name  
148 and/or seal, with propriety, on the normal items used in business such as letterheads, invoices, business cards, literature and  
149 advertising. A member in "good standing" is one who has not otherwise been terminated within the meaning of Bylaws or  
150 who is not currently under suspension as mandated under these Bylaws.

151 When using the Association name and/or seal, the Association name may be preceded with the words "Member  
152 Of." Any other reference to the member's affiliation with the Association, either past or present, is prohibited.

153 In the event that a member conducts business under more than one firm name, use of the Association name and/or  
154 seal is limited to the firm name under which membership was granted by the Association.

155 In the event a member fails to pay dues or fails to renew its membership, the Association shall have all rights  
156 provided to it under the law to enjoin the member from using the Association name or seal.  
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### 158 Section 8. Resignation

159 Any member may, at any time, resign from membership in the Association by filing a written resignation with the  
160 Association Executive Director with such monies, if any, for which such resigning members shall have become obligated

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161 with respect to the Association. Any member resigning pursuant to this Section 8 shall not be entitled to a refund of  
162 membership fees paid.

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### 164 **Section 9. Termination of Membership**

165 (a) Causes of Termination. The membership of any member of any classification shall terminate upon occurrence  
166 of any of the following events:

167 (i) The resignation of the member as provided in Section 8;

168 (ii) Expiration of the period of membership, unless the member sooner renews for a subsequent period  
169 on the renewal terms set by the Board of Directors;

170 (iii) Failure of a member to pay dues, fees, or assessments as set by the Board within thirty (30) days of  
171 written notice from the Treasurer of the amount of the arrearage, which notification shall be sent if the member is in  
172 arrears in the payment of dues for a period of sixty (60) days after said dues or any installment thereof are due and  
173 payable;

174 (iv) The occurrence of any event, which renders such member ineligible for membership, or failure to  
175 satisfy membership qualifications;

176 (v) The expulsions of the member, based upon the good faith determination by the Board of Directors  
177 that the member has failed in a material and serious degree to observe the rules and conduct of the Association, or has  
178 engaged in conduct materially and seriously prejudicial to the purposes and interests of the Association.

179 (b) Suspension for Review of Membership. A member may be suspended for review based on the good faith  
180 determination by the Board that the member has failed in a material and serious degree to observe the Association's rules  
181 of conduct, or has engaged in conduct materially and seriously prejudicial to the purposes and interests of the Association  
182 and its membership. A member whose membership is suspended shall not be an active member in the Association,  
183 however, Association benefits will continue during the suspension period.

184 (c) Procedure for Expulsion. If grounds appear to exist for expulsion or suspension of a member under  
185 subsections (a) and (b) of this Section 3, the procedure set forth below shall be followed:

186 (i) The member shall be given fifteen (15) days' prior notice of the proposed expulsion or suspension.  
187 Notice shall be given by any method reasonably calculated to provide actual notice. Any notice given by mail shall be  
188 sent by registered mail, FedEx, or an equivalent signed for delivery service to the member's last address as shown in the  
189 Association's records.

190 (ii) The member shall be given an opportunity to be heard, either orally or in writing, at least five (5)  
191 days before the effective date of the proposed expulsion. The hearing shall be held, or the written statement considered,  
192 by a committee authorized by the Board to determine whether the expulsion, suspension, or non-renewal should take  
193 place.

194 (iii) The Board shall decide by majority vote whether or not the member shall be expelled, suspended,  
195 non-renewed or sanctioned in some other way. The decision of the Board shall be final.

196 (iv) Any civil action challenging an expulsion, suspension, or termination of membership, including a  
197 claim alleging defective notice must be commenced within one (1) year of the date of the expulsion, suspension, or  
198 termination.

199 (v) Any individual, firm, or corporation ceasing to be a member by resignation or otherwise shall forfeit  
200 all rights, title, and interest in and to property and affairs of this Association.

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### 202 **Section 10. Reinstatement Procedure**

203 Any member who is expelled or whose membership is not renewed may petition the Board for reinstatement to  
204 the Association after a minimum of two years from the date of the Board's final decision expelling the member or, in the  
205 event of non-renewal, the date of expiration of the member's membership.

206 A former member petitioning for reinstatement must submit a reinstatement application and submit to a personal  
207 interview if requested by the Board. The reinstatement application must contain the following:

208 (a) an application for membership;

209 (b) a statement describing the reason(s) for expulsion or non-renewal;

210 (c) a statement, signed by the accredited representative of the petitioner, detailing steps taken to correct or  
211 remedy the reason(s) behind the petitioner's expulsion or non-renewal; and,

212 (d) such other requirements as the Board may adopt from time to time for reinstatement.

