1 **BYLAWS OF** 2 AMERICAN COUNCIL OF ENGINEERING COMPANIES OF 3 **SOUTH DAKOTA** 4 Adopted April 4, 1990 5 Revised January 4, 1995 6 Revised August 2, 2996 7 Revised April 9, 1997 8 Revised February 2, 2000 9 Revised October 10, 2002 10 11 ARTICLE I 12 **MEETINGS** 13 14 Section 1. Council Meetings 15 Regular membership meetings shall be held on dates approved by the members 16 present at a regular meeting. In the event of a conflict, the President may set another 17 date. Meetings may be either face-to-face or electronic. 18 19 Section 2. Board of Directors 20 The Board of Directors shall meet as deemed necessary. All meetings shall be 21 called under the direction of the President. The President-Elect or any two members of 22 the Board may request meetings. Notice of meetings shall be given to each Board 23 member at least 72 hours before the time appointed for the meeting, unless a waiver of 24 notice and call is duly executed. Meetings may be either face-to-face or electronic. 25 26 Section 3. Rules of Order 27 Roberts' Rules of Order for Parliamentary procedure shall apply to the conduct of 28 the meetings. 29 30 Section 4. Board of Directors' Meeting Quorum 31 A quorum for any Board meeting, regular or special, shall consist of a majority of 32 the members of the Board. 33 34 Section 5. Membership Meeting Quorum 35 A quorum for any membership meeting, regular or special, shall consist of ten 36 (10) voting Members. 37 38 Section 6. Committee Meeting Quorum 39 A quorum for any committee meeting shall consist of a majority of the members 40 appointed to the committee. Meetings may be either face-to-face or electronic. 41

42 ARTICLE II 43 **MEMBERSHIP** 44 45 Section 1. Classes of Membership 46 47 A. Firm Member 48 For the purpose of determining eligibility for membership, the term "Firm 49 Member" shall mean sole proprietorship, partnership, corporation or professional 50 association represented to the public as being available for the private practice of 51 consulting engineering or land surveying which does, and is legally authorized to, 52 practice engineering or land surveying in the State of South Dakota. Firm 53 Members shall be limited to those individual firms, parent firms, branch offices, 54 subdivisions or subsidiaries whose resident principals (proprietors, partners or 55 officers) furnish independent consulting engineering or land surveying services 56 and act for them on professional policies and activities, and which 57 1. maintain an established office for the practice of consulting 58 engineering or land surveying in the State of South Dakota; 59 2. practice under an organizational arrangement that does not involve a 60 conflict of interest or that does not subordinate independent 61 professional judgment to other considerations. Firms or corporations, 62 wholly or partially owned by commercial, or construction contracting, 63 manufacturing, sales, public utility, holding company or other similar 64 organization which function as service organizations of the controlling 65 company, shall not be eligible for Firm membership if such ownership arrangements prejudice or subordinate the professional or ethical 66 67 judgment of the consulting engineers or land surveyors. 68 69 One or more of the principals of the Firm Member shall be licensed and in good 70 standing as professional engineers or land surveyors in the State of South Dakota. 71 Each Firm Member must be represented by at least one Voting Member in the 72 Council. 73 74 B. Voting Member 75 Membership as a Voting Member of this Council shall be open to individuals who 76 meet all of the following qualifications: 77 1. The individual must be a principal or department head of a Firm 78 Member. 79 2. The individual must be licensed and in good standing as a professional 80 engineer or land surveyor in the State of South Dakota. 81 3. Each Voting Member representing a Firm Member whose dues are 82 paid to date (within 30 days of the first day of each quarter) may vote 83 on any issue before the Council. If the dues are not paid, that Firm's 84 representatives shall have no vote until such dues are brought current. 85

