

American Council of Engineering Companies of Florida (ACEC Florida)
Policy 1
ACEC FLORIDA LOGO, RULES FOR USE

Official Use:

The ACEC Florida logo is the official insignia of the American Council of Engineering Companies of Florida and is to be used for official purposes of the state Society.

The following uses are indicative of the type of materials on which the logo may be used by the state Society, practice sections or chapters:

- Magazines, newsletters, ACEC Florida Websites, and other publications
- Official reports
- Stationery
- Official programs and agenda
- Identification cards, buttons, or other identifying media to be worn by members in attendance at meetings.
- Decorative banners, flags, and identifications
- Awards and plaques
- Membership cards
- Certificates
- Jewelry
- Gift items as approved by the Board of Directors

Member Use:

Use of the logo shall only be in the context of membership in good standing in the Society and shall always be preceded by the words "Member of." The use of the logo shall not be in the context of or imply an endorsement by ACEC FLORIDA. The Board of Directors reserves the right to restrict members' use of the logo.

The following uses are indicative of the types of materials on which the logo may be used by members in good standing of the Society:

- Brochures
- Stationery
- Business cards
- Car decals/emblems (produced by ACEC Florida)
- Websites

The ACEC Florida logo may not be altered in any way without permission of the Board of Directors. Cuts of the logo are available at cost from state headquarters. On materials for personal use, members shall submit proof of the item using the logo to ACEC Florida headquarters for approval before use.

American Council of Engineering Companies of Florida (ACEC Florida)

Policy 2

ACEC FLORIDA INVESTMENT POLICY

Approved August 5, 2020, by the Board of Directors

The purpose of this policy is to create a framework within which ACEC-FL funds may be invested to maximize returns within acceptable risk.

ACEC Florida is a non-profit organization whose investments should not be designed for speculation. It must be recognized that all investments carry some risk, not only for the safety of the principal itself but also regarding the inflationary erosion that occurs from the failure to achieve an adequate return on invested assets.

The Investment Policy segregates ACEC-FL funds into two categories, Operating funds and Strategic Reserve funds.

Operating Reserve Funds

The Operating Reserve Funds shall be the ACEC Florida monies equal to 60% of the total ACEC Florida budgeted annual revenues.

Purpose: To provide sufficient cash flow to meet the financial obligations of ACEC Florida.

Objectives:

- Liquidity
- Preservation of capital

Allowable Investments:

- FDIC-insured Checking accounts
- FDIC-insured Money Market accounts
- FDIC-insured Certificates of Deposit
- Amounts invested may exceed FDIC-insured limits.

Strategic Reserve Funds

The Strategic Reserve funds shall be the ACEC Florida monies that exceed 60% of the total ACEC Florida budgeted annual revenues.

Refer to Article III, section 7 of the ACEC Florida Bylaws.

Purpose: To improve the return on Strategic Reserve funds for expenditure over the next one to five years while managing investment risk.

American Council of Engineering Companies of Florida (ACEC Florida)
Policy 3
DUES BILLING PROCEDURES

1. The fiscal year for dues billing purposes shall be from July 1 to June 30
2. Dues may be paid quarterly:
 - July 1 - September 30
 - October 1 - December 31
 - January 1 - March 31
 - April 1 - June 30
3. The Executive Director shall be charged with the administrative responsibility of issuing dues statements in keeping with sound business practices. Quarterly dues statements shall be mailed one month prior to the end of the previous quarter.
4. The processes outlined below are to be followed for payments not received after the start of the quarter:
 - a. A duplicate invoice is mailed by the 1st of the first month of the quarter.
 - b. A personal phone call or contact to the voting representative 15 days after the start of the quarter.
 - c. A first warning letter shall be mailed if dues are not received by the 30th of the first month of the quarter.
 - d. A second warning letter shall be mailed, a return receipt requested if dues are not received by the 30th of the second month of the quarter, stating that the firm membership dues are in jeopardy of being dropped.
 - e. Within seven days of the sending of the second reminder, the Executive Director shall present the Member Services Committee and Board the list of delinquent members to contact personally. Follow-up by the Member Services Committee and/or Board members shall be reported to ACEC Florida staff in writing.
 - f. A certified letter is to be mailed on the 30th of the third month of the quarter if dues are not received, stating that membership will be dropped within 90 days of the receipt of the letter if payment is not received.
 - g. If payment is not received within six months of the beginning of the quarter, a termination letter is to be mailed stating our regrets that they are unable to maintain their membership but would like to work with them to rejoin in the near future.
5. The Executive Director shall report to the ACEC Florida Board any firm that is 30 days delinquent on the date of each Board meeting.

6. Any firm delinquent six months beyond initial billing will be dropped. The Executive Director will prepare for the president's signature an official letter informing the delinquent firm of their termination. That firm will be removed from the ACEC Florida membership rolls, and notice will be sent to the American Consulting Engineers Council of membership termination, should the delinquent member be so affiliated.
7. All firms shall have the opportunity to revise index numbers, either up or down, for the next fiscal year during the month of May, with that index number remaining the same throughout the fiscal year. Firms not changing their index number during the month of May will be charged for dues based on the current index number.

Objectives:

- Preservation of capital
- Liquidity
- Optimize investment return within a one to five-year time frame

Allowable Investments:

- FDIC-insured Checking accounts
- FDIC-insured Money Market accounts
- FDIC-insured Certificates of Deposit
- Direct Obligations of the U.S. Government, its agencies, and instrumentalities
- Stocks and Bonds
- Amounts invested may exceed FDIC-insured limits.
- Mutual Funds with prior ACEC-FL Board of Directors approval

Prohibited Investments:

- Any investment that is not regulated by the SEC, such as:
- Private Placements
- Letter Stock
- Derivatives
- Securities from issuers that have filed for bankruptcy.
- Commodities or commodity contracts
- Short Sales
- Margin sales
- Margin transactions
- Option trading
- Any speculative investment activities

Investment Policy for Strategic Reserve Funds

GOAL:

1. Maintain an investment ratio of 50% Growth Investments and 50% Fixed Income
2. A deviation greater than 10% in either direction (40% or 60%) shall require account rebalancing to maintain the 50% growth investment / 50% fixed income ratio.
3. The investment fund balance must be reviewed annually, at the time of the Annual Budget review, or as ordered by the Executive Board.
4. Investment direction shall be as determined by the Finance Committee.
5. Definitions: "Growth Investments" can include stocks, mutual funds, and other investments Intended to grow the value of the original investment over a medium to long-term period. "Fixed Income" includes Money Market funds and publicly traded Bond funds.