

**Washington Society of  
Professional Engineers  
Bylaws  
- Effective January 24, 2009-**

**Preamble**

Recognizing that service to the public, to the state and to the profession is a fundamental obligation of the Professional Engineer, the Washington Society of Professional Engineers does hereby dedicate itself to the promotion and protection of the profession of engineering as a social and economic influence vital to the welfare of the community, the State of Washington, The United States of America and all mankind.

These objectives, purposes, powers, and privileges have been specified and granted under and by the Articles of Incorporation.

**Bylaw #1: Incorporation and Affiliations**

Section 1. Washington Society of Professional Engineers, hereinafter referred to as the WSPE, is fully autonomous and has been incorporated under the non-profit laws of the State of Washington.

Section 2. The WSPE is a member state society of the National Society of Professional Engineers, a national organization of like aims and purposes, hereinafter referred to as the NSPE. WSPE shall participate actively in NSPE Meetings and other NSPE functions and activities.

**Bylaw #2: Objectives**

Section 1. To implement the purposes set forth in the Preamble, the objectives of the WSPE shall be:

- a. Advance and promote the public health, safety and welfare.
- b. Advance the professional, social and economic interests of the professional engineer.
- c. Strive throughout the profession to make licensure more meaningful in terms of acknowledgment of individual achievement in engineering as reflected by education and practice, and encourage all qualified engineers to seek legal status through licensure.
- d. Unite all Engineers of the State of Washington in one organization.
- e. Stimulate and develop professional concepts among all engineers.

- f. Advance self-education and self-improvement, motivating practicing engineers to upgrade and expand their competence by continuing study.
- g. Develop the civic consciousness of members of the profession, and serve the public good by support of and cooperation with public officials.
- h. Represent the engineering profession in legislative matters in the interests of the state and the profession.
- i. The promotion of high standards of engineering education.
- j. Establish and preserve high standards of ethical conduct and practice by members of the profession.
- k. Cultivate public appreciation for the work of the Engineer through improved public relations, and provide a forum for effective exchange and advancement of knowledge of matters of concern to the profession.
- l. Assist young people in obtaining reliable information concerning the profession of engineering.
- m. Mentor young Engineers and assist them in their career track toward licensure.

**Bylaw #3: Membership**

Section 1. The membership grades in the WSPE shall coincide with those grades as set by NSPE and shall consist of Licensed Member (includes Fellow Members), Member (includes Grandfathered Members), Graduate Member, Student Member and Honorary Member as defined by the Bylaws of NSPE.

Section 2. All members shall pay annual dues as set forth in the Bylaw #5. A member's dues shall be current, as defined in the Administrative Procedures, for the member to receive the privileges and benefits of membership.

Section 3. All members in membership grades other than Honorary Members, Graduate Members and Student Member shall have voting privileges in the WSPE.

Section 4. Membership in the WSPE and any of its chapters shall be evidenced solely by NSPE membership identifying the State Society.

Section 5. New NSPE members residing or working in Washington or At Large NSPE members relocating to the State of Washington will be presented to the WSPE Board for consideration at the next regular meeting. If deemed to be eligible, the applicant shall become a WSPE member and be added to the rolls, and the applicable Chapter notified.

Section 6. All approved candidates for state membership shall be notified by the Executive Director and shall subscribe to the Bylaws, Code of Ethics and Practice, and Rules and Regulations of the WSPE and the NSPE.

Section 7. The prospective member may indicate, upon application for membership, the WSPE Chapter to which they wish to belong. Such choice shall be based upon either geographical location, or community interest. A member may, at any time, transfer from one chapter to another. Requests for transfer shall be made by notifying the WSPE Executive Director who will notify the NSPE and the two WSPE Chapters concerned.

Section 11. Should the Professional Engineering registration of any WSPE member be revoked for any reason other than retirement from active practice, the person shall automatically cease to be a member of the WSPE. If the registration should lapse, except in the case of Life, or Retired Members, the member, if eligible, will be reclassified to Member grade.

#### **Bylaw #4: Chapters**

Section 1. The Board (defined in Bylaw No. 7) may authorize and charter Chapters in the State of Washington. A minimum of 10 Licensed Members shall be required to form any Chapter and such Chapter shall be designated by a name chosen by its members.

Section 2. Each Chapter of the WSPE shall adopt such Bylaws for its internal government as it may deem proper, provided, however, nothing therein shall conflict with or contravene the Bylaws of the WSPE, and shall be in the form approved by the Board.

Section 3. Chapter Bylaws, and Codes of Practice, or any amendments thereof, shall not become effective until approved by the Board.