86 87 C. Associate Firm Member 88 1. Associate Firm Member shall be limited to those sole proprietors, 89 firms, parent firms, branch officers, divisions, subsidiaries or 90 organizations that provide professional services of a scientific and 91 technical nature that are complementary to the services provided by 92 Firm Members and provided those managing the services are 93 professionally licensed/certified/registered, as appropriate, in that area. 94 Associate Firm Members shall not include entities that supply goods or 95 services that are specified by or used in engineering firm operations. 96 2. Eligibility. Only firms not eligible for ACEC/SD membership as Firm 97 Members are eligible to become Associate Firm Members. 98 3. Representation. Associate Firm Members shall designate one or more 99 Associate Members. An Associate Member is an individual 100 designated by an Associate Firm Member who is a sole proprietor, 101 partner, officer or manager (i) having an ownership interest, or (ii) 102 exercising management responsibility for technical or business decisions. Associate Members shall not be entitled to hold office in 103 the Council, vote on Council matters or serve as a committee chair. 104 105 106 D. Affiliate Firm Members 107 Affiliate Firm Members shall have the same privileges as Firm Members, except 108 as modified by the following special conditions: 109 1. Criteria. An Affiliate Firm Member shall be limited to those sole 110 proprietors, firms, parent firms, branch offices, divisions, subsidiaries 111 and/or organizations that support the goals of ACEC/SD and provide 112 products used in the internal operation of (but not specified by) Firm 113 Members or Associate Firm Members. 114 2. Eligibility. Only firms judged not eligible for ACEC/SD membership as Firm Members are eligible to become Affiliate Firm Members. 115 3. Representation. Affiliate Firm Members shall designate one or more 116 117 Affiliate Members. An Affiliate Member is an individual designated 118 by an Affiliate Firm Member who is a sole proprietor, partner, officer 119 or manager (i) having an ownership interest, or (ii) exercising 120 management responsibility for technical or business decisions. 121 Affiliate Members shall not be eligible to hold office in the Council. vote on Council matters or serve as a committee chair. 122 123 124 125 ARTICLE III **CALENDAR** 126 127 128 Section 1. Fiscal Year. 129 The fiscal year of the Council shall be from July 1 through June 30. 130

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132	Section 2. Administrative Year
133	The administrative year of the Council shall be from April 1 through March 31
134	except that the National Director shall serve from July 1 through June 30 as required by
135	the bylaws of the American Council of Engineering Companies.
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137	ARTICLE IV
138	<u>DUES AND ASSESSMENTS</u>
139	Section 1 Fine Manham
140	Section 1. Firm Members The total annual dues noid by each Firm Member shall be commuted by the
141	The total annual dues paid by each Firm Member shall be computed by the
142 143	Secretary/Treasurer and shall be the sum of the following:
144 145	A. The amount of ACEC dues as established by ACEC for each Firm Member.
145	B. An amount for each Voting Member, to be set annually by the Board of
147	Directors, except that one-person Firm Members are entitled to one Voting
148	Member without charge.
149	William William Charge.
150	C. A Firm Member personnel assessment based on the total firm size as reported
151	annually in accordance with Section 6 of Article IV. The firm personnel
152	assessment level shall be reviewed and set annually by the Board of Directors.
153	
154	Section 2. Associate Firm Members and Affiliate Firm Members
155	A. The dues for Associate Firm Members and Affiliate Firm Members will be a
156	lump sum amount set annually by the Board of Directors.
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158	Section 3. Payment
159	Dues shall be payable in advance of the first of each quarter, semi-annually or
160	annually at the option of the Firm Member. The Secretary/Treasurer shall direct
161	statements of account to be sent to each Firm Member in advance of the beginning of
162	each period selected by the Firm. Unpaid dues shall become in arrears 30 days after the
163	first day of the billing period and delinquent 90 days after the first day of the billing
164	period. Firm Members may be terminated if dues are not made current by the end of the
165	billing period in which due. Firm Members who elect semi-annual or annual billing
166	periods will be in arrears 30 days after the first day of the billing period and delinquent
167	90 days after the first of the billing period. They may be terminated if dues are not made
168	current by the 90 th day after the first of the billing period.
169	Section A. Aggaggments
170	Section 4. Assessments The Reard of Directors may set special assessments as required to fund activities.
171 172	The Board of Directors may set special assessments as required to fund activities it deems beneficial to the Council.
173	it deems beneficial to the Council.
174	Section 5.
175	A Voting Member may transfer from a Firm Member to another existing Firm
176	Member upon approval of the new Firm Member without paying a transfer fee. A Voting

Member who leaves an existing Firm Member to form a new firm shall pay the dues required of a new Firm Member.

