

*Michigan Electrical Contractors Association*  
**P.O. Box 66 – Fraser, MI 48026-0066**

Website: [meca1953.org](http://meca1953.org)

## **BY-LAWS**

Printed January, 1975

First Revision June, 1978  
Second Revision October, 1981  
Third Revision July, 1984  
Fourth Revision January, 1987  
Fifth Revision April, 1992  
Sixth Revision May, 1997  
Seventh Revision October, 2006  
Eighth Revision May, 2010  
Ninth Revision June, 2011  
Tenth Revision August, 2013  
Eleventh Revision May, 2017



## INTRODUCTION

The format of these By-Laws has been prepared in accordance with Roberts Parliamentary Procedure. As suggested by these procedures, the structure of the By-Laws should lend itself to strengthen your organization and yet be flexible enough to permit change for growth and progress.

This is what your By-Laws Committee has strived to do in this presentation.

Each article, section, sub-section and paragraph can be amended with minimal time delay.

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## ARTICLE I - ORGANIZATION

### Section A. Preamble

The Electrical Contractors of the State of Michigan, do hereby unite to constitute the "Michigan Electrical Contractors Association" (MECA), which will promote safety, education, social and business relationships between contractors and others in the Electrical Industry, and at all times, foster respects for the rights of others and mutual goodwill among the members.

## ARTICLE II - MEMBERSHIP

### Section A. Classes of Membership

The body of this organization shall be composed of four (4) classes of memberships:

1. Active Member
2. Affiliate Member
3. Associate Member

Any of the above members must have their current yearly dues paid in full and be a member in good standing to be entitled to receive the two (2) complimentary tickets to the annual Installation of Officers Dinner Dance.

4. Honorary Member

### Section B. Membership Definitions

#### Active Member:

An Active Member shall be a voting member, dues paying, reputable, currently Michigan licensed electrical contractor who is actively engaged in electrical contracting and whose qualifications, integrity and character are acceptable to the organized group or a currently Michigan licensed electrical contractor who has changed job status but still desires to contribute to the electrical industry.

#### Affiliate Member:

An Affiliate Member shall be a voting member, dues paying business or person who is engaged in some phase of the electrical industry other than electrical contracting.

This membership shall contain wholesalers, utility personnel and manufacturers' representatives.

**Associate Member:**

An Associate Member shall be a non-voting, dues paying member recommended by an active or affiliate member.

This membership shall contain: partners of active members, municipal personnel and any business or person who can provide a service or benefit to MECA members.

## ARTICLE II - MEMBERSHIP

### Section B. Membership Definitions (continued)

#### An Honorary Member:

- a. Shall be a person who by reason of his/her position, influence and efforts has conferred lasting benefits upon this organization and the electrical industry.
- b. Is or has been a member in good standing for at least ten (10) years.
- c. Shall be nominated by an active member in a written request, which shall be submitted to the Executive Board. This request must be reviewed by the Executive Board and be approved by the general membership, assuming a quorum exists.
- d. Shall be entitled to monthly mailing only, may attend all general meetings and shall be entitled to the death benefit.
- e. Must submit a renewal form to the Executive Board annually.
- f. Shall have full voting rights.
- g. Must pay for all MECA events (including annual installation of Officer's Dinner Dance).

### Section C. Membership Selection

- 1. Any person or business engaged in some phase of the electrical industry may make an application through the membership committee.
- 2. Applicants for active membership shall present to the membership committee a current Michigan Electrical Contractors License.
- 3. An application for membership shall be accompanied by the required yearly dues and a completed membership profile form. Monies shall be refunded if application is rejected.

4. After the first year of membership, the second year's dues shall be prorated based on the number of months of membership during the first year.
5. The Executive Board, upon receipt of application from the membership committee, shall review applicant, classify as to type of membership and make a recommendation at the next meeting for membership acceptance by a vote (show of hands or ballot). A motion and a second to that motion from the membership present shall be required for a valid vote. A membership quorum is not required.

#### Section D. Membership Acceptance or Rejection

1. When an applicant is accepted as a member, the secretary shall notify the new member of acceptance by mail. A copy of the By-Laws, a membership roster and meeting notification for the next general meeting must accompany the acceptance letter. The new member shall be formally introduced to the members present at the next general meeting by the president.
2. A rejection notification of an application shall be in the form of a written letter on behalf of the membership by the secretary and must be sent to the applicant immediately.
3. If an applicant is rejected membership by the voting general members, the applicant may request an audience with the members of the Executive Board.