Section 4. Each chapter shall elect from among their number a President, a Secretary and such other

officers as may be provided for by these Bylaws and by Chapter Bylaws.

Section 5. Chapters shall engage in such activities as are consistent with professional ideals and ethics and are conducive to the public welfare. Such activities shall be restricted to the county or counties for which the Chapter is chartered except as the Board may authorize.

Section 6. If a Chapter desires to present a Resolution for action at any meeting of the WSPE, it shall mail a copy of such resolution, together with a synopsis of the subject to the WSPE Executive Director and to the Chairperson of the appropriate Committee or Interest Group 20 days prior to the opening date of the meeting. Nothing contained in this section shall preclude the rights of a properly accredited trustee from any Chapter at any WSPE Board of Trustees meeting to make a motion that the Board take certain action on any proper business brought before the Board for action.

Section 7. It shall be the duty of Chapters to transmit immediately to the WSPE Executive Director (a) changes in address of members, (b) names of deceased, removed, or suspended members, (c) all cases of member sickness and distress, and (d) the names of all officers when duly elected to office, including Trustees and Alternates.

Section 8. In all matters of local concern, not covered by the WSPE Articles of Incorporation and the Bylaws, Chapters shall retain full autonomy, but may call upon the WSPE for advice, counsel and assistance.

Section 9. The Board shall have authority to make rules and regulations for chartering, combining and dissolving Chapters. The Board shall also have power to combine one or more Chapters as a single Chapter until such time as ten members may desire to organize their own Chapter under the provisions of these Bylaws; but such individual Chapter organization shall not thereby affect the remaining Chapters except by order of the Board.

Section 10. A chapter will be considered to be in an inactive status when no duly qualified representative of the Chapter is in attendance at two (2) consecutive Board meetings.

- a. An inactive chapter shall be re-instated upon the attendance of one or more duly qualified representatives at any Board meeting.
- b. Chapters on inactive status may not bring actions otherwise ascribed to Chapters. However, chapter members retain all individual member

rights and privileges ascribed to their grade of membership.

Section 11. The Board may authorize and issue charters for Student Chapters at institutions of higher learning with an engineering curriculum. Rules and regulations for the organization and operation of Student Chapters shall be determined by the Board and shall be designated according to the policies of the NSPE.

Each Student Chapter shall have a faculty advisor who shall whenever possible be a member of the WSPE. The Student Chapter advisor should be appointed by the WSPE, through the local Chapter concerned, on the recommendation of the dean of the college or school involved.

Section 12. No chapter shall contract any debt of obligation on behalf of the WSPE unless expressly authorized by the Board.

Section 13. The Fiscal and Administrative years of the Chapters shall be concurrent with those of the WSPE.

#### **Bylaw #5: Dues and Assessments**

Section 1. The annual dues to be paid by members of the WSPE shall consist of the dues to the WSPE and its Chapters and Interest Group, as specified in the WSPE Bylaws, plus the dues required by membership in the NSPE.

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

Section 3. The administrative year of the Society shall be July 1 to June 30.

Section 4. Special assessments may not be levied on WSPE members except on a voluntary basis. No member rights or privileges shall be affected in any way by the payment or non-payment of special assessments.

Section 5. Dues become due and payable in accordance with the applicable billing cycle established by the NSPE.

Section 6. The dues for membership in the WSPE shall be published in each issue of the WSPE official publication. WSPE dues include a year's subscription to the official publications of the WSPE.

Section 7. Dues amounts and billings are to be as follows:

a. **Maximum Mandatory Dues**

The WSPE, Chapter, and State Interest Group mandatory annual dues are to be set at no greater than the following levels beginning July 1, 2003:

	<b>State</b>	<b>Chapter</b>
Full Dues (Includes Licensed Member, Member, and Graduate Member)	\$120	\$20
Reduced Dues (Includes Retired and First year Member)	\$37	\$10
Student Dues	\$6	\$3
Zero Dues (Includes Life Member and Honorary Member)	\$0	\$0

Voluntary dues may exceed the above limits.

Information on the dues to be charged is to be forwarded for billing purposes to the NSPE by the Executive Director. Interest Group dues may be included in the WSPE dues listed on the NSPE billing statement.

- b. A Chapter may establish by means established by the Chapter Bylaws, a lesser Chapter dues rate, by returning the excess dues to the Chapter members.
- c. The maximum dues levels set above in this Section can only be revised by the standard Bylaws Amendments procedure as delineated by Bylaw 13.
- d. WSPE will allocate \$5 per Full Dues paying member to an affiliated Interest Group. Members will affiliate with an Interest Group on their NSPE membership application/renewal form.