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214 The Board, at its next regularly scheduled meeting, shall decide whether or not to reinstate the petitioner based

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on the reinstatement application and the personal interview with the petitioner if conducted. The personal interview, if conducted, will be held at the Board's next regularly scheduled meeting. If the Board decides not to reinstate the petitioner, then the petitioner may re-petition the Board one year from the Board's decision. Any member who is suspended will automatically be reinstated following completion of its suspension period if the Board decides not to terminate the membership or renew the membership.

## **Section 11. Transfer of Membership**

Membership in the Association is non-transferable and non-assignable. This non-transfer and or non-assignment provision applies to a member that conducts business under more than one firm name; membership is limited to the firm name under which membership was granted by the Association.

## **Section 12. Voting Rights and Eligibility to Vote**

Associate and Industry members shall be entitled to one vote on each matter submitted to a vote of the membership. In the case of a member which is itself a corporation, the vote of such member may be cast by the president or any vice president of such corporation or by such officer or representative of the corporation, partnership or firm to whom such corporation shall, in writing, delegate such right. In the case of a member, which is either a partnership or a sole proprietorship, as the case may be, the vote of such member may be cast by any partner or by the proprietor, as the case may be, or by such representative of the partnership or proprietorship to whom such right may be delegated in writing.

Voting privileges shall be accorded all Industry and Associate members in good standing. A member in good standing shall be one who has complied with all of his or its obligations under these Bylaws and whose dues are paid prior to the date a matter is submitted for membership vote, consent, waiver, release or other action.

## **Section 13. Voting Lists**

At least ten days before each meeting of the Association, the Association Secretary or Executive Director shall prepare an alphabetical list of the members entitled to vote at such meeting or any adjournment thereof, with the address of the member, which list shall be kept on file at the registered office of the Association for a period of ten days prior to such meeting, and shall be subject to inspection by any member at any time during the usual business hours. This list shall also be produced and kept open at the time and place of the meeting and shall be subject to inspection by any member during the whole time of the meeting.

## **Section 14. Proxy**

At any meeting of the members, a member entitled to vote may vote either in person, through its duly authorized representative or by proxy executed in writing by the member. A proxy shall be valid only with respect to the specific meeting for which it is submitted. A Proxy Form with meeting notice shall be submitted to the Association's Secretary or Executive Director prior to the specific meeting in a form and manner to be determined by the Board. A proxy may be voided at this meeting only in person by the proxy submitter.

# **ARTICLE V - MEETINGS OF THE ASSOCIATION**

## **Section 1. Annual Meeting**

An annual meeting of the members shall be held in each calendar year at the time and place of the annual convention, or on such other date and at such other place as shall be determined by a majority vote of the Board. The annual meeting shall be for the purpose of such business as may come before the meeting. In addition to the annual meeting, regular meetings of the members for the transaction of such business as may come before the meeting may be held at a designated time and place set by the President or by a majority of the Board. The place to be determined for any annual, regular or special meeting may be anywhere within the domain of the Association, as approved by the majority vote of the Board.

## **Section 2. Special Meetings of the Members**

Special meetings of the Members may be called whenever the Board shall deem it necessary, and shall be called upon the written request of any three directors of the Board. Any request for a special meeting of members shall state the time, place and the purposes of the meeting. No business other than that specified in the notice shall be considered at any meeting held pursuant to this Section.

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## Section 3. Notice of Annual and Special Meetings of the Members

Written or printed notice, stating the place, date and hour of any meeting of members, annual or special, shall be delivered either personally, by regular mail, or by fax, or by FedEx, or equivalent, or by electronic mail (email) to each member not less than fifteen (15) nor more than forty (40) days before the date of such meeting by the Association Executive Director. In case of special meetings, or when required by statute or these bylaws, the purpose for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered, when deposited in the United States mail, addressed to the member at the member's address as it appears on the records of the Association, with postage thereon paid.

## Section 4. Order of Business

The order of business for meeting shall be determined by the presiding Officer or Executive Director. These Bylaws shall govern the conduct of the meeting and the presiding Officer shall determine the procedures of the Chair. If a dispute should arise, then Robert's Rules of Order shall be used.

## Section 5. Quorum

At any meeting of the members, the attendance of a majority of the Industry members who are in good standing, or duly authorized representatives of a majority of the Industry members who are in good standing, either in person or by proxy shall constitute a quorum at such meeting, and a majority vote of those members or their duly authorized representatives present, either in person or by proxy, shall be the act of the members, except where otherwise provided by law or these bylaws. If a quorum is not present at any duly called meeting of members, a majority of the members or their duly authorized representatives present may adjourn the meeting, from time to time, without further notice, for the purpose of acquiring a majority.

