

Bylaws

Timber Frame Engineering Council

Article 1: Name and Government

Section 1:

The name of this organization, which is a special interest group within the Timber Framers Guild (herein referred to as the “TFG”), shall be called the Timber Frame Engineering Council (herein referred to as the “TFEC”).

Section 2:

The TFEC shall be governed in accordance with these Bylaws and function within the TFG as a formally recognized special interest committee. The TFEC shall have the independence and right of self-governance to accomplish its objectives, within the tax-exempt guidelines of section 501(c)(3) of the Internal Revenue Code.

Section 3:

On points not specifically described within these Bylaws, the Bylaws of the TFG shall govern. These Bylaws shall otherwise take precedence over the TFG Bylaws.

Article 2: Objective

The objective of the TFEC is to advance the technology of timber frame structural engineering, through the following means:

- A. Promoting and advancing appropriate timber frame research
- B. Developing timber frame engineering standards for national code acceptance
- C. Providing an open forum for the exchange of information and opinions
- D. Producing technical publications and peer-reviewed articles on timber frame engineering related topics
- E. Hosting technical sessions and symposia

Article 3: Membership

Section 1:

Any person interested or engaged in timber frame structural engineering who is a member in good standing of the TFG may be a member of the TFEC.

Section 2:

Each member of the TFEC shall be eligible to serve on any standing or special committee of the TFEC. Service on a committee is not required for membership in the TFEC.

Section 3:

Any TFG member shall automatically become a member of the TFEC upon payment of the TFEC annual dues.

Section 4:

Student members of the TFG may become members of the TFEC with no dues requirement upon petitioning the Executive Committee. A student member may not hold the chair position of the TFEC or that of a standing subcommittee.

Article 4: Finances

Section 1:

The fiscal year shall coincide with the calendar year, with membership dues being collected annually and due upon the first of the fiscal/calendar year.

Section 2:

The TFEC activities shall be funded through conferences, seminars and publication sales, in addition to the dues charged to the membership. Records of all income and expenditures shall be maintained by the TFG.

Section 3:

A current fiscal summary, as well as a proposed budget for the upcoming fiscal year showing anticipated income and expected expenditures, shall be provided by the Executive Committee of the TFEC at the annual membership meeting, and shall be posted on the TFEC website. Any change in dues must be voted upon and approved by a majority of the votes cast prior to the beginning of the fiscal year, after the presentation of the upcoming year's proposed budget. A "majority vote" shall henceforth mean more than 50% of votes received.

Section 4:

If membership dues are more than three months in arrears after the due date, the membership shall be terminated.

Article 5: Committees

Section 1, Executive Committee:

Purpose: The Executive Committee shall direct the affairs of the TFEC and implement plans to carry out the objectives of the TFEC.

Status: The Executive Committee is a permanent standing committee.

Membership: The Executive Committee shall be composed of a Chair, a Chair-Elect, an Immediate Past-Chair, and a Chair of each standing subcommittee of the TFEC.

Eligibility: An individual shall have no more than one vote on the Executive Committee, but may hold more than one position concurrently that grants eligibility to the Executive Committee.

Section 2, Standing Committees:

Purpose: To conduct specific business within the scope of the TFEC objectives in Article 2.

Status: Standing committees, once established, require no additional vote for their continuation and are ongoing until disbanded by the membership.

Establishment: Any TFEC member in good standing may propose a new standing committee for consideration at the general election, so long as the proposed standing committee's scope of purview does not conflict with an already-existing standing committee, as determined by the Executive Committee. Standing committees shall be added or disbanded by simple majority of the votes cast. After adoption, all standing committees shall be listed in a separate section in *Article 5*, along with their statement of purpose.

Membership: Each standing committee must maintain at least three active members.

Eligibility: Membership to any standing committee, except the Executive Committee, shall be open to all TFEC members in good standing. A committee member becomes inactive if he or she misses three consecutive committee meetings without due cause.

Section 3, Ad Hoc Committees:

Purpose: To perform specific tasks related to the objectives of the TFEC in Article 2 that do not fall under the purview of any standing committees, as determined by the Executive Committee.

Establishment: Any TFEC member in good standing may propose an ad hoc committee for consideration at the general membership meeting or to the Executive Committee. Ad hoc task committees shall be formed by simple majority of the votes cast, or by two-thirds vote of the Executive Committee without consultation of the eligible membership. Ad hoc committees must be dissolved or renewed within 24 months of their formation. Within 30 days of formation of an ad hoc task committee, a statement of purpose for the ad hoc task committee shall be distributed to the eligible membership.

Membership: Each ad hoc committee must consist of at least two active members. A committee member becomes inactive if he or she misses three consecutive committee meetings without due cause.

Eligibility: Membership to any ad hoc committee shall be open to all TFEC members in good standing.

Section 4, Technical Activities Committee (TAC):

Purpose: The TAC is responsible for all technical activities, including the production and maintenance of technical articles, tech-notes, and other publications.

Status: The TAC is a permanent standing committee.

Membership: The TAC must consist of at least three active members.

Eligibility: Per *Article 5, Section 2*

Section 5, Other Standing Committees:

None at this time.

Article 6: Officers

Section 1, TFEC Chair:

Selection: The TFEC Chair shall serve as Chair-Elect before serving as TFEC Chair.

Chairs or interim chairs may not be otherwise appointed.

Eligibility: Same as Chair-Elect.

Term: Two years as TFEC Chair.

