

**BYLAWS OF THE  
ASSOCIATION OF FEDERAL COMMUNICATIONS CONSULTING  
ENGINEERS<sup>1</sup>**

**ARTICLE I – MEETINGS**

SECTION 1

The program of the annual meeting of the Association shall be arranged by the Board of Directors and notice thereof shall be given to the membership at least 21 days before the meeting.

SECTION 2

The Board of Directors may call such other general membership meetings as it may deem desirable upon appropriate notice thereof to the membership.

**ARTICLE II – REPORT OF THE COMMITTEES**

Each committee of the Association shall make an annual report in writing for submission to the Association at its annual meeting.

**ARTICLE III – RESOLUTIONS - PROCEDURES**

Each resolution shall be in writing and unless presented by a Committee shall be referred by the Chair on presentation, without debate, to an appropriate Committee for consideration and report.

**ARTICLE IV – CUSTODY OF PAPERS, ADDRESSES, AND REPORTS**

Copies of all papers, addresses, and reports read before the Association, or submitted to it, shall be lodged with the Secretary. All official reports shall become the property of the Association and shall not be published without the consent of the Board of Directors.

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<sup>1</sup> Includes revisions adopted by the Board of Directors on March 18, 2016 and revisions adopted by the membership at the 2017 Annual Meeting.

## **ARTICLE V – COMMITTEES**

### **SECTION 1**

In addition to the Committees provided for in the Constitution and except for the Committee for Permanent Arrangements, the President may appoint Special Committees to perform such duties as the Board of Directors shall prescribe. The President shall designate the Chairperson. Continuation of a Special Committee beyond the then current term shall be voted by the members attending the annual meeting. Membership changes in Special Committees shall commence on July 1 of each year.

### **SECTION 2**

**Permanent Arrangements Committee.** The Vice-President shall be chairperson of this committee with membership consisting of the past president and an appointed member, who may be an associate member. The committee shall plan the Fall Social and arrange for the annual meeting.

### **SECTION 3**

**Professional Ethics and Grievances Committee.** This committee shall consider and report on all efforts to improve the professional conduct and ethics of engineering practitioners in the communication field, make such investigations of professional conduct and of abuses in connection with engineering practice by members and furnish information and make recommendations on the foregoing subjects to the Board of Directors and the Association.

This committee shall be authorized to express an informal opinion concerning proper professional conduct when such matters are referred to it by the Board of Directors. Such expression of opinion shall only be made after a consideration thereof at a meeting of the Committee and approved by at least a majority of the Committee.

This committee shall be authorized to consider all information and complaints as to the professional conduct of any member referred to it by the Board of Directors of the Association and to report its findings and conclusions thereon to the Board of Directors, together with a recommendation as to whether such member should be censured, suspended, or expelled from the membership rolls: Provided, however, that no recommendation of censure, suspension or expulsion may be made unless the member involved shall have been given due notice of the complaint and afforded an opportunity to be heard.

### **SECTION 4**

**Engineering Rules and Standards Committee.** This committee shall consider and report any changes that should be made in the existing engineering rules and standards

of the Federal Communications Commission or other pertinent Federal Agency. It may also consider other engineering matters of interest to the Association.

## SECTION 5

**Nominations Committee.** This committee shall select and recommend candidates for the Board of Directors to be elected for the next term. The Committee shall submit to the members at least twenty-one days before the election via mail or electronic delivery, according to the recipient's preference, a ballot listing at least one nominee more than that required to fill each vacancy in each category of director. The ballot shall also provide for write-in candidates. Candidates with the highest number of votes, counting ballots returned by mail, electronic delivery and in person, shall become members of the Board of Directors, commencing July 1 following the election. Under the direction of the Board of Directors, the Nominations Committee shall ensure that at least one member of the Board of Directors is a Registered Professional Engineer.

## SECTION 6

The majority of members of any Committee shall constitute a quorum.

## SECTION 7

A meeting or virtual meeting of any Committee shall be held at such time and places as the Chairperson thereof may appoint. Reasonable meeting notice shall be given by the chairperson.

# ARTICLE VI — MEMBERSHIP REQUIREMENTS

## SECTION 1

There shall be five grades of membership in the Association; these are:

Member Emeritus	("E")
Member	("M")
Associate member	("A")
Life member	("L")
Student member	("S")

## SECTION 2

(a) The title of Member Emeritus may be bestowed on a member of any grade by action of the Board of Directors. This title may not be applied-for and will be reserved for those persons who have made significant contributions to the Association and/or the industry.

(b) A Member, also designated herein as a Full Member, shall be a Registered Professional Engineer or an Associate Member with a four-year degree in a technical field related to telecommunications from an accredited college or university, or equivalent, as determined by the Nominations Committee and the Board of Directors, who has maintained membership in the Association for five consecutive years and applies for elevation to full membership in accordance with Article IV of the AFCCE Constitution. Applicants for Full Membership by elevation shall be sponsored by two Full Members who are Registered Professional Engineers. Consideration of special circumstances of local/national customs shall be given to applicants who are not citizens of the United States.