## Section 6. Informal Action By Members

Any action which may be taken at a meeting of the members may be taken without a meeting if a unanimous consent in writing, setting forth the action so taken, shall be signed by all of the persons who would be entitled to vote upon such action at a meeting, and filed with the Association Executive Director to be kept as part of the Association's records.

# ARTICLE VI - BOARD OF DIRECTORS

## Section 1. Government of the Association

The affairs of the Association shall be governed by its Board of Directors, hereinafter referred to as Board.

## Section 2. Composition of the Board

The Board shall consist of twelve (12) elected directors, two voting adjunct Board members, and two non-voting adjunct Board members. The two voting adjunct Board members shall be the first Past President and the second Past President, who serve at the discretion of the Board. The two non-voting adjunct Board members shall be the Association's General Counsel and the Association's Executive Director, who serve at the discretion of the Board. Of the twelve elected voting directors: Nine (9) of the directors shall be Industry Members and three (3) shall be Associate Members. The twelve elected directors and the two voting adjunct Board members shall have full voting rights at all Board meetings. Associate members may hold Executive Office positions other than President, President-elect or Past President.

Three additional director positions shall be added to the Board which shall be effective for the standard term beginning 1998; three additional positions shall be added which shall be effective 1999; three additional positions shall be added effective beginning 2000, bringing total board members to Twenty-one.

Only Industry members may vote for the Industry director nominees. All voting members may vote for the Associate director nominees.

## Section 3. Duties

(a) The Board shall have control and management of the affairs of the Association, with authority to conduct the business of the Association, and to delegate the conduct of business.

(b) The Board can employ an Executive Director who can manage the Association office, have power to select the management staff and shall conduct all of the business of the Association, subject to the direction of the Board, the

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322 Executive Committee, and the President. Alternatively, the Board can employ a management firm instead of an Executive  
323 Director. The management firm shall provide an Executive Director who is subject to Board approval. Said Executive  
324 Director shall be paid a salary or management fee as determined by the Board.

325 (c) The Association Executive Director shall keep the minutes of the meetings of members, the Board, the  
326 Executive Committee, and of all committees in one or more books provided for that purpose; see that all notices are duly  
327 given in accordance with the provisions of these bylaws or as required by law; be custodian of the corporate records and of  
328 the seal of the Association and see that the seal is affixed to all documents, the execution of which, on behalf of the  
329 Association under its seal, is duly authorized in accordance with the provisions of these bylaws; sign with the President, or  
330 a Vice-President, resolutions of the Association; attest the signature or certify the incumbency or signature of any officer  
331 of the Association; keep a register of the post office address of each member which shall be furnished by such member, and  
332 in general perform all duties incident to the office of and such other duties as, from time to time, may be assigned to him  
333 by the President, Executive Committee, or the Board.

## 334 **Section 4. Annual and Regular Meetings of the Board of Directors**

335 A regular, annual meeting of the Board shall be held during the same week, and at the same place as, the annual  
336 meeting of members. In addition to the annual meeting, the Board shall hold not less than three regular meetings, during  
337 the year; the time and place of which shall be fixed by the Board. Not more than one of the three regular meetings may be  
338 held electronically or by telephone.

## 339 **Section 5. Special Meetings of the Board of Directors**

340 Special meetings of the Board may be held at any time on call of the President, and shall be held upon written  
341 request to the President by three members of the Board. Such a meeting may be held either within or outside the State of  
342 North Carolina, as fixed by the person or persons calling the meeting.

## 343 **Section 6. Notice of Regular/Annual and Special Meetings of the Board of Directors**

344 Regular meetings of the Board of Directors shall be held without other notice than these bylaws. The person or  
345 persons calling a special meeting of the Board of Directors shall, at least five days before the meeting, give or cause to be  
346 given notice thereof by any usual means of communication.

347 The President shall preside at all meetings of the Board, or in his/her absence, the President-elect shall preside.  
348 In the absence of a President-elect, the applicable Vice President shall preside.

349 The business to be transacted at any regular meeting of the Board need not be specified in the notice of waiver of  
350 notice of such meeting, unless specifically required by law or these bylaws. The business to be transacted at, and the  
351 purpose of, any special meeting of the Board shall, however, be specified in the notice of such meeting, and only business  
352 so specified shall be transacted at any such meeting.