## ARTICLE II - MEMBERSHIP

### Section E. Suspension

1. Should a member fail to honor any statement within forty-five (45) days from date of receipt from the treasurer without justification, such member shall be notified of suspension by registered mail signed by the secretary on behalf of the Executive Board. Suspension includes temporary loss of all membership privileges and benefits of the association (i.e. Dinner Dance tickets, voting rights, etc).
2. A suspended member has thirty (30) days from the date of receipt of the registered letter to honor the statement in full. If payment is received in full, the suspension shall be lifted and all privileges and benefits reinstated.
3. If payment is not received within the thirty (30) day period, as outlined in Article II, Section E, Paragraph 2, the membership is terminated. There will be no refund of any prior payments.

### Section F. Reinstatement

1. Reinstatement of any suspended member shall be ruled upon by the Executive Board with recommendation to the membership. Criteria for reinstatement is as follows:
  - a. Full payment of all past due statements.
  - b. Be approved by a quorum of the members.

### Section G. Resignation

1. An individual electing to resign from MECA should extend a courtesy to the remaining membership by placing the resignation in writing.

## ARTICLE III - OFFICERS

### Section A. Representation

Official representatives of this organization shall perform the duties prescribed by these By-Laws in accordance with parliamentary procedures adopted by this organization and shall follow in order of responsibility as listed:

1.
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Sergeant at Arms
  - f. Trustee (2)
  - g. Acting Trustee (Past President or Appointee)
2. The person elected and/or appointed to the named positions shall be known as officers of this organization.
3. These officers shall be a part of the body of this organization known as the Executive Board.
4. "Past" meaning the previous person to hold that particular office regardless of present status.

### Section B. Selection

Selection of officers shall be through nominations made by the nominating committee or by nominations and acceptance by nominees from general membership. Nominees may accept nominations through the election committee and need not be present to be elected.

1. No person may hold the office of president, vice-president, trustee or sergeant at arms unless he/she is an active member, a member of at least one (1) year and all obligations are paid to date.
2. The office of secretary and treasurer may be held by any member of the association, except that of special active member, as long as he/she is a member of at least one (1) year and all obligations are paid to date.
3. Each officer shall be elected by majority vote from the general membership attending the election meeting, assuming a quorum

exists. The sequence of election will be determined by the order of responsibility.

4. The membership shall be duly notified of the election of officers by the secretary.
5. Fifty-one percent (51%) of the total votes cast is required for election to office.
  - a. If more than two members are being considered by vote and no individual retains the qualifying percentage for election, then a second vote shall be taken for the two candidates acquiring the majority of votes in the first round.
  - b. If more than two candidates do not acquire the needed percentage for election and the second and third parties are tied, then another vote will be taken for three candidates.
  - c. Should a tie continue, then the voting procedure will continue until such a time when one candidate attains the correct percentage of votes or one of the three contenders withdraws from the election in favor of a two person run off.
6. Voting members are:
  - a. Active members
  - b. Affiliate members
  - c. Honorary members
7. Election of officers will be made each year at the December meeting. They will take office in January and will be installed at the annual Installation of Officers Dinner Dance or the next general meeting.
8. The election of officers meeting shall be a "closed meeting" - no guests.
9. The officers shall hold their position for one (1) year or until their successor is elected. The exception is the office of trustee, one to serve one (1) year and one to serve two (2) years, after the first election. One trustee is to be elected each year to serve a term of two (2) years.

## ARTICLE IV - MEETINGS

### Section A. General

The general meeting of the association shall be held on the third Monday of each month from January to December, inclusive, unless otherwise ordered by the Executive Board.

### Section B. December Meeting Purpose

The general meeting in December shall be for the purpose of electing officers along with normal committee reports and other business.

### Section C. Executive Board Meeting

The Executive Board shall meet as directed by the President in agreement with all board members.

### Section D. Special Meetings

Special board meetings can be called by the president or Executive Board. Special board meetings can also be called in cases of emergency or upon the request of at least five (5) of the board members.

### Section E. Quorum

Twenty-five percent (25%) of the association's voting members shall constitute a quorum for general meetings. A quorum of the Executive Board shall consist of a minimum of five (5) officers.

