

**BY-LAWS
OF
COUNTY SANITARY ENGINEERS ASSOCIATION OF OHIO**

Article I. Name and Purpose of Association

Section 1. This Association shall be known as the "County Sanitary Engineers Association of Ohio."

Section 2. This Association shall be affiliated with the County Commissioners' Association of Ohio. The objective of this organization shall be:

To support and advance to the fullest extent possible the policies of the County Commissioners' Association of Ohio with particular emphasis on the general improvement of County Sanitary Engineering Departments in Ohio.

It is intended to accomplish this objective by:

- (1) Encouraging and providing for the exchange and dissemination of knowledge and information regarding possible solutions to common Sanitary Engineering Department's challenges.
- (2) Using all available resources for the advancement of Best Management Practices and engineering methods to enable counties to more effectively perform their important functions.
- (3) Encouraging the continued development of high ethical standards in the Sanitary Engineering Departments of county government.

Article II. Membership

Section 1. Membership in the Association includes the following types:

- a. Organizational Member
- b. Affiliate Member
- c. Retiree Member

Requirements and fees for membership classes follow.

A County Sanitary Engineering Department of a county which is a member of the County Commissioners' Association of Ohio in good standing may become an Organizational Member of the Association upon written application.

1. An Organizational Member shall be:
 - a. A Sanitary Engineering Department headed by a Sanitary Engineer who is a full time County employee, and/or a Registered Professional Engineer and who has been designated by a County Board of Commissioners to perform the duties of the County Sanitary Engineer as defined by the Ohio Revised Code or
 - b. Any department or organization designated by the County Board of Commissioners to represent the County who does not meet or equal the qualifications of Article II, Section 1.1.a.
2. Each Organizational Member shall designate in writing one delegate and one alternate delegate authorized to represent the Organizational Member in the execution of all CSEAO business matters. An Organizational Member delegate or alternate delegate may hold office.

Section 2. An Affiliate Member shall be any person other than an Organizational Member delegate, alternate delegate, or Retiree Member. An Affiliate Member cannot vote or hold office.

Section 3. A Retiree Member shall be any person who previously served as a delegate or alternate delegate for an Organizational Member. A Retiree Member cannot vote or hold office.

Section 4. Member dues are defined on the Schedule of Fees found in Exhibit A.

Article III. Officers and Their Election

Section 1. The officers of this Association shall be a President, a Vice-President, a Secretary, and a Treasurer, who shall be elected at each annual meeting of the Association. Officers shall be an Organizational Member delegate or alternate delegate.

Section 2. Nominations for the elected officers of this Association shall be made by majority vote of the Organizational Members present at the annual meeting held during the winter conference.

Section 3. Vacancies for any cause shall be filled by the Executive Board to serve until the next annual meeting.

Article IV, Duties of Officers

- Section 1. The President shall preside at all meetings of the Association. They shall appoint all committees, unless otherwise provided, and shall perform such other duties as are usually incumbent upon that officer. In case of absence or disability of the President, the Vice-President shall exercise his functions. The Secretary shall be responsible for meeting notices, minutes and other duties incumbent on that position. The Treasurer shall maintain all financial records of the Association.
- Section 2. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Immediate Past President.

Article V, Committees

- Section 1. The President shall appoint such special committees, as they may deem necessary for the proper transaction of the business of the Association.
- Section 2. At a committee meeting, any question may be decided by a majority vote of those in attendance. Vacancies shall be filled by the President.

Article VI, Meetings

- Section 1. Meetings shall be held as required, but not less often than semi-annually nor more often than quarterly.
- Section 2. The annual meeting of the Association shall be held during the winter meeting of the County Commissioners' Association of Ohio.
- Section 3. Procedures followed at all meetings shall be in accordance with Robert's Rules of Order when not inconsistent with by-laws of this Association.

Article VII, Amendments

- Section 1. These by-laws may be amended at any annual meeting or by mail or email ballot by a majority of the active members of the Association.

Adopted August 8, 1977, at a full meeting of the County Sanitary Engineers' Association of Ohio. Partially amended by formal association action on October 17, 1978, August 18, 1980, December 8, 1980, November 29, 2004, December 7, 2015, December 5, 2016, December 9, 2021, December 9, 2022 and December 8, 2023.

**EXHIBIT A
SCHEDULE OF FEES**

Memberships		
Type	Fee	Notes
Organizational Member	\$175/yr	1. As approved at December 9th, 2022 Business Meeting
Affiliate Member	\$125/yr	1. As approved at December 9th, 2022 Business Meeting
Retiree Member	\$0/yr	
Meetings		
Type	Fee	Notes
Winter Annual Meeting	Designated by CCAO	1. County Commissioners' Association of Ohio (CCAO)
Summer Annual Meeting	Fee shall be established by the CSEAO President based upon the cost to provide the meeting	<ol style="list-style-type: none"> 1. Fees shall increase by \$25.00 if not paid by the early registration date. 2. Registration fees are waived for presenters. 3. Non-members may register and attend. Fees for non-members shall be \$50 more than Member cost for full or daily registration.