## 353 **Section 7. Waiver of Notice**

354 Any director may waive notice of any meeting before or after the meeting. The waiver must be in writing, signed  
355 by the director entitled to notice, and delivered to the Association for inclusion in the minutes or filing with the Association's  
356 records. A director's attendance at or participation in a meeting waives any required notice of such meeting unless the  
357 director at the beginning of the meeting, or promptly upon arrival, objects to holding the meeting or to transacting business  
358 at the meeting and does not thereafter vote for or assent to action taken in the meeting.

## 359 **Section 8. Attendance at Meetings**

360 If a director shall fail to attend two consecutive meetings of the Board of Directors during his term of office that  
361 director must show cause why the remaining directors should not declare that directorship position vacant. One "no  
362 cause" and one "medical cause" shall not be treated as two consecutive no shows.

363 Whether a director has not shown cause for missing two consecutive meetings of the Board of Directors shall be  
364 determined by the remaining directors. A majority vote of the remaining directors that the director has not shown cause  
365 for his two consecutive absences is required to declare a director's office as vacant.

## 366 **Section 9. Quorum**

367 A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board.  
368 The act of a majority of all the directors shall be the act of the Board, except where otherwise provided by law or these  
369 bylaws.

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## **Section 10. Informal Action by the Board**

Informal action taken by a majority of directors without a meeting is nevertheless the action of the Board if unanimous written consent to the action in question is signed by the directors then in office, and filed with the minutes of the proceedings of the Board within seven (7) days from the date of the informal action.

## **Section 11. Order of Business**

The order of business for meeting shall be determined by the presiding Officer or Executive Director. These Bylaws shall govern the conduct of the meeting and the presiding Officer shall determine the procedures of the Chair. If a dispute should arise, then Robert's Rules of Order shall be used.

## **Section 12. Vacancies**

Any vacancy occurring in the Board of Directors, including adjunct Board members, may be filled by the affirmative vote of a majority of the remaining directors even though less than a quorum, or by the sole remaining director. A director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office. Any directorship to be filled by reason of an increase in the authorized number of directors shall be filled only by election at an annual meeting or at a special meeting of the members called for that purpose.

Any failure under nomination procedures or lack of membership quorum which result in unfilled Board positions shall be deemed vacancies to be filled by appointment of the majority of the Board.

Associate director vacancies must be filled by an Associate member. Industry director vacancies must be filled by an Industry member.

## **Section 13. Chairman of the Board**

The current President of the Association shall act as Chairman of the Board of Directors. The Chairman shall preside at all meetings of the Board of Directors and perform such other duties as may be directed by the Board.

## **Section 14. Indemnification of Board Members**

Directors of the Board shall have the right to be indemnified by the Association in accordance with Article XVII, Section 2 of these Bylaws.

## **Section 15. Directors' Errors and Omissions Coverage**

The Association shall obtain for its directors all necessary insurance and Errors and Omissions coverage.

# **ARTICLE VII - ELECTION OF DIRECTORS**

## **Section 1. Nominating Committee**

The Nominating Committee shall be comprised of the President, First Vice President, Immediate Past President, Executive Director and other appointees as the President deems necessary.

Not later than 120 days prior to the time of the Annual Meeting of Members, the Nominating Committee shall submit to the Board a slate of nominees. Each director vacancy shall include no less than two (2) nominees.

The Board shall approve the slate and notify the Association Executive Director and Secretary within five (5) days of said approval. A majority approval from the Board shall be necessary. The Nominating Committee, in its report to the Association Executive Director, shall certify that it has secured the prior acceptance, in writing, of all candidates so nominated. For the purposes of these By-Laws, "in writing" shall include delivery by electronic mail (email).

## **Section 2. Nomination by Petition**

Nominations for directors may be made, endorsed with the names of not less than ten (10) members of the Association, and mailed to the Association Executive Director so as to be received not less than ninety (90) days before the date of the Annual Meeting of Members and the Association Executive Director and Secretary shall incorporate the names of the candidates so nominated, designating them as "Nominated by Petition," on the ballot or ballots to be mailed as provided hereinafter in Article V, Section 3. The members nominating candidates by petition shall certify on the petition that they have secured the prior acceptance, in writing, of the candidate so nominated.

## **Section 3. Election**



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430 Not later than forty-five (45) days prior to the time of the Annual Meeting of Members, the Association  
431 Executive Director and/or Secretary shall mail an acceptable proxy form and a ballot listing the names of all applicable  
432 nominees and the election deadline, as submitted by the Nominating Committee and by members' petition, to the voting  
433 membership for vote.

434 Only Industry members may vote for Industry director nominees. All voting members may vote for the Associate  
435 director nominees.

