

BYLAWS OF THE

Latin American and Caribbean Consortium of Engineering Institutions

BYLAW 1. EXECUTIVE OFFICE

The Executive Office of LACCEI will be located at one of the member institutions. The staff of the Executive Office shall be supervised by an Executive Director, appointed by, and serving at, the will of the Board. The Executive Director shall be responsible to the President of the LACCEI. All business matters shall be referred to the Executive Director.

BYLAW 2. DEFINITIONS

Section 1: Liaison: Liaison is the person appointed by a member institution to represent it in LACCEI.

Section 2: Member. Throughout these Bylaws, the term "member" appearing without a qualifier shall refer to the institutional member.

Section 3: Active Member. Refers to all members that fulfill are the member's duties with LACCEI.

Section 4. Notices. A requirement for publication of a notice shall be deemed to be satisfied if said notice appears in a publication of LACCEI mailed to all members or by direct mailing (including e-mail) to all members.

Section 5 Fiscal Year. The fiscal year of LACCEI runs from January 1 through December 31.

Section 5. Membership Categories

Institutional Membership: All organizations, including but not limited to educational institutions, business/industrial enterprises, government agencies and departments, professional societies and associations, are eligible to become member of LACCEI provided they meet the membership qualifications specified in these bylaws, and subscribe to the mission, goals and objectives of LACCEI.

LACCEI shall have the following institutional member categories:

- Primary Members
- Associate Members

Primary Members: Educational Institutions (Universities, Colleges, Schools, and Institutes, etc.) from all over the world will be designated as Primary Members.

Associate Members: All other organizations that do not fall in the above category will be designated as Associate Members. These members will not have voting rights for the board and will not be able to serve as officers.

BYLAW 3 – DUES AND PRIVILEGES

The dues for the two categories of institutional membership shall be defined by the Board in an annual basis. However, the Board at its discretion, may waive the annual fees for a Member.

All members will have the privilege of receiving LACCEI's publications, e-mail messages, and will be able to surf LACCEI's web site.

BYLAW 4 – SEVERANCE AND REINSTATEMENT OF MEMBERSHIP

Section 1: A member may terminate her/his membership at any time by submitting her/his resignation to the Secretary.

Section 2: Expulsion. A member may be expelled for conduct deemed prejudicial to LACCEI by simple majority of the members in attendance at a general assembly, provided that such member shall have first been served with written notice of the reasons for the proposed expulsion, and shall have been given an opportunity to be heard by the Board. Due notice of any formal recommendation for expulsion shall be given by the Board to the members.

BYLAW 5 – BOARD

Section 1: Authority. The Board shall set policies and issue directives and shall monitor the work of officers and activities underway or planned in the various functional areas. It also shall meet early in the fourth quarter of the year to review and approve the programs and budget submitted by the President-Elect for the next fiscal year.

Section 2: Quorum. A quorum shall require the presence of simple majority of the members of the Board.

BYLAW 6 – OFFICERS AND MEMBERS ELECTED TO SERVE ON THE BOARD

Section 1. LACCEI's Board shall consist of the following Officers and Board Members.

President
Immediate Past President
President Elect
Vice President- Finance
Vice President –Initiatives
Vice President – Membership
Member at Large

The immediate past president leaves the board when the current President ends his/her term.

The Executive Director (Secretary), will serve on the Board as Ex-officio member.

Section 2. Precedence. In the absence of the President and the President-Elect, the order of precedence among the remaining officers shall be Immediate Past President, Vice Presidents - Finance, Initiatives and Membership.

Section 3. Tenure. The President for one year. At the end of his/her term, each president will serve a term of one year as a member of the LACCEI Board. The President-Elect will be elected on the general assembly of the year before becoming president. The President cannot be reelected consecutively.

Vice Presidents and Member at Large shall serve for two years but their terms shall be staggered to assure continuity with respect to Board affairs. The Vice Presidents can only be re-elected once consecutively. Member at Large cannot be re-elected consecutively. The term of office for all Board Members shall begin on January 1.

BYLAW 7 – NOMINATIONS AND ELECTIONS

Section 1. Frequency. During the General Assembly held in conjunction with the annual Conference there shall be an annual election to fill the office of President-Elect. Other vacancies in the Board will be filled at the same time.