(c) Any person who has a professional position in the communications industry or a field allied or related thereto shall be eligible to apply for Associate membership in the Association. A "professional position" is one that involves technical leadership or a supervisory or management role in industry (including representatives of manufacturers), education, or government, or practice in an allied professional field such as communications law.

(d) Life member status shall be granted upon application by a Member or Associate member who has retired from active practice or employment in the communications field and who has maintained membership in the Association during the five consecutive years preceding his/her retirement.

(e) A person shall be eligible to apply for Student membership if he or she 1) carries at least 50% of a normal full-time academic program as a registered undergraduate or graduate student in communications engineering, communications law, communications regulation, or communications management and 2) does not yet qualify as a Member or Associate member. The total cumulative period for a member to hold the Student member grade shall be limited to 8 years. Change from Student member to another member grade requires application under the current requirements of that grade.

### SECTION 3

Each member of any grade except Member Emeritus shall be required to certify his/her status for the particular grade of membership once each year in order to renew his/her membership.

### SECTION 4

An applicant for membership shall have observed in professional matters a conduct that reflects the highest ethical standards. Members of the Association shall abide by the Code of Ethics of the National Society of Professional Engineers, which has been adopted by the Association; other members shall be guided by its provisions as applicable and appropriate.

## SECTION 5

Application for any grade of membership (except Member Emeritus) shall be made on the form provided by the Association. Applicants for Membership shall be recommended by two persons who are Members of the Association; applicants for Associate membership or Student membership shall be recommended by two persons, one person who is a Member of the Association and one member of any grade.

## SECTION 6

From time-to-time the Board of Directors may, at its sole discretion but for good cause, confer the title of Honorary Member on a person who has served the industry or the Association in an exemplary manner.

## **ARTICLE VII — DUES**

### SECTION 1

The annual dues for the following year shall be set by a vote of the Board of Directors at the time of the annual meeting of the Association and shall be due and payable on or before January 31 of the following year. Dues, which may or may not differ in amount, shall be established for each separate grade of membership; provided that, the amount of dues payable by any grade of membership may not be increased by an amount more than 25 percent of the amount of dues for the same membership grade for the prior year. If an application for membership is approved after July 31, the initial dues shall be one-half of the amount established for the relevant grade of membership for a full year.

### SECTION 2

A member in default in the payment of dues shall not be entitled to receive or exercise any privileges of membership.

## **ARTICLE VIII — AUDIT OF TREASURER'S REPORT**

The Treasurer's report shall be examined and audited annually before its presentation to the Association by a committee appointed by the President.

## **ARTICLE IX — DEFAULT FOR NON-PAYMENT OF ANNUAL DUES**

If any member is in default of the payment of his or her dues for a period of two months after the same shall become payable, the Secretary shall forward to him or her copy of this ARTICLE and shall notify him or her that unless such dues are paid within one

month thereafter, he or she will be automatically stricken from the roll for non-payment of dues, without further notice and his or her membership and all rights in respect thereto shall thereupon cease.

## **ARTICLE X — MEMBERSHIP PRIVILEGES**

A Member may hold any office and enjoy all benefits and privileges of the Association. A Member may use a reference to membership in the Association by inclusion of "Member - AFCCE" or the AFCCE logo on firm letterheads, business cards and "professional card" or other appropriate listings in industry publications.

A member Emeritus may not hold office and may not vote at election of officers or on matters pertaining to membership or organization of the Association, but may vote with respect to general business of the Association. A member Emeritus may not use any written or printed public reference to membership in the AFCCE with commercial intent, but in all other respects a member Emeritus may enjoy the benefits and privileges of the Association.

An Associate Member may be elected to the Board of Directors and hold the office of Vice President, Secretary or Treasurer as provided in ARTICLES V and VI of the Constitution. Associate members may not vote on election of the full members of the Board of Directors or on matters pertaining to membership or organization of the Association, but may vote with respect to general business matters of the Association. An Associate member may use a reference to membership in the Association by inclusion of "Associate member - AFCCE" on firm letterheads, business cards and "professional cards" or other appropriate listings in industry publications. An Associate member may not use the AFCCE logo on any written or printed public reference to membership in AFCCE, but in all other respects may enjoy the benefits and privileges of the Association.

A Life Member may not hold office and may not vote at election of officers or on matters pertaining to membership or organization of the Association, but may vote with respect to general business matters of the Association. A Life member may not use any written or printed public reference to membership in the AFCCE with commercial intent, but in all other respects a Life member may enjoy the benefits and privileges of the Association.

A Student member may not be elected to the Board of Directors. Student members may not vote on election of the full members of the Board of Directors or on matters pertaining to membership or organization of the Association, but may vote with respect to general business matters of the Association. A Student member MAY NOT use any written or printed public reference to membership in the Association with commercial intent, except for identification as a Student member on a resume or job application while actively seeking employment. In all other respects, a Student member may enjoy the benefits and privileges of the Association.