436 The Association Executive Director and/or Secretary, and an independent auditor shall check each ballot  
437 returned against the roster of voting members in good standing and shall count and tabulate the ballots and prepare a  
438 written report on the results for presentation to the Board, together with all ballots received, for certification at the next  
439 Board meeting. Ballots must be received no later than 30 days prior to the annual meeting of members in order to be  
440 validated and accepted. Said ballots must include member's company name and authorized signature to be considered  
441 valid.

### 442 **Section 4. Terms of Office**

444 All directors shall be elected to a three (3) year term of office. The terms of not more than three (3) directors  
445 shall expire at any election of the directors. The Board shall have the authority to stagger and/or alter terms to assure the  
446 fulfillment of said expiration condition. As such, three (3) of the Directors selected for the initial Board of Directors shall  
447 be elected to one (1) year terms.

448 The terms of directors shall begin at the commencement of the administrative year following their election. Said  
449 terms shall be automatically extended, when applicable, upon the election of a director to an Executive office.

### 450 **Section 5. Removal of a Director**

452 Any director may be removed at any time with cause by a vote of the members in good standing if the number of  
453 votes cast to remove such director exceeds the number of votes cast not to remove him. Only Industry Members, in good  
454 standing, may participate in the vote to remove an Industry Director. All members, in good standing, may participate in  
455 the vote to remove an Associate Director. A director may not be removed by the members at a meeting unless the notice  
456 of the meeting states that the purpose, or one of the purposes, of the meeting is removal of a director. If any directors are  
457 so removed, new directors may be elected at the same meeting.

## 458 **ARTICLE VIII - EXECUTIVE COMMITTEE**

### 459 **Section 1. Composition**

461 The Executive Committee shall consist of the President, Past President, President-Elect, First Vice President,  
462 Second Vice President, Treasurer, Secretary, and four at large Board members appointed by the President upon vacancy.

### 463 **Section 2. Duties**

465 The Executive Committee shall exercise, at times when the Board is not in session, such part of the authority of  
466 the Board in the control and management of the Association's affairs as the Board expressly delegates to it.

### 467 **Section 3. Authority**

469 The Executive Committee is authorized to act for the Association in times of legal or financial emergencies. Such  
470 emergencies shall allow the Executive Committee to employ such legal methods as necessary to remedy the emergency.

### 471 **Section 4. Meetings**

473 Meetings of the Executive Committee may be held upon the call of the President, properly noticed.

### 474 **Section 5. Notice of Meetings of the Executive Committee**

476 The President, in calling a meeting of the Executive Committee, shall, at least two days before the meeting, give  
477 or cause to be given notice thereof by overnight mail, electronic mail, fax, or telephone. Such notice should, but need not  
478 specify the purpose for which the meeting is called.

### 479 **Section 6. Quorum**

481 A majority of the Committee shall constitute a quorum.

# Steel Erectors Association of America Bylaws

## 484 **Section 7. Order of Business**

485 The order of business for meeting shall be determined by the presiding Officer or Executive Director. These  
486 Bylaws shall govern the conduct of the meeting and the presiding Officer shall determine the procedures of the Chair. If a  
487 dispute should arise, then Robert's Rules of Order shall be used.  
488

## 489 **ARTICLE IX - OFFICERS AND ELECTION OF OFFICERS**

### 490 **Section 1. Officers of the Association**

491 The officers of the Association shall consist of a President, a Past-President, President-Elect, an Industry  
492 Member Vice-President, an Associate Member Vice-President, a Secretary, a Treasurer, and such Assistant Association  
493 Executive Directors and Assistant Treasurers, and other officers as the Board of Directors may from time to time elect.  
494 Any two or more offices may be held by the same person, but no officer may act in more than one capacity where action  
495 of two or more officers is required.  
496

### 497 **Section 2. Election Of Officers**

498 The officers of the Association shall be elected by the Board of Directors. During the same week as, but prior to  
499 the annual meeting of members, a meeting of the Board of Directors, in office, prior to the annual meeting of members,  
500 shall be held for the purpose of electing officers, and such other business as may come before the Board at that time.

501 Following notification by the Nominating Committee, and, thirty (30) days prior to said meeting, qualified  
502 directors desiring to be considered for an officer position shall be required to notify the Nominating Committee Chairperson,  
503 in writing, of said desire. All such submissions shall be placed on the official ballot.

