



1608 South Ashland Ave. #83408
Chicago, IL 60608
Toll Free (800) 447-3402
Fax# (407) 598-2902
admin@cranecertification.org

CRANE CERTIFICATION ASSOCIATION OF AMERICA

BY – LAWS

December 2017

CRANE CERTIFICATION ASSOCIATION OF AMERICA

BY-LAWS

Table of Contents

<u>Topic</u>	<u>Page No.</u>
ARTICLE I – NAME	3
ARTICLE II – PURPOSE	3
ARTICLE III – MEMBERSHIP	3
ARTICLE IV – ORGANIZATIONAL STRUCTURE	4
ARTICLE V – ADMISSION, RESIGNATIONS, TERMINATIONS	5
ARTICLE VI – OFFICERS	6
ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS	8
ARTICLE VIII – FEES AND DUES	9
ARTICLE IX – AMENDMENTS	9
ARTICLE X – MISCELLANEOUS	10
ARTICLE XI – OPERATING PROCEDURES	11
ARTICLE XII – CODE OF ETHICS	12

ARTICLE I – NAME

Section 1. - The name of the organization shall be the Crane Certification Association (CCAA) of America. CCAA is a 501(c)(6) Not for Profit Organization, California corporation as of October 1984 (articles updated April 1988 to reflect current association name).

Section 2. - Hereinafter the Crane Certification of America (CCAA) will be referred to as “Association”.

ARTICLE II – PURPOSE

Section 1. - The purpose of the Association is to promote a safe environment for the hoisting and lifting industry by improving the crane inspection and certification profession.

Section 2. - In fulfilling its purposes, the Association shall have the following objectives:

- a. To develop and/or promote educational information for increasing the knowledge and capabilities of the membership.
- b. To develop and/or disseminate information and materials that will carry out the purposes of the Association and serve the public.
- c. To provide and/or support forums for the interchange and acquisition of professional knowledge among its members.
- d. To foster liaison with governmental agencies that impact on crane safety.
- e. To inaugurate and implement such other programs and projects that are consistent with the purposes of the Association.
- f. To conduct its affairs in a manner that will reflect the standards, purposes, and objectives of the Association.

ARTICLE III – MEMBERSHIP

Section 1. - Membership in the Association is open to all individuals who meet the membership standards and who have been accepted by the Association Board of Directors or their designee.

Section 2. - Membership shall be classified as Professional, Regular, or Associate.

Section 3. - Membership is personal and not transferable.

Section 4. - Membership classification will be assigned by the Executive Director in accordance with the membership standards in these by-laws.

Section 5. - Membership standards:

- a. Professional members shall be certifiers authorized to practice by any state of the United States or the U.S. Government, be a Certified Crane Surveyor and/or an NCCCO Certified Inspector.

- b. Regular members shall be surveyors other than those having an accreditation as noted in Article III(5)(a).
- c. Associate members shall be other than those noted in Article III (5) (a or b) above who have an identifiable occupational interest in cranes and in the work of the Association.

Section 6. - All members shall have one vote each.

Section 7. - Each member will be eligible to hold elective office.

ARTICLE IV – ORGANIZATION

Section 1. - The Association is a Not for Profit organization established for the purpose of carrying out the objectives of the Association.

Section 2. - The Association is a multi-national organization that includes all United States territories, Canada and other international locations who qualify for membership. Chapters may be formed at the option of the area members and by approval of the Board of Directors.

Section 3. - In order to maintain its operations, the Association shall have a minimum of 25 members.

Section 4. - The Headquarters of the Association shall be located in such a place as may be determined by the Board of Directors.

Section 5. - There shall be a minimum of six (6) members of the Board of Directors. The Board of Directors shall be responsible for the operation and management of the Association. It shall be responsible for the supervision and care of all property, shall have full authority to commit the Association to action in consonance with resolutions adopted at meetings of the Association, and may cooperate with other organizations on such bases that will not impair the ability of the Association to pursue its purposes independently.

Section 6. - A majority of the Board of Directors shall constitute a quorum at any Board of Directors' meeting.

Section 7. - The Board of Directors shall consist of the elected officers, the immediate Past President, and such directors as the Board of Directors appoints as needed. Candidates for Board membership shall be deemed eligible on a case by case basis by the members of the existing Board of Directors.

Section 8. - Each major objective as listed in Article II, Section 2 - a, b, c, d, e and f of these by-laws, shall be under the supervision of either an Association officer or an appointed Committee chairman.

