

BY-LAWS
SPOKANE CHAPTER
WASHINGTON SOCIETY OF PROFESSIONAL ENGINEERS

We, the members of the
Spokane Chapter
Washington Society of
Professional Engineers

Do hereby subscribe to the aims and purposes as set forth in the Preamble, Constitution, and by-laws of the National Society of Professional Engineers and the Washington Society of Professional Engineers and do hereby reaffirm the ideals as therein set forth, to-wit: To guide and protect the professional interests of all member Professional Engineers with regard to services and relations to Society, to the State and the Nation; and do herewith dedicate ourselves to the promotion of Professional Engineering as a social and economic influence vital to the affairs of society.

ARTICLE I - NAME AND HEADQUARTERS

Section 1. This chapter, as a member unit of the Washington Society of Professional Engineers, which is in turn a member of the National Society of Professional Engineers, shall be known as the Spokane Chapter, Washington Society of Professional Engineers. The interest of each member shall be equal to that of every other member and no member can acquire an interest which will entitle him to any greater voice, authority, or interest in this Society than any other member, except in line of duty as an elected or duly appointed officer.

Section 2. The principal office of the chapter shall be located in the City of Spokane.

Section 3. Where the word "Chapter" is used hereinafter, it shall mean the Spokane Chapter.

Section 4. Where the term "State Society" is used hereinafter, it shall mean the Washington Society of Professional Engineers.

Section 5. Where the term "National Society" or "Society" is used hereinafter, it shall mean the National Society of Professional Engineers.

ARTICLE II - OBJECTIVES

Section 1. The objectives of the Chapter shall be:

- a. The advancement of the public welfare.
- b. The uniting of all Professional Engineers of Spokane County and the State.

- c. The advancement of the professional, the social, and economic interests of the Professional Engineer.
- d. The advancement of the protection of the interests of the Engineers-in-Training.
- e. The promotion of high standards of engineering education.
- f. The consideration of, and attention to, legislation affecting the profession, as a whole.
- g. The improvement of public relations and the cultivation of public appreciation of the work of the Professional Engineer.
- h. The development of the civic consciousness of the members of the engineering profession.
- i. The establishment and the maintenance of high ethical engineering standards and practices.

ARTICLE III - MEMBERSHIP

Section 1. Membership in this Chapter shall consist of all persons eligible under this article residing or working in Spokane County and other areas of the State allocated by the State Society who are members of the Washington Society of Professional Engineers. Membership shall be designated as Member, Associate Member, Surveyor Member or Student Member.

Section 2. All members other than Student Members shall have voting privileges except that only Members may hold the office of president and the preceding offices thereto and may vote on By Law changes and only Members may hold other elected offices.

Section 3. a. Members - A Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession or district of the United States, or a province or territory of Canada.

b. Associate Member - An Associate Member shall be defined as a person of high moral character who is:

(1) A certified engineer-in-training; or

(2) A graduate engineer actively pursuing an engineering career or engaged in postgraduate engineering study.

An Associate Member will be permitted to remain in this classification no longer than twelve years and shall advance to the Member grade as soon as eligible by registration.

c. Surveyor Member - A Surveyor Member shall be a land surveyor licensed to practice in any state, territory, possession or district of the United States.

d. Student Member - A Student Member shall be defined as an undergraduate or graduate engineering student.

Section 4. Every member is also a member of the Washington Society of Professional Engineers

provided, however, they have fulfilled the Constitutional requirements as to payment of dues as required to be in good standing. They are, immediately upon being admitted to membership, entitled to vote and to hold office.

Section 5. Application for membership shall be in form approved by the State Board of Trustees and shall bear the endorsement of not less than two members in good standing. The application shall be further endorsed by a Chapter officer, then after receiving favorable action by the local Chapter it is to be submitted to the State Board of Trustees. The final grant of membership is not the right, per se, of the individual, but the prerogative and privilege of the State Society through its Board of Trustees.

Section 6. Membership or affiliation in the Society shall be evidenced solely by a membership card issued by the National or State Society.

Section 7. The prospective members may indicate, upon application for membership or affiliation, the Chapter with which they wish to associate. Such choice shall be based upon either geographical location or community interest. A member or affiliate may, at any time, for cause, transfer from one chapter to another. Requests for transfer shall be made by notifying the State Executive Secretary who will notify the National Society and the two Chapters concerned.