504 Blank Ballots shall be provided for the various offices to be filled and nominations accepted from the floor and  
505 entered thereon. Upon conclusion of all nominations and completion of votes thereon, the ballots shall be tallied by the  
506 Association Executive Director and one director as designated by the President, and the results announced.  
507

### 508 **Section 3. Terms of Office**

509 The terms of officers shall begin at the commencement of the administrative year following their election. All  
510 officers, other than directors, shall be elected to a two (2) year term of office. Officers may be elected to consecutive  
511 terms.  
512

### 513 **Section 4. Vacancies**

514 In the event of a vacancy of any office, and until the requirements of this Section 4 are satisfied, the succession  
515 of authority shall be as follows:

- 516 i. President
  - 517 ii. President-Elect
  - 518 iii. Industry Member Vice-President
  - 519 iv. Secretary
  - 520 v. Treasurer
  - 521 vi. Associate Member Vice-President
- 522

523 A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by a  
524 majority vote of the Board for the unexpired portion of the term.

525 Any vacancy occurring in an office, the President, or the next in succession of power, shall direct the  
526 Nominating Committee, as defined in Article VII, Section 1 of these Bylaws, to present its recommendation to the Board  
527 for the required vote. The recommendation shall include a minimum of two nominees per vacancy. Any employee or  
528 principal of a qualified member in good standing shall be eligible as a nominee. A vacancy must be filled within six  
529 months of receipt of vacancy notice by the Board.  
530

### 531 **Section 5. Bonds**

532 The Board of Directors may by resolution require any director, officer, agent, or employee of the Association to  
533 give bond to the Association, with sufficient sureties, conditioned on the faithful performance of the duties of his/her  
534 respective office or position, and to comply with such other conditions as may from time to time be required by the Board  
535 of Directors.  
536

537

# Steel Erectors Association of America Bylaws

538 **Section 6. Removal**

539 Any officer or agent elected or appointed by the Board may be removed by the Board whenever in its judgment  
540 the best interests of the Association will be served thereby; but such removal shall be without prejudice to the contract  
541 rights, if any, of the person so removed.

542  
543 **Section 7. President**

544 The President shall be the principal executive officer of the Association and shall, in general, supervise and  
545 control its business and affairs. The President shall preside at all meetings of the members and the Board. The President  
546 shall sign, or may authorize the Association Executive Director or Secretary to sign any deeds, mortgages, bonds,  
547 contracts, or other instruments which the Board has authorized to be executed, and, in general, shall perform all duties  
548 incident of the office of President and such other duties as may be prescribed by the Board from time to time. The  
549 President shall be an Industry member.

550  
551 **Section 8. Past President**

552 The immediate presiding Past President shall serve as Chairperson of the Association's Strategic Planning  
553 Committee, and from time to time, may be assigned other duties by the President or the Board.

554  
555 **Section 9. President-Elect**

556 During the meeting of the Board of Directors, held to elect officers, a President-Elect shall be elected  
557 immediately prior to the current President entering his/her second year of office. Said officer shall automatically become  
558 President upon the completion of the current President's second year of office. The President-Elect shall be an Industry  
559 member.

560 In the absence of the President, or in the event of his/her inability or refusal to act, the President-Elect shall  
561 perform the duties of President, and when so acting, shall have all the powers of and be subject to all of the restrictions  
562 upon the President. The President-Elect shall perform such other duties as, from time to time, may be assigned by the  
563 President or the Board.

564  
565 **Section 10. Vice President - Industry Member**

566 In the absence of the President and President-Elect, or in the event of their inability or refusal to act, the Vice  
567 President Industry Member shall perform the duties of President, and when so acting, shall have all the powers of and be  
568 subject to all of the restrictions upon the President. The Vice President Industry Member shall perform such other duties  
569 as, from time to time, may be assigned by the President or the Board.

570  
571 **Section 11. Vice President - Associate Member**

572 In the absence of the President, President-Elect, and Vice-President - Industry Member, or in the event of their  
573 inability or refusal to act, the Vice President -Associate Member shall perform the duties of President, and when so  
574 acting, shall have all the powers of and be subject to all of the restrictions upon the President. The Vice President  
575 Associate Member shall perform such other duties as, from time to time, may be assigned by the President or the Board.

576  
577 **Section 12. Treasurer**

578 The Treasurer shall give a bond for the faithful discharge of his/her duties in such form and with such sureties as  
579 the Board shall determine, the cost of which shall be paid by the Association. He/She shall have charge and custody of  
580 and be responsible for all funds and securities of the Association; receive and give receipt for monies due and payable to  
581 the Association from any source whatsoever and deposit all such monies in the name of the Association in such banks,  
582 trust companies or other depositories as shall be selected in accordance with the provisions of these bylaws. He/She shall  
583 keep complete and accurate accounts of the finances of the Association through generally accepted accounting principles,  
584 and he/she shall cause a true statement of the Association's assets and liabilities as of the close of each fiscal year and of  
585 the results of its operations for such fiscal year, per generally accepted accounting principles, to be made and filed at the  
586 registered or principal office of the Association within four months after the end of the fiscal year. The statement so filed  
587 shall be kept available for inspection by any member for a period of ten years; and the Treasurer shall mail or otherwise  
588 deliver a copy of the latest statement to any member so requesting the statement. The treasurer shall, in general, perform  
589 all the duties incident to the office of Treasurer and such other duties as, from time to time, may be assigned to him by the  
590 President or the Board.