179180 Section 6.

On or about the first of March of each year, the Secretary/Treasurer shall request a census report form each Firm Member, which report shall be returned before March 15. The census report shall show the number of all personnel including principals, engineers, designers, technical employees, stenographic, electrical, data processing, administrative, surveying and all other employees on the firm's payroll for the preceding twelve-month period. Part-time and seasonal employees will be included for their time worked in determining the average number to be reported. In the case of an architect-engineer firm or a firm with non-engineers, e.g., geologists, chemists, hydrologists, etc., the prorated portion of the personnel concerned with, or in general support of, the engineering function, shall be counted.

191192 Section 7.

A report of the total firm size will determine the ACEC index number for the Firm Member. For this purpose, all employees of the firm, of whatever discipline or classification, shall be counted.

ARTICLE V EXECUTIVE DIRECTOR

200 Section 1.

The Board of Directors of the Council may engage an Executive Director, employees, agents, attorneys and/or accountants to perform such duties as it deems necessary and shall determine the compensation for such services. Only the Board of Directors may terminate such employment. The Executive Director shall be the Chief Operating Officer of the Council with responsibility for the management and direction of all operations, programs, activities and affairs of the Council, functioning within the framework of policy aims and programs as generally determined by the Board of Directors. The Executive Director shall have such other duties as may be prescribed by the Board of Directors. In lieu of appointing an Executive Director of the Council, the Board of Directors, at its election, may contract with one or more persons or entities on an independent contractor basis to perform all or part of the duties, responsibilities and functions which would otherwise be performed by a full-time or part-time Executive Director appointed by the Board. The duties and responsibilities of other employees shall be as determined by the Executive Director and approved by the Board of Directors.

ARTICLE VI OFFICERS AND THEIR ELECTION

219 Section 1.

The officers of the Council shall consist of a president, a president-elect, and a secretary-treasurer. These three officers plus four directors constitute the Board of

Directors of the Council. The directors shall consist of a national director and three state directors.

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Section 2. Election

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A. Only Voting Members of the Council legally residing in the State of South Dakota and doing business from an office in the state shall be eligible to serve on the Board of Directors. No Firm Member shall have more than one Voting Member serving on the Board of Directors at any time. All Board members elected shall serve a two-year term.

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B. At the fall quarterly meeting of even-numbered years, the President shall appoint a Nominating Committee consisting of three Voting Members who are not members of the Board, plus the most immediate past president, who

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are not members of the Board, plus the most immediate past president, who shall chair the committee.C. Within three weeks after being appointed, the Nominating Committee shall

secretary-treasurer.

D. The Nominating Committee shall give due consideration to the following

meet and nominate candidates for state directors, president-elect and

1. Current participation in and support of the activities of the Council;

criteria in evaluating and nominating candidates to the Board of Directors:

- 2. Ability to perform the duties of the position for which considered;
- 3. Willingness to serve.
- E. At the following winter quarterly meeting, the membership shall be notified of the Committee's nominations, and additional nominations may be made from the floor. If the Nominating Committee nominates only one candidate for an elective office, and if no additional nominations are made from the floor, the Secretary/Treasurer shall certify the individuals so nominated to be elected and shall notify the membership in writing of the election of said candidate or candidates.
- F. If other nominations are made from the floor, then voting shall be done by secret ballot by Voting Members present. The President shall appoint a Tellers' Committee to canvass the ballots, and results shall be announced before the adjournment of the winter meeting. A majority vote of the Voting Members present shall be sufficient to elect.
- G. The immediate Past President shall assume the office of National Director. The President-Elect shall assume the office of President. There shall be no other automatic succession of officers or directors.