Section 9. - Association Officers shall be elected by a majority vote of the members of the Association as defined in Article VII. With the exception of the elected officers, each Board member shall be elected by the Members of the Association for a three (3) year term, with one third of Board Member to be elected each year. The elected officers shall be members of the Board of Directors for their elected term as defined in Article VII.

Section 10. - The Association Fiscal Year shall be from January 1 to December 31.

Section 11. - Meetings:

- a. Meetings of the membership shall be at least once per year for the interchange and acquisition of professional knowledge among its members, and for the general business of the Association.
- b. Special meetings of the membership may be called by the Board of Directors. The notice of calling such a meeting shall be written or electronic and shall state the business to be transacted. Such notice shall be sent to each member at least two (2) weeks in advance.

Section 12. - Twenty percent (20%) of members in good standing shall constitute a quorum at any regular or special meeting.

Section 13. - The latest edition of Robert's Rules of order shall govern the transaction of business at all meetings of the Association unless otherwise provided in these by-laws.

ARTICLE V – ADMISSION, RESIGNATIONS, TERMINATIONS

Section 1. - Membership is conferred in accordance with the membership qualifications of the bylaws. Any person who believes he has the qualifications for membership may apply by filing an application and required fees with the Association.

Section 2. - Each applicant shall provide sufficient information as required by the Board of Directors to establish eligibility for membership.

Section 3. - Applications and fees shall be forwarded to the office of the Association. The transmittal should include a personal resume' of the applicant.

Section 4. - Applications from individuals will be reviewed and acted upon by the Executive Director within 120 days of receipt.

Section 5. - Notification of Executive Director's actions on applications will be transmitted to the individual by the Association Office with copies to the current Association President.

Section 6. - Association members whose current dues are paid by March 31 of the current year are considered members in good standing. When a current year's dues are not paid by March 31, members are considered delinquent and all membership services and privileges shall be suspended. If dues are not paid by August 31 of the current year, these members shall be considered as having resigned.

Section 7. - Any member whose membership has terminated by resignation may have membership restored by payment of all outstanding dues, or by submitting an application as a new member.

Section 8. - A member may be censured, reprimanded, or terminated from membership for conduct contrary to the Code of Ethics adopted by the Association, or if he has been convicted of a felony, fraud, theft, embezzlement or an offense involving moral turpitude tending to bring discredit upon the membership of the Association. This procedure is listed in Article XI, Section 2 and may only be taken by the Board of Directors and only upon a unanimous

vote of the full Board of Directors.

ARTICLE VI – OFFICERS

Section 1. - Elected officers of the Association shall be:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

Section 2. - Each Elected Association Officer shall be a member in good standing of the Association.

Section 3. - The President shall:

- a. Preside at meetings of the Board of Directors.
- b. Preside at regular and special meetings of the Association.
- c. Represent the Association at meetings of other organizations where official representation of the Association is desirable.
- d. Represent the Association in liaison activities with governmental agencies or appoint an appropriate designee.
- e. Provide leadership for programs and activities for the Association.
- f. Appoint such committees that are necessary to implement the objectives of the Association.

Section 4. - The Vice President shall:

- a. Succeed to the office of the President and carry out his duties if the President is unable to serve.
- b. Assume responsibilities for the work of the Board assigned to him by the President.
- c. Assume responsibilities for educational activities in accordance with Article II, Section 2(a).

Section 5. - The Secretary shall:

- a. Perform duties as assigned by the Board of Directors.
- b. Oversee the maintenance of Association records and correspondence.

- c. Oversee the recording and distribution of minutes of Association meetings, if applicable, and Board of Directors meetings.
- d. Oversee the notification of Association members for meetings.
- e. Assume the responsibilities of communications in accordance with Article II, Section 2(b).

Section 6. - The Treasurer shall:

- a. Perform duties as assigned by the Board of Directors.
- b. Supervise the oversight and maintenance of all financial records of the Association by the Executive Director.
- c. Supervise the receipt and disbursements of funds as directed by the Board of Directors.
- d. Oversee the Association funds in a depository approved by the Board of Directors.
- e. Oversee the transmittal to the Board of Directors the income and expense statement for the current fiscal period of the current year.
- f. Assume the duties of the Secretary if necessary.

Section 7. - The Immediate Past President shall:

- a. Represent the Association membership as directed by the Board of Directors.
- b. Work to assure the effective transition of leadership when new officers are elected.
- c. Assume other responsibilities as assigned by the Board of Directors.