Section 8. Upon termination of membership or affiliation by voluntary withdrawal, by death, or by expulsion, all rights of such member or affiliate shall immediately terminate and revert to the remaining members, membership or affiliation being granted upon this express condition.

Section 9. Life and Privileged Membership qualifications shall be the same as specified in the National Society of Professional Engineers Constitution and By Laws.

Section 10. Introductory Membership: Qualifications shall be the same as specified by the WSPE.

ARTICLE IV - DUES AND ASSESSMENTS

Section 1. The annual dues for membership in the Society consist of the dues to the State Society plus the national dues as prescribed by the Constitution and by-laws of the National Society of Professional Engineers plus chapter dues. Each Chapter may collect and retain any additional Chapter assessments necessary for the Chapter activities and administration. Payments of assessment against individual members shall be voluntary.

Section 2. The fiscal year of the Society shall be July 1 to June 30.

Section 3. Annual dues to the State Society shall be as prescribed by State By Laws.

a. Dues to the National Society of Professional Engineers shall be prescribed by the Constitution and by-laws of the National Society of Professional Engineers, and cost of the subscription to the official periodical of that organization.

b. Annual dues are payable in advance and statements shall be mailed by the National Society.

Section 4. Each member must renew his license with the Director of Licenses of the State

of Washington for the forthcoming year as provided in the Engineers' Registration Act or as provided by any other similar licensing body of any state, commonwealth, territory, or possession of the United States of America or any foreign country to maintain the membership grade of Professional Engineer. Failure to renew the license will cause the member to revert to the membership grade of Associate Member.

Section 5. Every person admitted to membership or affiliation in the State Society shall be liable for the payment of all dues, until his membership or affiliation is terminated, except for honorary or retired members as defined by the National Society.

Section 6. Assessments shall be made discretionary with the members, shall be voted upon by letter ballot, and shall be considered only upon written recommendations of the Board of Trustees or of twenty-five members. The details of such assessments shall be determined at the time the matter is presented for consideration and shall be set forth in the letter ballot. A two-thirds affirmative vote, with at least fifty percent of the members voting, shall be necessary to authorize levying of assessments.

Section 7. A former member who has been dropped for nonpayment of dues, or who resigned without having paid current dues may be reinstated upon payment of current dues. The Board of Trustees may at its discretion waive or extend the period of payment of current dues in individual cases for good cause.

ARTICLE V ADMINISTRATION

Section 1. The Chapter shall be administered by an executive committee. Within the provisions of these by-laws, the Executive Committee shall have full authority and power to act for the Chapter, to determine all questions of policy, and adopt such rules and regulations as may be found necessary, but no rule or regulation shall be adopted which will conflict with these by-laws, or the Constitution and by-laws of the State or National Societies.

Section 2. The Executive Committee shall consist of the President, President Elect, Vice-President, Secretary-Treasurer, the trustees from the Chapter to the State Board, and the most recent past President able to serve.

Section 3. The Secretary shall certify to the State Board of Trustees the names of all the Chapter officers and trustees. Each officer shall be duly installed by taking the Oath of his Office

Section 4. A majority of the Executive Committee members shall constitute a quorum. An affirmative vote of a majority of a majority of the Executive Committee members present at any meeting shall be required to pass any motion consistent with the Constitution and by-laws of the Society.

Section 5. Business may be transacted at those regularly scheduled Chapter meetings based on a simply majority of members present. A report of each Executive committee meeting shall be read at the next succeeding Chapter meeting and shall be incorporated in the minutes of the meeting.

Section 6. All expenditures greater than \$500 of Chapter funds shall be authorized by a majority vote of the Executive Committee. The Secretary-Treasurer is authorized by the Executive Committee to reimburse expenses up to \$500. All receipts, expenditures, and balances shall be recorded by the Secretary-Treasurer in a ledger. Each Secretary-Treasurer shall pass on to his successor this ledger and each successor shall continue the same form of record keeping in this ledger, unless a change is ordered by the Executive Committee. All funds of the chapter shall be kept in one or more depositories, which depositories shall be subject to the approval of the Executive Committee, and all receipts shall be promptly deposited therein. There shall be a voucher for each receipt of funds showing source of such funds, to which shall be attached duplicate deposit slip which has been certified by the depository. Each payment shall be made by check. The canceled check shall be attached to a voucher, which voucher shall show purpose of expenditure, and shall bear the written approval of the Chapter President, or, in his absence, the Vice-President. An audit may be made at any time upon request of the Executive Committee, or on petition of ten Chapter Members.