Section 3. Vacancies

Vacancy in any office shall be filled as follows:

268 A. President – The President-elect shall succeed to the office of President. 269 270 B. National Director – The President shall also serve as National Director for the 271 remainder of the term. 272 273 C. Secretary/Treasurer or a State Director – The office shall be filled by 274 appointment by the President, subject to approval by the Board of Directors. 275 276 D. President-Elect – The President shall appoint a nominating committee which 277 shall provide a nominee or slate of nominees. Election shall be held as 278 provided for new officers. 279 280 E. Whenever a vacancy is filled as provided above, the new appointee shall hold 281 office until the next election of officers. 282 283 Section 4. Duties of Officers 284 285 A. President – It shall be the duty of the President to preside at all meetings of the 286 Council and of the Board of Directors and to have general direction of the 287 business of the Council. The President shall be ex officio, a member of all 288 committees and shall appoint chairs and members of all committees except as 289 otherwise set forth in Article III. S/he shall endeavor to attend one M.O. 290 Presidents'/President-Elects' Regional Meeting per year during his/her term. 291 292 B. President-Elect – In the absence of, or in the case of inability of the President, 293 it shall be the duty of the President-Elect to perform the duties of the 294 President. S/he shall chair the Professional Committee. S/he shall endeavor 295 to attend one M.O. Presidents'/President-Elects' Regional Meeting during the 296 second year of his/her term. 297 298 C. Secretary/Treasurer 299 300 1. As Secretary, s/he shall give notice and attending all meetings of the 301 Council and Board of Directors, keep a record of all proceedings, 302 attest documents and perform such other duties as are usual for such 303 official or may be duly assigned to him/her. 304 305 2. As Treasurer, s/he shall keep an account of all monies received by and 306 expenses of the Council and shall make disbursements authorized by 307 the Board and approved by the Executive Director (if there be one) and 308 such other officers as the Board may prescribe. S/he shall deposit all 309 sums received in the financial institutions(s) approved by the Board of Directors and shall make a report at each quarterly meeting or when 310 311 called upon by the President. Funds may be drawn upon the signature 312 of an officer or the Executive director. The funds, books and vouchers

in his/her hands shall, with the exception of confidential reports

314	submitted by members, at all times be subject to verification and
315	inspection by the Board of Directors. S/he shall chair the Finance
316	Committee. The Executive Director, if there be one, may assume such
317	of these duties as permitted under Article V.
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319	D. National Director – the National Director shall represent the Council of the
320	Board of Directors of ACEC. S/he shall stay abreast of issues affecting
321	ACEC, the Council and the business of consulting engineering and serve as
322	the communications link between the Council and ACEC. S/he shall attend
323	ACEC Board of Directors' meetings and shall vote as directed by the Council.
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	If no direction is provided, s/he shall vote based upon the best information
325	available to him/her. S/he shall also serve on at least one ACEC committee
326	during his/her term of office, as required by the ACEC bylaws. S/he shall
327	endeavor to attend one National Directors' Regional Meeting each year during
328	his/her term.
329	A DELCH E VIII
330	ARTICLE VII
331	MEMBERSHIP APPLICATION
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333	Section 1. Application for Membership
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335	Applicants for membership shall provide evidence of qualification as the Board of
336	Directors may prescribe as necessary for compliance with requirements of this Article.
337	Processing of an application shall be as established by the Board of Directors. One
338	quarter's dues shall accompany a new member's application, with the dues being
339	effective from the first of the quarter during which the application is approved.
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341	Section 2. Approval of Membership
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343	Upon approval of an applicant for membership by the Board of Directors, the
344	applicant shall be notified of its election and, upon subscribing to the Bylaws of this
345	Council, shall be enrolled as a member. The Board of Directors shall admit to
346	membership only such firms and individuals as will, in its opinion, meet the
347	qualifications for membership and uphold and advance the purposes for which this
348	Council has been formed.
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350	Section 3. Failure to Pay Dues or Assessments
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352	Any Member in any classification which fails to pay dues or assessments within
353	the time period established by the Board of Directors shall be dropped from membership.
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355	Section 4. Cessation of Membership
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357	Any member who ceases to possess the qualifications for membership as provided
358	in Article II shall automatically cease to be a member.
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Section 5. Resignation or Expulsion of Firm Members

Upon the resignation or expulsion of a Firm Member, the Voting Members from such firm shall automatically lose their membership in this Council.

Section 6. Reinstatement

A. A voluntarily-resigned Firm Member which is qualified for membership may be reinstated to Firm Membership upon application to the Board of Directors. Such application must meet the requirements for new Firm Membership as provided in Article II.

B. A Firm Member which has been expelled for non-payment of dues may be reinstated to Firm Membership upon application to the Board of Directors. Such application must meet the requirements for new Firm Membership as provided in Article II. In addition to payment of one quarter's current dues, the application must be accompanied by payment for the total amount of dues and assessments owing at the time of expulsion.