Duties: The Chair:

- Shall, with the help of the Executive Committee and the standing committees, prepare an annual report for distribution prior to the annual membership meeting.
- Shall, with the help of the Executive Committee and the standing committees, prepare a budgetary statement, for presentation to all members of the TFEC as well as the TFG Board of Directors prior to dues renewal.
- Shall formulate general policy with the approval of the Executive Committee.
- Shall act as the official spokesperson for affairs within and outside the TFEC.
- Shall submit all meeting minutes for review by any TFEC member.
- May serve as a member of any ad hoc committee, at the Chair's discretion.
- Shall serve as an Ex Officio member of all standing committees.

Section 2, TFEC Chair Elect:

Selection: The TFEC Chair-Elect must be elected by the general membership by a majority of the votes cast.

Eligibility: Must be a member in good standing and a licensed Professional Engineer or licensed Structural Engineer.

Term: Two years as Chair-Elect, two years as TFEC Chair.

Duties: Shall serve on the Executive Committee.

Section 3, Past Chair:

Selection: Automatic upon stepping down from Chair position.

Eligibility: Must be a member in good standing and a licensed Professional Engineer or licensed Structural Engineer.

Term: Two years.

Duties: Shall serve on the Executive Committee.

Section 4, Standing Committee Chair:

Selection: The Executive Committee shall appoint the Chair of any standing committee.

Eligibility: Must be a member in good standing.

Term: One year, though may be reappointed indefinitely by the Executive Committee.

Duties: Each standing committee Chair:

- Shall serve on the Executive Committee.
- Shall conduct all standing committee meetings.
- May delegate appropriate tasks to committee members in accordance with the stated committee objective held in Article 5.
- Shall submit a report of committee activity for the annual membership meeting.
- Shall submit all meeting minutes for review by any TFEC member.

Article 7: Meetings

Section 1, Membership Meetings:

An annual TFEC membership meeting shall be scheduled in conjunction with TFG conferences. When two TFG conferences are held each year, the TFEC membership meeting shall coincide with the Eastern TFG conferences. General business, including presentation of committee and TFEC annual reports shall be conducted at the annual membership meeting. All material presented at the annual membership meeting shall be made available to the membership via the TFEC website. Members unable to attend the annual member meeting may choose to have an attending TFEC member speak on their behalf.

Section 2, Quorums:

Quorums for all committee meetings shall be held based on simple majority of the committee membership. Standing and ad hoc committees shall meet at least once per year. Any committee meeting may take place either in person, or via web and teleconferencing.

Section 3, Conduct:

The membership meetings of the TFEC shall be conducted in accordance with Robert's Rules of Order.

Article 8: Elections

Section 1, Term:

The administrative year shall coincide with the fiscal year.

Section 2, Timing:

Election for the TFEC Chair-Elect shall be held biannually, with the Chair-Elect and Chair taking office on January 1, or when upon being chosen by special election. Special elections shall be held at any time in the event that the TFEC does not have an acting Chair or Chair-Elect or as deemed necessary by the Executive Committee.

Section 3, Nominations:

Nominations for the TFEC Chair-Elect may be offered by any eligible member of the TFEC. Self nominations are permitted. The TFEC Executive Committee shall offer one nomination for Chair or Chair-Elect every term. The nomination period shall open October 1st and shall close November 20th.

Section 4, Ballot:

A Teller, appointed by the Executive Committee, but not a member of the Executive Committee, shall send ballots for the TFEC Chair position via e-mail to all TFEC members in good standing by December 1st. All ballots shall be deemed valid if date stamped December 31st or earlier to the Teller for tabulation.

Section 5, Election:

A candidate that receives the majority of votes cast shall be declared to be elected. If no candidate receives a majority of the votes, a run-off election prior to February 1st shall be held between the two candidates with the highest vote tallies.

Article 9: Voting

Section 1, Annual Balloting:

Annual balloting for all items requiring a TFEC membership vote, except the TFEC Chair position, shall be conducted in the following manner:

1. By November 20th, meeting minutes of the annual meeting, as approved by the Executive Committee, shall be distributed via e-mail to all members in good standing.
2. By December 1st, the Teller, as appointed by the Executive Committee, shall distribute via e-mail ballots for all points requiring a vote by the membership.
3. The Teller shall tabulate all votes returned by December 31st as valid, and all decisions shall be made by a simple majority of votes cast.

Section 2, Special Circumstances:

Upon written request to the Executive Committee, members may receive mail-in ballots in lieu of e-mail ballots for voting in all regular and special elections.

Section 3, Additional Balloting:

Balloting for special items, including revisions to the Bylaws not covered in Article 9, may be conducted at any time based on Executive Committee recommendation. A special balloting cycle shall also be held when twenty percent or more of the TFEC membership petition for a vote on a specific issue. Procedures and timelines set forth elsewhere within these Bylaws on voting must otherwise be followed during special ballots.

Article 10: Amendments and Revisions

Section 1:

Any proposed amendment or revision to these Bylaws shall be submitted to the Executive Committee by September 1st to be eligible for discussion at the annual meeting and voting in the annual cycle directly thereafter. The Executive Committee shall distribute, via e-mail to all TFEC members in good standing, the proposed Bylaw amendments or revisions at least two weeks prior to the annual meeting.

Section 2, Adoption:

The original Bylaws were adopted on the 12th of July, 2010.

Section 3, Amended:

The Bylaws were last amended on the ____ of _____, 20__.