Section 7. The Secretary-Treasurer shall submit to the Executive Committee at its first meeting following the Annual Meeting a proposed Annual Budget listing anticipated incomes and expenses. Upon adoption of an Annual Budget by the Executive Committee, the Secretary-Treasurer is authorized to make payment of approved vouchers for items and total amounts listed in the Budget without further approval by the Executive Committee. A permanent file shall be maintained of meeting minutes and Executive Committee reports, correspondence, and membership.

Section 8. Charges of unethical practice against a member brought before a meeting of the Chapter shall be referred to the State Board of Trustees without discussion. The State Board shall hear and decide all questions affecting the conduct of members or Chapters and its decision in all such matters shall be final.

ARTICLE VI - OFFICERS

Section 1. The Chapter shall have as annually elected officers: A President, President Elect, Vice-President, a Secretary-Treasurer, and the number of Trustees for the State Board as provided in the State Society by-laws to the Executive Committee. The Trustees to the State Board of Trustees shall be elected for (2) two years each by the Chapter. The election of 1/2 the Trustees shall be elected each year.

Section 2. The officers shall be elected at the Annual Meeting to be held in May by a majority vote of the members present.

Section 3. The Chapter shall be represented on the Board of Trustees of the Washington Society of Professional Engineers by the President, Vice-President or President-Elect, and the Trustees, in accordance with the by-laws of the Washington Society. Eligibility to nomination, election, or retention of a position as an elective officer of the Chapter shall be contingent upon paid up membership and residence and/or employment in the Chapter area.

Section 4. The duties of the officers of the Chapter shall be those usually associated with the respective officers or positions and such other duties as may be assigned by the Executive Committee. The officers shall hold the same position on the Executive Committee.

Section 5. No member or officer shall receive a salary or compensation for services from the Chapter.

Section 6. Expenses of persons serving the Chapter may be allowed at the discretion of the Executive Committee.

Section 7. Newly elected officers shall assume their duties on July 1, after the Annual Meeting and shall hold office until their respective successors shall have been duly elected and qualified.

Section 8. In the event the office of President becomes vacant or the President is unable to serve, the President Elect shall assume the office of the President. Other vacancies in the elected officers occurring during the year shall be filled for the unexpired term by appointment by the Executive Committee.

Section 9. Any officer may be removed for cause by the Executive Committee at any Executive Committee meeting upon vote of at least (75) seventy-five percent of the total Executive Committee membership, provided a motion to that effect shall have been made at a similar meeting at least thirty days before and provided that a copy of such motion together with a statement of charges shall have been delivered forthwith to the officer in question. Such officer shall have right of defense.

Section 10. Delegation of Authority. The actual conduct of the affairs of the Chapter shall be vested in its officers and the Executive Committee, subject to control at all times by the membership.

Section 11. President. The President shall be the Executive head of the Chapter and shall be ex-officio member of all committees created or appointed and shall act as Chairman of the Executive Committee. He shall render a report at each Annual Meeting concerning the affairs and status of the Chapter, and perform such other duties as the Executive Committee may direct.

Section 12. Secretary-Treasurer. The Secretary-Treasurer shall keep all meeting and membership records and shall have custody of all assets and property of the Chapter and shall receive all moneys paid into the Chapter from whatever source and shall disburse the funds of the Chapter. He/She shall render a full account each year at the Annual Meeting and shall report the status of its accounts at each regular meeting and Executive Committee Meeting.

ARTICLE VII - NOMINATIONS

Section 1. The Nominating Committee shall be composed of three members: The Chapter President and two members as selected by the Executive Committee in March of each year.

Section 2. The Nominating Committee shall nominate a regular ticket consisting of one candidate for each office.

Section 3. The Nominating Committee shall guide its action by the following policies:

a. The nominee for the office of President Elect shall preferably be the Chapter Vice-President.

b. The nominee for the office of Vice-President shall preferably have served in an elective office or as a committee chairman.

Section 4. The Nominating Committee shall announce its completed ticket at the April meeting.

Section 5. Independent nominations for various offices may be made from the floor at the annual Meeting. The written assent of the member being nominated shall be presented to the Secretary at the time of the nomination unless the member is present.

ARTICLE VIII - ELECTIONS

Section 1. The election of officers shall be held at the May Annual Business Meeting.

Section 2. The Secretary-Treasurer shall advise the membership of the Nominating Committee's choice of nominees and give notice of the election to be held in the announcement of the May Annual Business Meeting.