ARTICLE VIII OBLIGATIONS

Section 1.

A. All funds of the Council shall be deposited in the name of the council. The Executive Director shall administer the operating account(s) established for the operating funds of the Council. If there is no Executive Director, the operating account(s) shall be administered by the Secretary/Treasurer. The Secretary/Treasurer, President and Executive Director (if there be one) shall be signatories to all accounts. One signature shall suffice for transactions in this (these) account(s). It (they) shall be administered according to the Council's established budget or at the direction of the Board if the budget requires adjustment.

B. When the funds of the Council are sufficient, a reserve account shall be established for the purpose of investment. The reserve account shall be administered by the Executive Director (if there be one) or the Secretary/Treasurer, at the direction of the Board, and with due consideration for liquidity necessary to meet the operating requirements of the Council and will require two signatures for transactions if required by the Board. The President and Secretary/Treasurer, or one of these officers and the Executive Director, may serve as signatories, as directed by the Board.

403 404 ARTICLE IX **COMMITTEES: STANDING AND SPECIAL** 405 406 407 Section 1. 408 409 The President shall appoint such committees and shall assign committee 410 administration as necessary to conduct the affairs of the Council. 411 412 Section 2. 413 The President shall be an ex officio member of each committee. No voting 414 member may serve on more than two committees at any time except to insure continuity 415 of committee experience. 416 417 Section 3. Committees 418 The following committees are recommended: 419 420 A. Executive Committee: This committee shall consist of the President, 421 President-Elect, Secretary/Treasurer and National Director. It has the 422 responsibility for acting on behalf of the Council as necessary between 423 regularly scheduled Board of Directors' meetings. Any action taken by the 424 Executive Committee shall require ratification by the Board of Directors at its 425 next regularly scheduled meeting. 426 427 The Executive Committee shall also serve at the Ethical Practice Committee. 428 It shall take necessary action according to the provisions of Article X. 429 B. Finance Committee: It is the duty of this committee to review financial 430 431 requirements of the Council and to recommend dues levels and an operating 432 budget to the Board of Directors for action at the spring (annual) meeting. It shall make recommendations to the Board of Directors on all financial 433 434 matters. It shall be chaired by the Secretary/Treasurer and shall include at 435 least three other members, one of whom shall be on the Board. 436 437 C. Membership Committee: It is the duty of this committee to plan and lead 438 membership recruitment and retention programs to ensure the growth and 439 vigor of the Council 440 441 D. Professional Committee: It is the duty of this committee to provide liaison 442 with related professions, such as construction contractors, architects, 443 engineering educators, etc. to foster good working relationships and mutual 444 understanding as well as to consolidate and coordinate political activities. It is 445 also the duty of this committee to provide educational and professional growth 446 opportunities for members. The President-Elect shall chair. 447

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449	1. Liaison Committees (subcommittees):
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451	a. It is the policy of the Council to provide liaison and initiate
452	cooperation with other organized groups with whom this
453	Council has business. The Board of Directors shall, form
454	time to time, provide for the formation of joint, or liaison,
455	committees with those various entities for the purpose of
456	transacting such business as may be mutually agreed upon by
457	this council and the organization(s) with which the liaison is
458	formed.
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460	b. It is the purpose of these committees to enhance working
461	relationships and eliminate or reduce adversarial situations
462	with significant agencies and associations. Committee
463	service is not to be used for marketing by committee
464	members.
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466	E. ACE/PAC Committee: It is the duty of this committee to provide ACEC/SD
467	member firms the opportunity to support ACE/PAC.
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469	C. Public Relations Committee: It is the duty of this committee to identify and
470	create opportunities to increase the visibility of and educate the general public
471	about engineering companies, land surveying and the Council. It shall also
472	promote the good will of other professional groups.
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474	Section 4.
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476	The committees may be modified by the Board of Directors to meet current needs
477	of the Council.
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479	ARTICLE X
480	DISCIPLINARY ACTION
481	
482	Member firms must refer any allegations of criminal or professional misconduct they
483	wish to make concerning a member firm to the appropriate legal and/or professional
484	authorities. A final determination by the relevant authority of criminal culpability or
485	professional misconduct on the part of the member firm shall constitute a per se violation
486	of the Ethical Guidelines by the member firm and shall automatically result in the
487	member firm's censure, suspension or expulsion from the Association as set forth herein:
488	
489	A. A finding of criminal culpability on the part of the member firm shall result in
490	the member firm's expulsion from the Council.