591

# Steel Erectors Association of America Bylaws

592 **Section 13. Secretary**

593 The Secretary shall perform, or cause to be performed, the duties as set forth in Article VI, Section 3(c).

594

595 **Section 14. Association Executive Director**

596 Association Executive Director shall be appointed by the Board of Directors. The Association Executive  
597 Director shall perform such services as normally reserved for the Secretary and as listed in Article VI, Section 3,  
598 subparagraph (c) of these Bylaws.

599

600 **Section 15. Assistant Treasurers and Assistant Executive Directors**

601 Assistant Treasurers and Assistant Executive Directors shall, in the absence or disability of the Secretary or  
602 Executive Director, respectively, perform the duties and exercise the powers of those offices, and they shall, in general,  
603 perform such other duties as shall be assigned to them by the Secretary or Executive Director, respectively, or by the  
604 President, Executive Committee or the Board of Directors.

605

606 **ARTICLE X -DISQUALIFICATION**

607

608 **Section 1.**

609 Officers or directors of the Association who cease for any reason whatsoever to be members of the Association,  
610 or who cease to be eligible for membership in the Association in any membership classification, defined in these Bylaws,  
611 which cannot be cured within a reasonable time, shall thereupon no longer hold such office in the Association.

612

613 **ARTICLE XI - COMMITTEES**

614

615 **Section 1. Committees**

616 The Board shall create such committees of the Board and of the Association and shall delegate to these  
617 committees such powers and functions as it finds desirable for the conduct of its business and for carrying out the  
618 purposes for which the Association has been organized, and may authorize justifiable expenses for same. All members  
619 serving on Association committees shall be members of the Association. Board members shall not delegate their entire  
620 responsibility to any committee or group.

621

622 **ARTICLE XII - FISCAL ADMINISTRATION**

623

624 **Section 1. Fiscal Year**

625 The fiscal year of the Association shall commence on January 1 of each year, or as determined by the affirmative  
626 vote of at least two-thirds of the members of the Board of Directors. Annual Association membership is based on  
627 calendar year January 1<sup>st</sup> through December 31<sup>st</sup>.

628

629 **Section 2. Dues and Membership Fees**

630 (a) The initiation fee for Association members shall be established by the Board of Directors.

631 (b) The annual dues for Association members shall be established by the Board of Directors.

632 (c) Initiation fees and annual dues shall be payable in advance.

633 (d) Annual dues renewal invoices shall be mailed to members on or before November 1st, preceding the  
634 beginning of the Association's fiscal year and are payable by January 1st of the fiscal year for which they are billed.  
635 Members who are delinquent in dues payment past March 1st of the fiscal year in which payment was due shall be  
636 required to submit a new application, together with initiation fee and annual dues, to be reinstated.

637 (e) New membership applications approved during the 4<sup>th</sup> quarter (calendar year) board meeting will not be  
638 required to pay dues for the current calendar year.

639

640 **ARTICLE XIII - ADMINISTRATIVE YEAR**

641

642 **Section 1.**

643 The Administrative year of the Association shall be the ensuing time between the annual meeting of members.

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## ARTICLE XIV - AMENDMENTS

### Section 1.

Proposals for amendments to these Bylaws may be made by the Board, the Executive Committee, or submitted to the Board in a petition, accompanied with detailed justification for the proposed changes and signed by not less than 10 voting members of the Association who are in good standing. The Board, through the Association Executive Director, shall mail the proposed amendments together with the proponents' rationale in support thereof, to the voting members of the Association for vote.

All votes to amend these Bylaws, from voting members, must be received in the Association office or by the designated officer, within four weeks from date of form mailing to the membership. A majority affirmative vote of the voting membership in good standing at the date of the mailing, of the votes received in the Association office or by the designated officer by the deadline date designated, shall be required to amend these Bylaws. For the purposes of this Article XIV, all mailings required herein shall be deemed sufficient if sent via electronic mail (email) read receipt requested.