Section 3. The officers shall be elected by a majority ballot of the members present at the Annual Business Meeting.

Section 4. If more than one nominee is being voted upon for a particular office, the election shall be by secret written ballot and each office shall be voted separately. The President shall appoint a Teller's Committee of members present at the Annual Business Meeting to count and announce the results of the ballot. A plurality of all votes cast shall be necessary to elect to any office.

Section 5. In case of a tie in the votes for any office, it shall be resolved in favor of one of the candidates so tied, by a majority of the votes cast by members of the Executive Committee called within ten days of balloting.

Section 6. Duly elected officers shall assume their official duties on the first day of July next succeeding the Annual Meeting and shall hold office for one year or until their successors take office.

ARTICLE IX - STANDING AND SPECIAL COMMITTEES

Section 1. The Standing Committees may be:

a. Articles of Incorporation and by-laws.

b. Membership

- c. Resolutions
- d. Ethics
- e. Fees and Salaries
- f. Legislative
- g. Public Relations
- h. Registration
- I. Education
- j. Employment Practices
- k. Professional Society Relations
- l. Program

The members of such committees shall hold offices for the administrative year or until discharged.

Section 2. The President shall appoint the Chairman of each committee not otherwise provided for and shall appoint the members of each committee with the advice of the Chairman. The number on each committee shall be determined by the Executive Committee. Each Committee member shall be appointed for a one-year term, but in order to secure the benefits of continuity of service, any committee member may be reappointed from year to year. Appointees shall be immediately confirmed by the Secretary of such appointments.

Section 3. Each Committee should:

- a. Familiarize itself with, and keep abreast of, developments in its particular field of responsibility.
- b. Develop and recommend Chapter policy and procedure with respect to its particular field of responsibility.
- c. Interpret questions arising in connection with established policy and procedure.
- d. Take such action as the Executive Committee may direct with respect to approved policy and procedure or in connection with specific studies and investigations requested by the President or the Executive Committee.
- e. Make timely and appropriate recommendations to the Executive Committee as to funds needed to execute plans approved by the Executive Committee.

f. Make quarterly and annual progress reports to the Executive Committee in writing, outlining the work done by the Committee up to that time and reporting upon all Chapter communications and resolutions referred to it.

Section 4. Each Committee's field of responsibility is determined by its name. A committee will assume responsibility for any matter properly referred to it though it might overlap another committee's field of responsibility. In such case the responsible committee may ask the assistance of such other committee.

Section 5. An Audit Committee of three members shall, each year, be appointed by the President, as stated in Article V., Section 7.

Section 6. Special Committees may be appointed by the President as required. These committees shall meet at the earliest possible date after appointment, analyze their special assignment and report promptly, in accordance with the instructions of the President.

ARTICLE X - PRACTICE DIVISIONS

Section 1. Upon written petition of a satisfactory number of voting members having common professional problems and interests, the Executive Committee may grant permission to such Practice Divisions to organize and operate under the by-laws of the Chapter.

Section 2. The Practice Divisions shall be so conducted as to provide effective forums of discussion and united action on the part of members grouped according to type of professional employment, for the enhancement and betterment of Professional recognition and status, conditions of employment and other matters of common welfare.

Section 3. Membership in any functional group shall be open to any member of the Chapter having common professional problems and interest with the group.

Section 4.a The officers of each Functional Group shall consist of a Chairman, Vice-Chairman, and a Secretary-Treasurer. Officers shall be elected by the group membership at a general group meeting, and shall hold office for a period of one year.

b. Officers shall assume the duties usually performed by officers in the same position, subject to rules which may be adopted by the group and approved by the Executive Committee.

Section 5. The Officers shall constitute the Executive Committee of the Group. The Executive Committee shall establish and maintain contact with similar Practice Divisions in the various chapters and shall conduct the business and activities of the Group during the time between general meetings and shall make necessary arrangements for the general meetings.

Section 6. Each Functional Group shall hold at least one general meeting each year. The Executive Committee shall hold at least one meeting each year in addition to the

General Meeting. Meetings of the Executive Committee shall be open to the Group Membership.

Section 7. When considered necessary for promoting or forwarding its special purposes, any Functional Group may establish a fund for that purpose. Sources of such funds may be donations from the Group membership, or other sources approved by the Executive Committee. No group shall impose dues or assessments upon its members, payment of which shall be a condition of membership in the group.