493 494	B. A finding of professional misconduct leading to a reprimand of the member firm shall result in a written censure of the member firm by the Council
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496	C. A finding of professional misconduct leading to a monetary fine against the
497	member firm shall result in the member firm's suspension from the Council
498	for a period of one year.
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500	A finding of professional misconduct leading to a suspension or revocation within the
501	member firm of the license to practice engineering or to engage in business shall result in
502	the member firm's expulsion from the Council.
503	ADTICLE VI
504	ARTICLE XI VOTING POWER OF MEMBERSHIP
505	VOTING POWER OF MEMBERSHIP
506	Out-Wating Manufacture 1, 111, 1, 141, 141, 142, 144, 147, 144, 144, 144, 144, 144, 144
507	Only Voting Members shall be entitled to vote in Council matters, with each
508	Voting Member having one vote and no proxy voting allowed.
509	ADTICLE VII
510	ARTICLE XII
511	<u>SEAL</u>
512	The Doord of Directors shall married a comparate scal which shall be circular in
513	The Board of Directors shall provide a corporate seal which shall be circular in
514	form and shall have inscribed thereon the name of the corporation and the state of
515	incorporation and the words, "corporate seal".
516	ADTICLE VIII
517518	ARTICLE XIII WAIVED OF NOTICE
519	WAIVER OF NOTICE
520	Unless otherwise provided by lavy whenever any notice is required to be given to
521	Unless otherwise provided by law, whenever any notice is required to be given to
522	any shareholder or director of the corporation under the provisions of these bylaws, or under the provisions of the Articles of Incorporation, a waiver thereto, in writing, signed
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524	by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent of the giving of such notice.
525	therein, shall be deemed equivalent of the giving of such houce.
526	ADTICI E VVI
527	ARTICLE XVI AMENDMENTS
528	AMENDMENTS
529	The adoption of the initial bylaws and the power to amend, alter or repeal these
530	bylaws or adopt new bylaws shall be vested in the Board of Directors by a majority vote
531	thereof.
532	dicteor.
533	ARTICLE XV
534	INDEMNIFICATION
535	INDEMINITICATION
536	Directors, officers, members, employees or agents of the Council shall be
537	indemnified as of right to the fullest extent now or hereafter permitted by law in
538	connection with any actual or threatened civil, criminal, administrative or investigative

action, suit or proceeding (whether brought by or in the name of the Council or otherwise) arising out of their service to the Council or to another organization at the Council's request. Such indemnification should not be deemed to be exclusive of any other rights to which those indemnified may be entitled under any bylaw, agreement, vote or membership or otherwise. **CERTIFICATE** The undersigned, being duly elected, qualified and acting President and Secretary of the Board of Directors of the American Council of Engineering Companies of South Dakota, do hereby certify that the above and foregoing bylaws, consisting of Articles I through XV, both inclusive, were duly adopted at the regular meeting of the Board of Directors held at Sioux Falls, South Dakota, at the Ramkota Inn on Wednesday, April 4. 1990 and duly amended at the regular meeting of the Board of Directors held in Pierre, South Dakota at the Kings Inn on Wednesday, January 4, 1995, and duly amended at the regular meeting of the Board of Directors held at Chamberlain, South Dakota, at the Cedar Shores Resort, on Friday, August 2, 1996, and duly amended at the regular meeting of the Board of Directors held at Huron, South Dakota at the Crossroads Wednesday, April 9, 1997, and duly amended at the regular meeting of the Board of Directors held at Pierre, South Dakota at the Kings Inn, Thursday, February 3, 2000, and Duly amended at the regular meeting of the Board of Directors held at Aberdeen, South Dakota at the Ramkota on Thursday, October 10, 2002, and replace and supercede any previous bylaws adopted by the Board of Directors of the Council. Dated this 10th day of October 2002. Tony A. Dwire, President Daniel D. Eisenbraun, Secretary