THE CONSTITUTION OF
THE AMERICAN SOCIETY OF CERTIFIED
ENGINEERING TECHNICIANS

Article I Name of Organization
The name of this organization shall be the American Society of Certified Engineering Technicians. This organization may also be referred to herein as ASCET, or the Society.

Article II Purpose of Organization
ASCET represents all technicians and technologists and actively promotes the certification of technicians and technologists and promotes policies, objectives, and programs of the American Society of Certified Engineering Technicians.

Article III Objectives and Goals of the Organization
ASCET is committed to providing professional, educational and representational support in the engineering community and promotes educational development programs that support the advancement of its members.

Article IV Membership & Privileges
Membership is qualified as those providing application, receiving national approval for membership and paying applicable dues.

1. Certified Members
Certified Members are entitled to all the rights of the Society including being able to hold office at the National Level. In order to be recognized as Certified, the member must hold a current Certification by one of the Certification Bodies that the Society recognizes. Refer to the Policies and Procedures Manual for the list of Certification Bodies.

2. Regular Members
Regular Members are Technicians or Technologists that are not currently Certified or Certified by a Certification Body that is not currently recognized by the Society. They have full voting rights and can hold office at the chapter level. They cannot hold office at the National level.

3. Student Members
Student Members must be actively enrolled in a Technology program at a Technical School, College, or University. They do not have voting rights and cannot hold office at any level.
4. **Registered Members**
   Registered Members are Professional Engineers, Architects or Land Surveyors that are working as Technicians or support Technicians and Technologists. They have full voting rights but cannot hold office at any level.

5. **Retired Members**
   Retired Members are Members that were previously Members in good standing either as a Certified Member, Regular Member and Registered Member. They have the full rights of whatever membership they held previously.

6. **Fellow or Honorary**
   Fellow or Honorary Members are Members that the Society wants to recognize for their exemplary service to the Society. This membership carries no additional rights or privileges that his/her previous membership was entitled too.

7. **Affiliate Member**
   Affiliate members are representatives of Sustaining Corporate Sponsors (SCS). SCS are entities that wish to provide monetary support to the Society. SCS, or their representatives as Affiliate members, have no voting rights and cannot hold office at any level. Refer to the Policy and Procedures manual for additional information.

**Article V Executive Committee of the Board of Directors**

1. **Administration**
   The Executive Committee of the Board of Directors consisting of the elected officers shall administer the affairs of ASCET. The Executive Committee operates and makes decisions based upon group majority rule and is presided over by the President. The Executive Committee shall be responsible for all business concerning ASCET. The Executive Committee shall establish policy and procedures for ASCET. The Administration of Executive Committee policy and the management of the day-to-day affairs of ASCET are delegated to the officers as specified herein.

2. **The Elected Officers**
   The elected officers shall consist of a President, President Elect, and Regional Vice Presidents which collectively will be responsible for treasury and administrative activities, as well as, those defined in the subsequent paragraphs. Elected officers shall be certified by a recognized certification body.

3. **The Chairman of the Board**
   Presides over the Board of Directors meetings. Disseminate the directives and reports of the Executive Committee to the Board of Directors. Represent the National Directors, their constituents, and the standing chapters. The Chairman of the Board is the immediate past president of the Society. If the immediate past president cannot serve, a past president of the society can fill the role with the approval of the Executive Committee. Refer to the Policies and Procedures Manual for specific duties.

4. **The President**
   Represent ASCET and be the point of contact for the organizational and financial matters of ASCET, as well as all other business concerning ASCET according to the Policies and Procedures.
Preside over the Executive Committee and special meetings. The President and the Executive Committee shall have full power in appointment or dismissal of any committee chair, and may create or dissolve ad-hoc committees, subject to the approval of the majority of the Executive Committee. Is one of the people (other than Treasurer) responsible to sign any documents related to financial matters. Refer to the Policies and Procedures Manual for specific duties.

5. **The President Elect**
   Oversee the role of secretary-treasurer and General Manager of ASCET and communicate with acquired personnel in addition to fulfilling the requirements of President as First Successor. Upon completion of the two (2) year term the President Elect will assume the role of President. The President Elect shall be selected from a current or former Regional Vice President by the majority vote of the Executive Committee.