Section 8. Minutes shall be kept of all meetings of Practice Divisions and of their Executive Committees and copies thereof shall be filed with the Chapter Secretary as soon as possible after the close of such meetings.

Section 9. The Executive Committee may dissolve any Functional Group at a meeting called for that purpose.

ARTICLE XI - MEETINGS

Section 1. The Chapter shall hold an Annual Meeting in May of each year and monthly meetings as determined by the Executive Committee.

Section 2. All meetings of the Executive Committee shall be called by the President or by a majority of the committee members.

Section 3. Special meetings of the Chapter shall be called by the President on a two-thirds vote of the Executive Committee or upon a majority vote of the members at any regular meeting.

Section 4. A majority in person or by proxy shall be necessary to constitute a quorum for the transaction of business at any Executive Committee meeting.

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ARTICLE XII - CODES

Section 1. The Code of Ethics adopted by the State Society, and any amendments thereto, shall be binding on all members.

Section 2. The Chapter may adopt Codes of Practice suitable to the districts for which the Chapter has been granted, which shall be subject to the approval of the Board of Trustees but shall not contravene the Code of Ethics of the State Society.

Section 3. The State Board of Trustees shall have the authority to promulgate rules and conditions of good standing.

ARTICLE XIII - COOPERATION

Section 1. This Chapter shall cooperate with all National and State Societies having allied interests and may give its assistance and support to such societies when not in conflict with Article XVII, Endorsements. The activities of this Chapter shall be restricted to the professional interests of engineers, leaving all technical activities to

the established technical Societies. It shall be the aim of the Chapter to promote unification of organizations and to discourage duplication of functions.

Section 2. The Chapter shall present to the State Board of Trustees suggestions for nominations to the State Board of Engineering Examiners to be presented to the Governor to fill expiring terms of appointees or any vacated unexpired terms.

ARTICLE XIV - RESERVE FUNDS

Section 1. The Chapter shall operate with maximum economy, and shall endeavor to build up a reserve fund, such fund to be used, only during emergency periods for mutual assistance and/or in carrying out the essential objectives of the organization as may be determined by the Executive Committee when such emergency period is declared by them to exist.

ARTICLE XV - RULES OF ORDER

Section 1. Robert's Rules of Order shall govern all meetings of the Chapter in all cases where they are applicable and in which they do not conflict with the by-laws of the Society.

Section 2. The Order of Business at any regular or special meeting of members shall be as follows:

1. Call meeting to order
2. Reading of Minutes
3. Communications
4. Reports of Officers
5. Reports of Standing Committees
6. Reports of Special Committees
7. Unfinished Business
8. New Business
9. Good of the Society
10. Adjournment

ARTICLE XVI - AMENDMENTS

Section 1. Proposals for amendments may originate in the Executive Committee or by petition.

Section 2. Petitions for amendments must bear the personal signature and date of signing of at least five regular members of this Chapter.

Section 3. Amendments proposed by petition shall be submitted for vote within sixty (60) days of the receipt of the petition or petitions by the Secretary-Treasurer.

Section 4. Proposed amendments in full shall be submitted, in a form to clearly indicate the change being proposed, to each regular member of the Chapter for ballot. The votes cast shall be counted by the Executive Committee at its next meeting following the closing date of the balloting. A proposed amendment shall be declared adopted and become effective if a majority of the votes cast are affirmative and when a true copy thereof together with a record of the count of votes, shall have been certified by the Secretary-Treasurer for inclusion in the minutes of the said meeting.

Section 5. The Executive Committee may, at its discretion, refuse to resubmit a defeated proposal within the current administrative year.

ARTICLE XVII - ENDORSEMENTS

Section 1. Before any matter of public policy, legislative bills, petitions, or other matter shall be endorsed by the Chapter, it shall be referred to the Executive Committee which in turn, may refer the matter to a committee which shall report back to the Executive Committee. Following clearance by the Executive Committee, the assigned committee may be requested to report to the membership at the next regular meeting. Such report may, at the option of the Executive Committee, be presented by an official of the Chapter. Official endorsement may then be made only in case the question or matter receives the favorable vote of three-quarters of the members present at such regular meeting, assuming a quorum is present. Written notice summarizing the proposed endorsement shall be given to all members by action of the Secretary-Treasurer.

Approved by the Executive Committee Spokane Chapter – January 1999

Approved by the Executive Board of WSPE – April 1999