Section 8. If the mandatory dues of any member remain unpaid on the due date, said member shall be listed as "delinquent" and he shall be removed from the mailing list to receive all publications issued by the WSPE. If the dues of any member remain unpaid three months after due date, said member shall be dropped from the rolls of the WSPE as a member. The request of such person for readmission must be accompanied by dues for the current year.

Section 9. A member shall become eligible for Life, Retired, or Senior Membership with waiver or reduction of dues after meeting the requirements as set forth by the NSPE.

Section 10. After five years of continuous WSPE membership, an application for waiver of one-half dues and after ten years, an application for waiver of full dues because of disability of a total and permanent nature, may be made by a member in writing. Such application, if approved by the Chapter (if any) and this WSPE shall be submitted to the NSPE for final approval.

Section 11. Upon receipt of a bachelor's degree in engineering or land surveying, Student Members in good standing shall be advanced without filing an application to the next higher membership grade for which qualified, except that graduate students may retain Student membership by written request to the WSPE.

Section 12. Special assessments against individual members shall be voluntary.

Section 13. Statements for Annual Dues shall be mailed by the NSPE to each member

Section 14. If an Interest Group makes no commitment of assigned funds within WSPE's fiscal year, then the total fund will revert to the general fund and will not specifically be available to the Interest Group.

#### **Bylaw #6: Interest Groups**

Section 1. Interest Groups in the Washington Society of Professional Engineers are authorized in five areas of engineering practice:

- Professional Engineers in Education,
- Professional Engineers in Government,
- Professional Engineers in Industry,
- Professional Engineers in Private Practice, and
- Professional Engineers in Construction.

Interest Groups will be formally recognized upon approval of the Rules of Government and Operations for the respective Interest Group by the WSPE Board. Changes to the rules must have WSPE Board of Trustee approval before becoming effective.

Section 2. The Interest Groups 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 an Interest Group shall be open to any member of the WSPE having common professional interest with the division. Interest Group membership is mandatory, and will be assigned to all new applicants to the Washington Society of Professional Engineers as indicated on their application for membership. Members who desire to change Interest Group membership may do so by notifying the WSPE Executive Director. Members wishing affiliation with more than one Interest Group

may do so upon written application to the WSPE Executive Director.

Section 4. The officers of each Interest Group shall consist of a Chairperson and no more than six other officers as established in the Rules of Government and Operation of each Interest Group. Nominations and election of officers shall be conducted in accordance with each Interest Group's Rules of Government and Operation.

Section 5. The Interest Group Officers shall constitute the Executive Committee of the Interest Group. The Executive Committee shall establish and maintain contact with similar Interest Groups in the various Chapters and shall conduct the business and activities of the Interest Group during the time between general meetings and shall make necessary arrangements for the general meetings. Meetings of the Executive Committee shall be open to Interest Group members.

Section 6. Each Interest Group shall hold at least one general membership meeting each year in conjunction with the Annual Meeting of the WSPE.

Section 7. Minutes shall be kept of all meetings of Interest Groups and of their Executive Committees and copies thereof shall be filed in the WSPE office as soon as possible after close of such meetings.

#### **Bylaw #7: Auxiliaries**

Section 1. Local Chapter Auxiliaries may be established with approval of the Chapter membership. The purpose of an auxiliary shall be to assist in promoting the best interests of the Professional Engineer and the Society. The auxiliary shall be responsible to the Chapter for its policies including ratification of Bylaws. The local Chapter Auxiliaries may establish a WSPE auxiliary for the same purposes and elect officers.

#### **Bylaw #8: Administration**

Section 1. The WSPE shall be administrated by a Board. Within the Provisions of these Bylaws, the Board shall have the full authority and power of the WSPE between Annual Meetings.

Section 2. The Board shall consist of the duly elected WSPE Officers, the Past President, who shall be the latest living resident Past President willing to serve, one Trustee for each 50 chapter members, or fraction thereof elected for 2 years by each Chapter of the WSPE, the President of each Chapter, the President-Elect or Vice-President of each Chapter, and the National Delegate.. Election of Trustees and Directors shall be staggered as practicable.

Section 3. There shall be an Executive Committee of the Board consisting of the President as chairperson, the Past President, the President-Elect, the Vice Presidents, the Treasurer, the National Delegate, and the elected Chairperson of each of the formally recognized Interest Groups. Within the provisions of the Bylaws, the Executive Committee shall act for the Board between Board meetings. All acts of the Executive Committee shall be reported to the Board. A majority of the Executive Committee shall constitute a quorum.