6. **The Regional Vice Presidents**
   Assist the President in all business concerning the regional chapter membership. Be responsible for the establishment of programs aimed at the professional development. Be elected by the members of his/her Geographic Region. Represent the members in his/her Regional Geographic location. Refer to the Policies and Procedures Manual for specific duties.

7. **The Board of Directors**
   Board members are to include the Executive Committee, and the chapters National Director’s. They are responsible for attendance to the Board of Directors meetings as held by the Chairman of the Board. National Directors must be an active member of their local chapter (should be the chapter President or Past President).

8. **Contract Personnel**
   Contract personnel shall be assigned duties by the Executive Committee. Terms and conditions are to be outlined in the contract. Procedures for request for proposal and selection of candidates are outlined in the Policies and Procedures manual.

**Article VI Elections and Term of Office**

1. **The Elections Committee**
   The election of Regional Vice Presidents to the Executive Committee shall be organized and directed by the Elections Committee. The Election Committee will prepare ballots to be distributed to all eligible members in good standing to vote for the offices of the Regional Vice President according to policies and procedures established by ASCET. The Elections Committee shall notify the membership in a timely manner of the open offices and solicit nominations for candidates as prescribed below.

2. **Nominations and Eligibility**
   Each candidate must have been a certified member for at least one (1) fiscal year in order to be nominated. The name of the candidates must be submitted to the Elections Committee. They can also be nominated by any member of the society.
2.1 Voter Eligibility
Certified, Regular, Registered, and Retired members may participate in the election process if their membership dues are paid as of the nomination meeting of the election year.

2.2 Candidate Eligibility
All certified members are eligible to hold office as Regional Vice President.

3. Election of Regional Vice Presidents
Regional Vice Presidents are elected by members in their respective region, and at the time of election must reside in that respective region. The ballots shall be collected and reported by the Election Committee as soon as possible after the election. Candidates receiving the majority of votes shall be declared the winners. In the case of a tie, the Chairman of the Board may cast a vote to break the tie by members in that region.

4. Duration of Term and Succession of Duties

4.1 Regional Vice-Presidents
The term of office for Regional Vice President shall be two (2) years in conjunction with the fiscal year.

4.2 President Elect, President, and Chairman of the Board
The President Elect serves two (2) years as President Elect, then two (2) years as President, followed by two (2) years as the Chairman of the Board.

4.3 Notice of Elections
Notice shall be delivered to all National Directors not less than ten (10) or more than sixty (60) days prior to the election.

5. Removal from Elected Executive Committee
An Executive Committee member may be removed from office by a recall election for not fulfilling his/her duties as specified in Article V or by membership termination (Article IV Section) An Executive Committee member may be subject to recall by submission of a petition to the Chairman of the Board. Refer to the Policies and Procedures Manual for specifics.

6. Vacancies
In the event of a vacancy in any office, the resulting vacancy must be filled by the Executive Committee within thirty (30) days of the vacancy for the unexpired portion of the term.

Article VII Committees
The President, with concurrence of the Executive Committee shall have the power to establish and disband any committee to conduct the business of ASCET. The President, with the concurrence of the Executive Committee, may appoint any member in good standing to chair such a committee.
**Article VIII Jurisdiction**

**Geographic Boundaries**

ASCET shall exercise its jurisdiction over the area included within the geographic boundaries of the United States of America territorial jurisdictions. ASCET jurisdiction may be subdivided in geographic size as needed and approved by the Board of Directors.

**Article IX Chapters**

1. **Area Chapters**
   Area Chapters may be established in cities or regions. ASCET shall review application for the establishment of a Chapter for approval. Chapters shall be organized according to the current ASCET Guidelines on Chapter Development. ASCET policies and procedures supersede any local policies regarding the Chapters.

2. **State Chapters**
   State Chapters may be established to represent at-large constituents. ASCET shall review application for the establishment of a State Chapter for approval. State Chapters shall be organized according to the current ASCET Guidelines on State Chapter Development. ASCET policies and procedures supersede any local policies regarding the State Chapters.