## ARTICLE XV - DISSOLUTION

### Section 1.

The balance, if any, of all money received by the Association from its members, or any other source, shall be used exclusively to carry out the objectives and purposes for which this Association was formed, and in the event of a dissolution of this Association, the assets thereof shall be transferred to a nonprofit activity as may be selected by the Directors. It being the intention that should there be a dissolution of this Association to carry out the purposes herein set forth, the property and assets then owned by the Association shall never belong to or be distributed to any member, any suspended member or expelled member, nor shall any member, suspended member or expelled member, have any claim to interest thereto, and in the event of such dissolution, the Board of Directors is authorized to convey and distribute all of the assets of this Association to a corporation or association engaged in carrying on a like or similar nonprofit purpose.

## ARTICLE XVI - CONTRACTS, CHECKS AND DEPOSITS

### Section 1. Contracts

The Board of Directors may authorize any officer or agent, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Association, and such authority may be general or confined to specific instances.

### Section 2. Loans

No loan shall be contracted on behalf of the Association and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

### Section 3. Checks and Drafts

All checks, drafts or other orders for the payment of money issued in the name of the Association shall be signed by such officer or agent, of the Association and in such manner as provided in these Bylaws or as shall from time to time be determined by resolution of the Board of Directors.

### Section 4. Deposits

All funds of the Association not otherwise employed shall be deposited from time to time to the credit of the Association in such depositories as provided in these Bylaws or as the Board of Directors may select.

## ARTICLE XVII - GENERAL PROVISIONS

### Section 1. Corporate Seal

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696 The corporate seal of the Association shall consist of a concentric circle within which is written the name of the  
697 Corporation, and such seal, as impressed on the margin hereof, is hereby adopted as the corporate seal of the Association.  
698 The corporate seal of the Association shall also be the attestation of the Association Executive Director.  
699

## 700 **Section 2. Indemnification**

701 Any person who at any time serves or has served as a director, officer, employee or agent of the Association, or  
702 in such capacity at the request of the Association for any other association, corporation, partnership, joint venture, trust or  
703 other enterprise, shall have a right to be indemnified by the Association to the fullest extent permitted by law against  
704

- 705 (a) reasonable expenses, including attorney's fees, actually and necessarily incurred by him/her in  
706 connection with any threatened, pending or completed action, suit or proceedings, whether civil,  
707 criminal, administrative or investigative, and whether or not brought by or on behalf of the Association,  
708 seeking to hold him/her liable by reason of fact that he is or was acting in such capacity, and  
709 (b) reasonable payments made by him in satisfaction of any judgment, money decree, fine, penalty or  
710 settlement for which he/she may have become liable in any such action, suit or proceeding  
711

712 The Board of Directors of the Association shall take all such action as may be necessary and appropriate for the  
713 Association to pay the indemnification required by these Bylaws, including without limitation, to the extent needed,  
714 making a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of  
715 indemnity due him and giving notice to, and obtaining approval by, the members of the Association.  
716

717 Any person who at any time after the adoption of these Bylaws serves or has served in any of the aforesaid  
718 capacities for or on behalf of the Association shall be deemed to be doing or to have done so in reliance upon, and as  
719 consideration for, the right of indemnification provided herein. Such right shall inure to the benefit of the legal  
720 representatives of any such person and shall not be exclusive of any other rights to which such person may be entitled  
721 apart from the provision of these Bylaws.  
722

## 723 **ARTICLE XVIII – Chapter Membership**

### 724 **Section 1. Chapters**

725 Individual SEAA members may elect to organize together in local or regional chapters, clubs, associations or  
726 other such affiliations hereafter referred to as “Chapters.” Such organizations may utilize the SEAA name and logo as a  
727 part of their identification, for the purpose of advertising the Chapter and its goals and activities, and for the purpose of  
728 obtaining insurance coverage for activities, subject to the following stipulations:  
729

- 730
- 731 1. All members of the Chapter/group must be members in good standing of the SEAA.
  - 732 2. The Chapter must be legally authorized to operate in the areas in which it is organized.
  - 733 3. Chapter formation and the Chapter’s Constitution and Bylaws, including amendments thereto, must  
734 meet with the approval of the SEAA Board of Directors.
  - 735 4. All Chapter activities, other than normal business activities, referring to or using the SEAA name/logo  
736 must be approved by the SEAA Executive Committee prior to the activity.
  - 737 5. Chapter representatives may attend SEAA meetings and functions but representatives have no voting  
738 rights and may only serve on SEAA Boards and Committees at the discretion of the SEAA Board of  
739 Directors.
  - 740 6. The SEAA, it’s officers, and directors, bear no responsibility for the liabilities, concerns, actions, or  
741 activities of the Chapter.
  - 742 7. Failure to comply with any of the above will result in Chapter loss of SEAA recognition and use of the  
743 SEAA name and logo if the failure is not corrected within 90 days of written notice from the SEAA  
744 office.

745  
746 Approved by Membership:  
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