## ARTICLE V - DUTIES OF OFFICERS

### Section A. President

The President shall:

1. Preside at all meetings and act as chairman for the organization and carry out such responsibilities as shall be suggested by the Executive Board.
2. Appoint standing committees.
3. Represent this association at neighboring or other functions related to/or for the benefit of this association, at the expense of the association.
4. Be given, at his/her discretion, the right to invite guests to attend activities or functions of this association. Fees for the guests to be paid out of the President's Fund (See Article VIII, Section C).
5. Make a temporary appointment to replace any absent or excused officer at the general membership meeting.
6. Be an authorized co-signer on the Michigan Electrical Contractors Association's banking accounts, if so designated by a quorum of the Executive Board.

### Section B. Vice-President

The Vice-President shall:

1. Assist the president and shall perform the executive duties in the absence of the president.
2. Coordinate scheduled programs for general meetings and initiate complimentary correspondence.
3. At all meetings remain by the president and render any assistance deemed necessary.
4. Be an authorized co-signer on the Michigan Electrical Contractors Association's banking accounts, if so designated by a quorum of the Executive Board.

## ARTICLE V - DUTIES OF OFFICERS

### Section C. Secretary

The Secretary shall:

1. Keep an accurate account of all regular membership meetings and any special meetings that may be deemed necessary by the president or the Executive Board.
2. Fax, email or mail an account of the minutes of the past general meeting to the membership each month.
3. Send a notice of the general meeting to each member and any other correspondence the president or the Executive Board deems necessary to properly transact the business of the association.
4. Register the association as a non-profit organization as required by law every year.
5. Mail membership acceptance letters and the packets of information to new members.
6. Give a written account of all board meetings to the entire Executive Board.
7. Be responsible for publishing and distribution of the minutes of the general meetings.
8. Be responsible for these and other duties requested by the Executive Board or by the president. These duties will be paid by MECA at a rate of \$300.00 per quarter for the provided services.
9. Procure office supplies as needed. (Payment for said supplies will be made by the association.)
10. Be an authorized co-signer on the Michigan Electrical Contractors Association's banking accounts, if so designated by a quorum of the Executive Board.

## ARTICLE V - DUTIES OF OFFICERS

### Section D. Treasurer

The Treasurer shall:

1. Keep an accurate account of all funds, send notices and collect all dues and fees and any other monies due the organization.
2. Pay all invoices authorized by the membership or the Executive Board by check with his/her signature, along with one other authorized officer's signature. Checks shall be made out and brought to the Board meeting for approval and second signature, if required.
3. Give an account of all funds to the membership each month at the general meeting.
4. Procure office supplies as needed. (Payment for said supplies will be made by the association).
5. Be an authorized co-signer on the Michigan Electrical Contractors Association's banking accounts, if so designated by a quorum of the Executive Board.
6. Be responsible for these and other duties requested by the Executive Board or by the president. These duties will be paid by MECA at a rate of \$300.00 per quarter for services provided.

### Section E. Sergeant at Arms

The Sergeant at Arms shall:

1. Be responsible for the attendance record of each general meeting.
2. Maintain order at all meetings.
3. Conduct the raffling of any contributions given the association for that purpose.
4. Assist the host of the scheduled program.

## ARTICLE V - DUTIES OF OFFICERS

### Section F. Trustees and Acting Trustees (Past President or Appointee)

The trustees and acting trustees shall:

1. Observe that all officers carry out their prescribed duties to the best of their abilities. Should an officer fail in his/her duties, be absent without excuse for six (6) meetings per year or commit fraud of the association's funds, the trustee may recommend items a or b, listed below, to the Board of Directors:
  - a. Request voluntary resignation from office with continued membership.
  - b. Recommend suspension and termination of membership.
2. Nominate a member to fulfill the removed officer's term of office for approval by the general membership.
3. Assume responsibilities of an officer when said officer is absent with the exception of president.
4. Assist the organization's standing committees.
5. Audit or review the treasurer's book semi-annually (May and November) and make a report to the membership at the next general meeting.
6. Attend all Executive Board meetings.

## ARTICLE VI - EXECUTIVE BOARD

Section A. Body

The officers of the association shall constitute the Executive Board.

Section B. Quorum

A quorum of the board shall consist of five (5) or more officers.

Section C. Request for Attendance

The chairman of the Board may request a committee chairman or any committee member to be present at a board meeting.

Section D. Responsibility

The Executive Board shall have the power to act on any question discussed or voted upon at any general meeting of the association and shall bring before the association any recommendations affecting the welfare of the association. In the event of any emergency measure, the Executive Board will have full power to act and their decision shall be final.

Section E. Minutes

The secretary of the Board shall keep minutes of all meetings and submit a report at the next Board meeting.

