

BY-LAWS
of the
SOUTHEASTERN STATES EQUIPMENT MANAGEMENT PARTNERSHIP

Approved: June 4, 2025

ARTICLE I: Name and Location

SECTION 1. Name

The name of this organization shall be the Southeastern States Equipment Management Partnership (SSEMP).

SECTION 2. Location

The offices and the principal place of business for the SSEMP shall be the National Center for Pavement Preservation (NCP), 2857 Jolly Road, Okemos, Michigan 48864.

SECTION 3. Southeastern States Region

For the purpose of these by-laws, the Southeastern States refers to a geographic region, to include the States of Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia, and West Virginia, but may include other states and provinces desiring to affiliate with this region.

ARTICLE II: Vision, Mission, Motto and Objectives

SECTION 1. Vision Statement

To encourage information exchange and cooperation between state transportation equipment managers to provide and manage cost effective, safe, quality vehicles, trucks, light equipment, and heavy equipment that meet the needs of the users to build and maintain transportation assets.

SECTION 2. Mission Statement

Provide equipment fleet management personnel and other agency executives in the Southeastern States with resources, material, and support to provide and manage cost effective, safe, quality vehicles, trucks, light equipment, and heavy equipment; advance emerging equipment technologies; communicate best practices; and provide a voice from this partnership to decision makers and industry on issues impacting fleet operations.

SECTION 3. Motto:

Better Equipment, Better Roads

SECTION 4. Objectives:

1. Support a professional association of transportation equipment managers and specialists in support of vehicle, truck, light equipment, and heavy equipment fleets. Issues vary from routine to highly creative and include:
 1. New and unique needs

2. Specifications
 3. Procurement - Purchasing, Renting, and Leasing
 4. Funding
 5. Best Practices
 6. Contracting - Out-sourcing, Privatization, and Managed Competition, etc.
 7. Management
 8. Replacement
 9. Maintenance
 10. Technology, Training, and Professional Development/Certifications
 11. Significant problems
 12. Performance
 13. Quality
 14. Performance Measures
 15. Technical information exchange with manufacturers and suppliers
 16. Networking opportunities
2. Coordinate with other existing regional equipment partnerships.
 3. Monitor and disseminate information regarding proposed regulatory changes that have potential impact on highway vehicle and equipment fleets.
 4. Relevant needs and issues may be coordinated with other equipment partnerships to be considered and funded for research, synthesis studies and/or scans or funded for research, synthesis studies, and scans from SSEMP funds.

ARTICLE III. Membership

SECTION 1. Membership Eligibility

1. Conference membership is voluntary and consists of Primary and Associate members.
 1. Primary members are those individuals holding a position within a State Department of Transportation or other statewide government entity with primary responsibility for the overall direction of specifications, procurement oversight, management, and disposal of equipment and vehicles for that state. There is one (1) primary member per state.
 2. Associate members are those individuals within a State Department of Transportation or government entity who in the opinion of the state's primary member would benefit from the information and educational presentations provided through the Partnership. There may be up to two (2) associate members per state.

2. Primary and Associate members are responsible for providing and maintaining their current name, email address, phone number, state, and working title to the Secretary/Treasurer.

SECTION 2. Benefits of Membership and Voting Rights

1. Primary: Attend the annual SSEMP Meeting. Voting rights on the selection of officers and other matters brought before the conference. Each primary member shall have one vote. Primary members are required to present at each regional SSEMP meeting and at national equipment meetings when requested by the Chair.
2. Associate: Attend the annual SSEMP Meeting. Associate members may represent primary members when the primary member is unable to attend meetings. In these instances the associate assumes all the rights of the primary.

SECTION 3. Withdrawal

Membership may be initiated or terminated at any time by notifying the Chair or Vice-Chair in writing.