Section 2. Voting Authority. Each member institution shall appoint a liaison person who shall be entitled to vote in LACCEI's elections as an active member.

Section 3. Composition of Elections Committee. The Elections Committee shall consist of (1) the past president, who will serve as chair; (2) the immediate past president; and one (1) other active member appointed by the chair. The committee appointments require the approval of the Board.

Section 4. Nominating Procedures. The Board shall notify the Elections Committee of the positions on the Board to be filled in the coming election. The Committee will invite nominations from the active members' institutions. The members of the Elections Committee will be excluded from the slate.

Section 5. The next President Elect will be elected in the 2017 General Assembly from all the candidates that expressed his/hers willingness until 2 months before the referred General Assembly. All the candidates bio and motivation letter will be sent to all the General Assembly active members until 1 month before the elections date.

Section 6. Election Process. The election process will be supervised by the Elections Committee, If at least one of its members is not present in the General Assembly, the remaining individuals to reach a total of three will be appointed among those that have not been nominated to fill a vacancy in the committee.

Section 7. The Executive Office will provide to each institutional Liaison representing institutions in good standing a brief biographical sketch and a work proposal of each nominee from an institution that is in good standing. The vote will be secret and each liaison will be entitled to cast one vote. After closing the elections, the Elections Committee will process the results and the President of LACCEI will announce the results of the process.

Section 8. Resignation or Termination of membership: A person elected to the Board will cease to be a member of Board if her/his institution ceases to be an active member of LACCEI on account of resignation or termination of membership for some reason.

Section 9. Vacancies on the Board: A vacant position on the Board may be filled by an appointment by the Board until the position is filled by the next regularly held election.

BYLAW 8 – COMMITTEES

The board of LACCEI can create Standing or Ad-Hoc Committees like Education, Research, Distance Education, Faculty Development, and others deemed necessary for the operation of the organization.

BYLAW 9 – PUBLICATIONS

LACCEI's will promote all types of communications, physical and digital that can include a journal, proceedings, newsletter and electronic bulletins on the web.

Section 1: Policy Determination. The Board shall establish publication policies for LACCEI and its divisions. LACCEI shall insure that these policies are reflected in its publications and those of its divisions.

BYLAW 10 – AFFILIATIONS

LACCEI may affiliate with other organizations whose purposes are consistent with Article II of its constitution.

BYLAW 11 – EMPLOYEES

The Board may hire one or more employees to conduct the business affairs of LACCEI or to carry out other activities. The Board may also enter into contracts with organizations competent to service LACCEI.

BYLAW 12 – FINANCES

Section 1. Audit. On or before December 1st the President shall appoint a reputable public accountant or audit committee to audit the books and accounts of LACCEI.

Section 2. Bond. Employees of LACCEI dealing with financial resources shall give bond, with sufficient surety or sureties, conditioned for the faithful performance of their duties, in such amount as the board may determine. The cost of such bonds shall be borne by LACCEI.

Section 3. Withdrawals of Funds on Deposits. The business office shall pay all just demands made upon LACCEI as approved generally or specifically by the Board or by the President.

BYLAWS 13 – EXECUTIVE DIRECTOR

Section 1. Nomination. The nomination of an Executive Director will be proposed by the board to the General Assembly after a public tender has occurred. It has a maximal duration of 5 years but it can be renewed once for an equal period of time.

Section 2. Renew the nomination. The renew of nomination will not require a public tender and must be confirmed by the General Assembly.

Section 3. Temporary impediment. In case of temporary impediment, defined for absences less than a year, of the Executive Director, the Board will nominate an Interim Executive Director for the period of absence.

Section 4. Emeritus Director. Upon proposal from the Board, the General Assembly might nominate a previous executive director as Emeritus Director.

TRANSICTORY DISPOSITIONS

Section 1. - The current Executive Director will maintain the position and for the purpose of the expose in the bylaws 13, it is considered the first nomination from January 1st 2017.

Section 2. - In 2017, the VP finances and the VP membership will be elected, exceptionally for one year term, to allow the stacking proposed on the bylaws 6.

Section 3. - These present bylaws will be effective after approval and will have legal effect from the date of its approval.