Association of Conservationist Employees (ACE)

By-Laws

Revised: June, 2011

PREAMBLE: This Association shall promote the professionalism of California Conservation Corps Employees; represent the members of the Association in all matters of wages, hours, and conditions of employment; encourage among the members a closer personal acquaintance and friendly spirit of mutual cooperation; promote, encourage, and stimulate a professional relationship between the membership and the community; and whenever possible, assist in all matters pertaining to the welfare and advancement of all members.

Article I

Name

This Association shall be known as the Association of Conservationist Employees (“ACE”).

Article II

Affiliation

ACE shall be affiliate with California Statewide Law Enforcement Association (“CSLEA”)

Article III

Membership

1. Regular members of ACE shall consist of dues-paying employees of the State of California employed in the following job classifications within Bargaining Unit 7:
2. Conservationist I
3. Conservationist II
4. Back Country Camp Trails Supervisor

Article IV

Organizational Structure

1. ACE shall be governed by an elected Board of Directors (“Board”).
2. ACE shall be organized into a Northern Region and a Southern Region.
3. Each Region shall elect a Northern and Southern Regional Representative to the Board.
4. The President and Treasurer shall each be elected by the general membership.
5. The Board shall appoint from its membership a Vice President and Secretary.
6. A Fire Representative shall be elected by the general membership.

Article V

Dues

The Board shall determine and set membership dues by a two-thirds vote.

Article VI

Officers

1. President
2. The President shall preside at all ACE meetings and sit on the CSLEA Board of Directors.
3. The President shall sign and execute all contracts in the name of the association when so authorized by the Board.
4. The President shall countersign all expense claims drawn by the Treasurer.
5. The President shall perform all duties incidental to the office.

B. Vice President

1. In the absence or incapacity of the President, the Vice President shall perform the duties of the President.

C. Secretary

1. The Secretary shall keep true and accurate minutes of all association meetings.

2. The Secretary shall attend to all association correspondence.

3. The Secretary shall convey to the Board and membership all proposed By-Law amendments.

4. The Secretary shall administer all elections.

5. The Secretary shall provide information to CSLEA to update the ACE website quarterly.

6. The Secretary shall perform all duties incidental to the office.

D. Treasurer

1. The Treasurer shall have the care and custody of all funds and securities of the association and deposit the same in the Association’s name in such bank or banks as the association may elect.

2. The Treasurer shall sign all checks, notes, and orders for payment of money.

3. The Treasurer shall prepare and report to the Board at each meeting the association’s finances.

4. The Treasurer shall ensure all disbursements are supported by invoice or expense claim form as required.

5. The Treasurer shall ensure all expenses incurred by the Board be approved by the President prior to expenditure.

6. The Treasurer shall provide reports to CSLEA annually and complete required IRS reports.

7. The Treasurer shall perform all duties incidental to the office.

Article VII

Committees

The President may create committees and appoint members to serve on such committees as needed by a majority vote of the Board.

Article VIII

Meetings

1. Annual Meetings

The Board shall convene an annual general membership meeting.

1. This meeting shall coincide with the CSLEA annual board meeting whenever possible.
2. The Secretary shall provide sixty (60) days advanced notice of the annual general membership meeting.
3. Other Meetings

Other meetings may be convened at the call of the President or at the request of at least two (2) Board members upon at least 48 hours notice.

1. Notice
2. Notice may be made electronically including, but not limited to, via such media as email, social networking sites, web site posting; or via fax, or regular post.
3. The notice shall advise members of the time and place of meeting as well as the topics to be discussed and any proposed changes to the association by-laws.
4. The Secretary shall endeavor to provide notice via several methods and nothing in these by-laws should be construed to prohibit the use of emerging technologies to increase member participation.
5. Meeting Locations

The Board shall endeavor to alternate meeting locations between Regions in a place readily accessible to all members.

1. Members may attend in person or via electronic means.
2. Business may be conducted via electronic means.
3. Quorum

A Quorum shall consist of at least four (4) members of the Board.

1. Board members attending via electronic means shall be counted toward quorum.
2. Parliamentary Authority

Meetings shall be conducted according to Robert’s Rules of Order.

1. Where Robert’s Rules of Order may conflict with the By-Laws, the By-Laws will prevail.

Article IX

Elections

1. Board members shall hold office for a term of four (4) years.
2. The President and Northern Regional Representative shall stand for election every four years commencing with the 2013 annual general membership meeting.
3. The Treasurer, Southern Regional Representative, and Fire Representative shall stand for election every four years commencing with the 2015 annual general membership meeting.
4. The Secretary shall solicit from the membership nominations for the Board for a fifteen (15) day period commencing with he notice given for the annual general membership meeting or on October 1 if no meeting is scheduled.
5. All members in good standing are eligible to hold office.
6. Write-in votes are permissible
7. At the close of nominations, the Secretary shall prepare and distribute ballots.
8. Voting may be conducted via regular post or electronic means.
9. Nothing in these by-laws should be construed to prohibit the use of emerging technologies to increase member participation.
10. All ballots must be received by the commencement of the annual general membership meeting. Members will have no fewer than fifteen (15) days to submit their ballots before the scheduled meeting.
11. The Secretary and Treasurer shall tally the votes and report the election results to the Board.
12. If either the Secretary or Treasurer is a candidate for office, the Board may request its CSLEA staff representative to tally and report the election results.
13. CSLEA Staff and an active ACE member will receive and open ballots. Results will be submitted to the Board.
14. Newly elected Board members shall assume office at the conclusion of the annual membership meeting.

Article X

Removal

1. An officer may be removed by a two-thirds vote of the Board. The following procedures must be followed.
2. A petition bearing the signatures of a majority of the Board which sets forth the intent and reason(s) for removal shall be sent to the Board member by certified mail, return receipt requested.
3. The Officer under petition for removal may respond in writing to any Board member within thirty (30) days of receipt of such petition. If the response is sufficient to satisfy a Board member, the Board member may send written notice by certified mail, return receipt requested to notify all Board members that he/she is withdrawing his/her signature from the removal petition.
4. If at the end of the thirty (30) day period as described above there remains a majority of Board members signatures on the removal petition, the President will call a special meeting of the Board for the purpose of discussing and voting on the removal. If the Officer under petition for removal is the President, the Vice President will call a special meeting of the Board. If both the President and Vice President are under petition for removal, the Treasurer will call a special meeting of the Board.
5. Should the President be removed from office, the Vice President shall temporarily assume the office of President and call a Board election to elect a new President to serve the remainder of the term. Should an Officer other than the President be removed from office, the President may call a Board election to fill the remaining term of the Officer removed.

Article XI

Vacancies

The Board may fill vacancies by two-thirds vote. Members appointed as a result of vacancies will serve until the next election, regardless of whether that position would have been otherwise subject to election. The member duly elected at the next election may serve an abridged term. It is the intention of the association that positions remain on the schedule created in Article IX.

Article XII

Amendments

These By-Laws may be amended at any noticed Board meeting by a two-thirds vote off the Board provided the proposed amendment has been submitted in writing to the Secretary at least thirty (30) days prior to the meeting. An amendment shall become effective on the first Monday after the adjournment of the meeting at which the amendment was adopted unless a specific exception is included in the motion to amend.

Article XIII

Suspension of By-Laws

Any section of these By-Laws may be suspended by a two-thirds vote at any meeting. A motion to suspend must identify the Article and Section being suspended and may not suspend more than one Article. This Article may not be suspended.