Section 8. - The Membership Director shall:

- a. Represent the interests of the Members on the Board of Directors.
- b. Participate in the work of the Board of Directors as needed.
- c. Work to recruit Associate, Regular and Professional Members into the Association.

Section 9. - The Performance Standards Director shall:

- a. Work to assure effective performance standards are established by the Board of Directors.
- b. Advise the Board of Directors on changes to the performance standards.
- c. Assume such other responsibilities as assigned by the Board of Directors.
- d. Chair the Performance Standards Committee.

Section 10. - Directors at Large shall:

- a. Advise the Board of Directors on general and specific issues.
- b. Assume such other responsibilities as assigned by the Board of Directors.

Section 11. - Executive Director:

- a. The Executive Director is the chief administrative officer of the Association whose responsibilities are to assist the Executive Committee communicate with the Association.
- b. Monitor the activities of staff and contractors, and to suggest methods of promotion, fund raising, and operational efficiency.
- c. The Executive Director is responsible to the Executive Committee.

ARTICLE VII – NOMINATION AND ELECTION OF OFFICERS

Section 1. - A Nominating Committee shall be appointed no later than June of each year by the Association President. The names of the committee members shall be published in the minutes of the Board of Directors or in the Newsletter, which shall be distributed to all Association members. There shall be three (3) members of the Nominating Committee, one of which shall be the Immediate Past President for the current year who will serve as chairman.

Section 2. - The Nominating Committee shall select candidates for all elective offices that will become vacant.

- a. The committee shall select those candidates who, in their judgment, are capable of fulfilling the duties and responsibilities of the office for which they are selected.
- b. To be eligible for election or re-election to an office, a candidate must have attended at least one Association meeting during the last two years preceding the January when he would take office.

Section 3. - The names and qualification for each candidate for office shall be published and distributed to the Association membership at least sixty (60) days in advance of the election.

Section 4. - Any five (5) Association members may submit a signed petition nominating one (1) or more individuals for elective office. The petition shall be accompanied by a written acceptance letter from the nominee(s) and shall be submitted to the chairman of the Nominating Committee no less than thirty (30) days prior to the election. The names and qualifications of such nominee(s) shall be published and distributed to the membership at least fifteen (15) days prior to the election.

Section 5. - The term of elected Association officers shall be for three (3) years beginning January 1. The elected officers may serve no more than two consecutive terms per office held. A one-year moratorium as a Board Officer must be executed before a candidate can run for an Association office after serving for two consecutive terms in any Association Officer

position.

Section 6. - Election of officers for the ensuing year shall be held at the Conference of the election year. An alternate method can be instituted by decree of the Board using mail, FAX, or electronic ballot to be counted December 1. The Nominating Committee or a designated person shall receive and count the ballots.

Section 7. - Removal of elected Association officers shall be by vote of Association members at any regular or special meeting upon presentation of a signed petition by the Board of Directors, or by five (5) members of the Association. Notification of such a meeting shall be mailed to each member at least thirty (30) days in advance of the date of the meeting. Committee chairmen or the Board of Directors may be removed by vote of the Board of Directors.

Section 8. Vacancies in elected offices which occur during the year shall be filled by the succession designated in the various offices. If no succession is designated, the President shall:

- a. Appoint a special Nominating Committee.
- b. Publish their nominees for offices fifteen (15) days prior to the elections as specified in Article VII, Section 4.
- c. Receive nominating petitions signed by the number of members specified in Article VII, Section 4.
- d. Notify the membership of the results of the special election.

ARTICLE VIII – FEES AND DUES

Section 1. - The amount of the Association annual dues shall be set by the Board of Directors. The amount of the dues shall be reviewed annually by the Board of Directors. Increases shall be approved by vote of the Board of Directors. Approved increases will take effect the following January.

Section 2. - Each member, except those who have been classified as Emeritus or Honorary Members, shall be assessed dues as determined by the Board of Directors.

Section 3. - All annual dues shall be paid annually. Dues invoices shall be mailed by the Executive Office to all members in November. Payment deadline is March 31st of the following year.

Section 4. - Individuals who apply and are found eligible for membership, shall pay pro-rated dues for the remainder of the year of initial membership. Pro-rating will be calculated by dividing the annual dues by 12. The pro-rated amount due will be calculated by multiplying the number of months remaining in the year, including the month of initial membership, times the pro-rated monthly due amount. (i.e. If an applicant joins the Association in mid-May, the pro-rated dues would be 8 times the monthly pro-rate amount).

ARTICLE IX – AMENDMENTS

Section 1. - Amendments to these by-laws may be proposed by the Board of Directors or by twenty percent (20%) of voting members. Amendments proposed by the latter shall be presented

to the Board of Directors.