3. **Student Chapters**
   Student Chapters may be established at universities, colleges, community colleges, and technical schools providing a formal curriculum leading to a degree in engineering technology or other technical field. ASCET shall review application for the establishment of a Student Chapter for approval. Student Chapters shall be organized according to the current ASCET Guidelines on Student Chapter Development. ASCET policies and procedures supersede any local policies regarding the Student Chapters.

4. **Responsibilities of Chapters**
   It shall be the responsibility of Chapters to follow established Constitution and Bylaws and Policies and Procedures as established by ASCET Guidelines for Chapter Development.

**Article X Fiscal Year**

1. **Duration of Fiscal Year:**
   The Fiscal Year of ASCET shall begin on January 1 and end on December 31 of the same year.

**Article XI Dues**

1. **Dues are as follows:**
   1.1 The amount of annual dues for each membership category shall be determined by the Executive Committee. Assigned dues are to be paid directly to ASCET. Refer to the Policies and Procedures Manual for a list of the Dues amounts.

   1.2 Dues shall be paid to ASCET before the nominations meeting of each year to be considered in good standing. All members of ASCET must pay dues to the Society.
Article XII Meeting

1. Quorum
A quorum for a General, Executive Committee or Board of Directors meeting, shall be a simple majority of members thereof. Voting issues shall be determined by majority vote of members present.

2. Conferences, Meetings and Expos
2.1 The Board of Directors shall meet for at least two general meetings each fiscal year. Refer to Policies and Procedures Manual for format for meetings.
2.2 An Annual Conference shall be held each year.
2.3 The Executive Committee shall meet at least two separate meetings during the fiscal year.
2.4 Any member of the Board of Directors can request a special meeting of the Board of Directors. Please refer to the Policy and Procedures for specifics.

3. Meeting Notices
The membership shall be notified. The notice shall include the agenda, place, date and time of the meeting and shall be notified in writing or electronic form not less than ten (10) or more than thirty (30) days prior to the meeting.

4. Meeting Rules
All meetings are open to the membership unless there is a call for a closed session.

Article XIII Dissolution
ASCET may be dissolved by a two-thirds affirmative vote of the Board of Directors, after receiving a written notice of the vote no later than sixty (60) days prior to the scheduled vote.
1. In the event that ASCET is dissolved, no member shall receive any portion of its remaining assets or property.
2. Upon dissolution, the balance of any assets of ASCET remaining after all debts and obligations are paid, shall be distributed to any other non profit corporation that has been determined by the Internal Revenue Service to be exempt from federal income tax.
3. Prior to dissolution, the ASCET Executive Committee shall designate the nonprofit corporation(s) that will receive the balance of assets and the proportion of assets to be allocated to each.

Article XIV Donations

1. Society Donations
ASCET, a non-profit organization, may accept donations from corporations and other organizations; as well as host fund raising banquets and events for Society programs and activities consistent with ASCET Policies and Procedures.

2. Foundation Donations
Donations for Educational Grants and other education purposes under ASCET, a 501(c)(6) nonprofit organization, shall be referred directly to ASCET consistent with ASCET policy.
Article XV Amendments to the Constitution

1. Amendment Procedure
   1.1. Any motion to amend the constitution must first be made by the Board of Directors or Executive Committee.
   1.2. Any proposed amendments shall be submitted to the Board of Directors for approval by a two thirds (2/3) majority.
   1.3. All amendments to this constitution shall become effective immediately after Board of Directors approval.

This constitution in its entirety was approved by the Board of Directors of the American Society of Certified Engineering Technicians on 09 July 2017 as verified by these elected members of the Executive Committee of the Board of Directors.

Constitution revisions:

Revision - 06-NOV-15 by Executive Committee
- Clarification added to Article V.5
- Addition to Article V.6
- Clarification added to Article VI.3
- Clarification added to Article VI.4
Approved by Board of Directors 28-AUG-16

Revision - 29-APR-16 by Executive Committee
- Renaming, and clarification to Article IV.7
Approved by Board of Directors 10-NOV-16

Revision - 11-NOV-16 by Executive Committee
- Clarification added to Article V.5
- Removed redundant qualification for position defined in Article VI.2.2

Revision - 05-MAY-17 by Executive Committee
- Changes to move from a fiscal year to a calendar year cycle
- Removed redundancy concerning President Elect