Section F. Membership Attendance

Any member in good standing shall have the right to attend any board meeting after notifying the chairman of the Board that he/she will be attending.

Section G. Bonding Procurement

The Executive Board shall be responsible for the procurement of a bond for the authorized signers of the MECA banking accounts.

## ARTICLE VII - STANDING COMMITTEES

### Section A. Listing

The standing committees are:

1. Membership
2. Entertainment
3. Education
4. Sick and Welfare
5. By-Laws
6. Public Relations and Publicity
7. Special Assigned

### Section B. Committee Appointments

The president-elect shall appoint a chairman for each of the standing committees. Such appointments being made only after the work of the committee is prescribed and the appointee consents to accept the responsibility as committee chairman. The committee chairman may select additional members to assist the committee.

### Section C. Duties

The duties for the various committees shall be those usually prescribed for such committee work and any other special duties as assigned by the Executive Board. The vice-president shall be responsible for supervising active committee work and see that the various committees function properly at all times.

### Section D. Reporting

The chairman of each committee, or in his/her absence one of the committee members, shall make a report to the membership at each general meeting. The Executive Board may, at any time, request a written report from the chairman of any committee. A meeting of any committee may be called by the chairman when deemed necessary.

### Section E. Removal

The Executive Board shall have the right to remove any committee chairman.

## ARTICLE VII - STANDING COMMITTEES

### Section F. Procedures

The following committee procedures shall be adhered to:

1. Committee chairman shall report to the vice-president and Executive Board as per MECA By-Laws.
2. Chairman can select any other member to serve on committee as co-chairman.
3. Chairman to report as follows:
  - a. Date of Event
  - b. Location
  - c. Cost of Event
  - d. Funding Request
  - e. Billing to be handled
  - f. Collection of funds
4. If the event runs deficit for two (2) years and the function has less than ten (10) participating members, it will be reviewed by the Executive Board.
5. Chairman shall be totally responsible for the event and if he/she cannot perform their duty, they shall inform the Executive Board and request to be removed.
6. The Executive Board shall have the right to cancel any event.
7. The Executive Board may authorize the funding of any event to offset the cost, if the function is for the betterment of MECA.
  - a. This entitlement shall be for members only.
  - b. Non-members shall pay full cost, unless a lower cost is authorized by the Executive Board.
8. Paying of bills:
  - a. Chairman shall submit all bills to the Executive Board for authorization and, if approved, shall be submitted to the treasurer for payment.

## ARTICLE VII - STANDING COMMITTEES

### Section F. Procedures (continued)

9. At the completion of the event, the chairman or co-chairman shall report to the Executive Board as follows:
  - a. Cost of the event per item
  - b. Profit or loss
  - c. Give recommendations to improve the event
  - d. Number of members attended
  - e. Number of non-members attended
  - f. Recommend to continue or cancel the event

## ARTICLE VIII - DUES, FEES, EXPENSE ACCOUNTS, AND CONTRIBUTIONS

### Section A. Membership Dues:

1. The annual dues of this association shall be in the amount of three hundred dollars \$300.00.
2. Dues are payable to the treasurer in total annual sum by January 15<sup>th</sup> of said year.

### Section B. Fees

1. Officers qualified for fee payment are:
  - a. Secretary
  - b. Treasurer
2. The amount of fee given to the secretary and treasurer will be three hundred dollars \$300.00 each per quarter.

### Section C. Expense Accounts

The president shall be entitled to an annual expense account. The amount shall be limited to five hundred dollars \$500.00, which shall be used for the betterment of the association at the discretion of the president. Unused funds will remain in the MECA bank account.

### Section D. Contributions

All industry related contributions requested must be made by an Active Member and shall be discussed by the Board of Directors and approved by the general membership before any release of funds or commitments.

## ARTICLE IX - AMENDMENTS

### Section A. By-Laws

1. The By-Laws may be recommended for revision by any member or members by submitting a proposal in writing via the By-Laws committee, stating the reasons for the proposed changes.
2. The By-Laws committee shall prepare the proposal for review by the Executive Board who will make a recommendation to the general membership.
3. The membership may discuss and/or vote for acceptance and insertion of an amendment to the By-Laws of this association.
4. Three fourths (3/4) of the membership attending the general meeting shall be required for amendment acceptance.
5. The By-Laws shall be reviewed by the By-Laws committee as deemed necessary by the Board of Directors or as voted upon by the membership.