ARTICLE IV: Steering Committee

SECTION 1. Committee Structure

The Steering Committee of the SSEMP shall consist of five (5) members inclusive of a Chair and Vice-Chair selected from the Primary Members and a Secretary/Treasurer and two (2) at-large members selected from the remaining Primary and Associate Members.

The Steering Committee members are considered SSEMP Officers.

Each state is limited to no more than two (2) concurrent members on the Steering Committee.

Should a Member of the Steering Committee not be present for any official partnership meeting, a designated alternate may serve on the Steering Committee as a voting Member by proxy, but will not be permitted to substitute in an officer capacity.

SECTION 2. Authority of Steering Committee

The governing body of this organization shall be the Steering Committee. This Committee shall act on selected issues and requests brought by the general membership. The Steering Committee can appoint working groups for the development of programs, tasks, and activities, or take action on items of common interest to the membership. The Steering Committee shall also actively pursue the objectives of this Organization and work directly with other regional equipment partnerships and affiliated organizations.

SECTION 3. Terms of Steering Committee Members

Election of members of the Steering Committee shall be held annually and be voted on at the SSEMP business meeting. Steering Committee members will serve a one (1) year term. Members can be re-elected at the annual meeting and there will be no restriction on the number of terms that a member can serve. If an officer cannot fulfill his term, the Chair or Vice-Chair will conduct a new ballot via electronic mail of the primary members.

SECTION 4. Duties of Steering Committee Members

The Chair of the Steering Committee will preside over the annual business meeting and committee meetings and shall have active control of the membership business meeting.

The Vice-Chair of the Steering Committee will preside over the annual business meeting and committee meetings in the absence of the Chair. In the absence of the Chair and Vice Chair, the Secretary/Treasurer shall conduct the meeting(s).

The Secretary/Treasurer of the Steering Committee will review financial reports and create minutes for the SSEMP maintained by the AASHTO appointed contractor (NCPP). The Secretary/Treasurer will review the prior year minutes at the annual business meeting.

The at-large Steering Committee members shall direct working groups.

SECTION 5. Removal of Officers

The Steering Committee may, at its discretion, by a two-thirds majority vote, remove any Officer from their office with cause.

ARTICLE V: Meetings

SECTION 1. Annual Business Meeting

The date of the annual business meeting shall be set by the Steering Committee. The purpose of the meeting shall include presentation of formal reports of working groups, elections, and action on all business brought forth before the meeting.

The Steering Committee will be responsible for development of the annual business meeting agenda.

SECTION 2. Other Meetings / Teleconferences

Other meetings or teleconferences of the organization, including, but not limited to working groups, shall be at the discretion of the Steering Committee. The purpose of these meetings shall include acting on business items brought forth at the annual meeting.

SECTION 3. Notice of Meetings

1. At the direction of the Steering Committee Chair, written notice of the annual business meeting shall be transmitted by email to the last known address of each member at least forty five (45) days before the date of the meeting.
2. At the direction of the Steering Committee Chair, written notice of Steering Committee meetings shall be transmitted by email to the last known address of each Steering Committee officer before the date of the meeting.
3. At the direction of the Working Group Chair, written notice of Working Group meetings shall be transmitted by email to the last known address of each working group member before the date of the meeting.

SECTION 4. Quorum

Two-thirds of a meeting's members present in person or via conference call shall constitute a quorum at any meeting. The presiding Chair of the meeting shall be the deciding vote if a tie occurs.

ARTICLE VI: Amendment to By-laws

These By-laws may be amended or repealed by a simple majority vote of the members present at an annual business meeting. Amendments may be proposed by the Steering Committee on their own initiative, or by general membership. The Steering Committee will present proposed amendments for consideration to the members of SSEMP.

ARTICLE VII: Fiscal Matters

SECTION 1. Fiscal Year

The fiscal year of the SSEMP shall begin on July 1 and run through June 30 of the following year.

SECTION 2. Voluntary Contributions

Members will encourage their state agency to participate in AASHTO's Equipment Management Technical Service Program.