Section 2. - The Board of Directors shall publish any proposed amendments to these by-laws to the membership at least thirty (30) days in advance of the meeting in which the action will be taken.

Section 3. - By-law amendments shall be voted on at a regular or a special meeting at which time action will be taken if a quorum is present. A two-thirds (2/3) affirmation vote of the voting membership in attendance will be required. An alternate method can be instituted by decree of the Board using mail, FAX, or electronic ballot.

Section 4. - All amendments to these by-laws will become effective after approval by an affirmation vote of the membership as specified in Article IX, Section 3.

ARTICLE X – MISCELLANEOUS

Section 1. - The Association may be dissolved by the Board of Directors in the following manner:

- a. A resolution to dissolve the Association shall be acted upon at a meeting of the Board of Directors. The resolution shall set forth the reasons for dissolution.
- b. Within thirty (30) days following the Board of Directors' action, a mail or electronic ballot shall be sent to all members in good standing of the Association setting forth the reason for the dissolution. Thirty (30) days later, the ballots shall be counted by the Board of Directors. A two-thirds (2/3) vote of the returned ballots is required for approval of the action.
- c. Upon adoption of the resolution to dissolve, the officers shall proceed to carry out the dissolution of the Association in conformance with applicable laws.

Section 2. - Any fund-raising projects or activities shall be limited to those activities which are consistent with the purpose of the Association.

Section 3. - Association officers shall assure retention of needed Association and membership records by adhering to the following record retention periods. Officers having charge of these records are authorized to dispose of the records at the end of the required retention time.

- a. Minutes of meetings – Permanent
- b. Association Policy Statements – Permanent
- c. Financial Records – Seven (7) years
- d. Income tax records – Seven (7) years
- e. Correspondence – two (2) years following completion of the Association year

Section 4. - A fifty-one percent (51%) response of members eligible to vote will be required to take an Association position on any proposed legislative or regulatory measure. Electronic voting

via email or fax is considered to be the same as those ballots sent via mail.

ARTICLE XI – OPERATING PROCEDURES

Section 1. - A petition or appeal to a governmental agency regarding additions, deletions, or changes to the crane regulations on behalf of the Association shall be done as follows:

- a. Any member may make a request for a change on any subject regarding the crane regulations.
- b. The request must be addressed to one (1) of the Officers of the Association.
- c. The Association Officers shall review the request for sufficiency of information and forward it to the appropriate committee chairman for that subject, with copies of the request to all other Association Officers.
- d. The standing committee for that subject shall consider the request and make its recommendation to the Association Board of Directors.
- e. The Board of Directors shall consider the request and recommendation. The Board of Directors may/or:
 1. Approve
 2. Modify
 3. Reject the request
- f. If the request is approved or modified, it shall be mailed to the membership for a consensus vote.
- g. If the request is rejected, appropriate explanation shall be made in writing to the initiator and the standing committee for the subject.
- h. If an affirmative consensus vote of two-thirds (2/3) of those responding is achieved, the Board of Directors shall petition the appropriate governmental agency.

Section 2. - Any disciplinary action taken against an Association member pursuant to these by-laws shall be done in accordance with the following procedure:

- a. Written complaints shall be received from any concerned party by the Executive Director on behalf of the Board of Directors.
- b. The Board of Directors shall investigate the complaint and ascertain the facts.
- c. As part of the investigation, the Board of Directors shall contact the accused member and include his response in the findings.
- d. Upon completion of the investigation, the Board of Directors shall/or:

1. Dismiss the complaint.
 2. Encourage the accused member to change the unacceptable practice.
 3. Reprimand the member in writing.
 4. Censure the member publicly in the newsletter.
 5. Terminate the individual's membership in the Association.
- e. Failure of the Board of Directors to agree on a disciplinary action unanimously shall constitute dismissal of the complaint.
- f. The Association President shall inform the accused member of the disciplinary action or dismissal.

ARTICLE XII – CODE OF ETHICS

Section 1. - Scope:

- a. Each member who practices as a crane surveyor/inspector shall conduct his business in accordance with the Code of Ethics reproduced herein.

Section 2. - Code:

We, the members of the Crane Certification Association of America, dedicate our knowledge and skills to serve United States industry to the best of our abilities. In this endeavor, we are committed to integrity and honesty in fulfilling our obligation to aid in establishing and upholding the Codes and Standards of the United States Department of Labor and the safety authorities of the several states.