Section 4. One third of the Board members shall constitute a quorum. Unfilled board positions shall not be considered in determining a quorum. No business can be conducted by the Board without a quorum being present. An affirmative vote of a majority of the Board members present at any regular or duly called meeting shall be required to pass any motion not inconsistent with the Articles of Incorporation and Bylaws of the WSPE.

Section 5. The Board shall direct the investment and care of funds of the WSPE and shall make appropriations for specific purposes. The Board may, at its discretion, delegate specific fiscal administrative responsibilities to the Treasurer and the Finance Committee.

Section 6. The Board shall conduct the financial affairs of the WSPE and shall perform such other functions as may be prescribed by the Articles of Incorporation and Bylaws. The Board shall adopt a budget, and cause the financial accounts of the WSPE to be audited not less than once a year.

Section 7. The Board shall be empowered to invest and reinvest such funds as may be available for the creation of an investment fund. A three-fourths vote of the Board shall be required to authorize expenditures from this fund which are other than for investment or reinvestment.

Section 8. The Board shall set up such procedures as it deems necessary for the investigation, consideration and decision on matters concerning the rights and standing of members and ethical questions brought before it. The President-Elect, as the Chairperson of the Member Development Committee with the Ethics responsibility will serve as the Chairperson of the Investigation unless directly involved, or replaced by the President or a suitably designated representative of the Board.

Section 9. The Trustees shall act only as a Board and the individual Trustee shall have no power as such.

Section 10. At meetings of the Board, each Chapter shall be entitled to two votes plus one vote for each 50 members or fraction thereof in good standing as reported by the Executive Director on the previous November 30<sup>th</sup>. These votes are allocated as follows: One vote may be cast by the Chapter President; one vote by the Chapter President-Elect or Vice President; and one vote by each Trustee or his duly authorized alternate in attendance at the meeting.

Section 11. The Board shall establish WSPE Policy.

Section 12. Robert's Rules of Order, Newly Revised, shall govern all meetings of the WSPE, its Chapters and the Board in all cases where they are applicable and in which they do not conflict with the Bylaws of the WSPE.

Section 13. The Board shall have authority to decide upon any questions by means of a letter ballot directed to all members of the Board. Procedures for determining a vote by letter ballot shall be specified in the Bylaws, and a majority of the votes cast within the stipulated time shall decide the question submitted to ballot.

Section 14. The President or Secretary of each Chapter shall certify to the WSPE Executive Director those selected to represent the Chapter. All Trustees shall be duly qualified by taking the Oath of Office as Trustee. New Trustees shall assume office at the beginning of the Administrative Year.

- a. Although other members of a Chapter may be present as committeemen reporting to the Board or observers at a Board meeting, only the duly elected trustee or trustees and/or President and President-elect of any given Chapter shall be counted as a member of the Board for purposes of determining a quorum and cast a vote at a meeting of the Board, unless the other members present have been certified by letter from the Secretary or President of the Chapter as Trustee or Trustees for that meeting. This letter must be in the possession of the Executive Director prior to the roll call.
- b. The Chair shall determine and rule upon the validity of the Trustee's credentials except that when objection is made as to the propriety of any credentials, a two-thirds majority of the Trustees votes, present and not in question, shall be required to seat the trustee or trustees.

Section 15. The Executive Director shall not be a member of the Board while so employed. The Executive Director shall receive a salary which shall be determined by the Board. In general the duties of the Executive Director shall be as follows:

- a. Keep an accurate record of the proceedings of the WSPE, and its membership, conduct correspondence and have custody of all official papers and records, subject to the direction of the Board.
- b. Keep each committee advised of any action taken by the Board that affects that committee.
- c. Remit to the NSPE all elections and activities of National interest.
- d. Six weeks prior to the Annual Meeting, report to the Board and to the Chapters, the number of delegate votes to which each Chapter is entitled.
- e. Issue all calls and notices ordered by the President or by the Board.
- f. At the Annual Meeting, submit a written report covering the duties and activities of the office including statement of membership.
- g. Under the direction of the Treasurer, receive and disburse monies including transmittal of membership dues to the NSPE and to the various Chapters, keep a record of accounts of the WSPE and provide financial status reports to the WSPE at the regularly scheduled Board meetings. The books shall be open for examination at such times as the WSPE, the elected officers, the Board, or the Audit Committee may request.
- h. Contract for the WSPE only such financial obligations as have been previously authorized by the Treasurer in accordance with written administrative procedures established by the Board.
- i. At the expiration of the term of office, deliver to the Board all books, papers, records and monies belonging to the WSPE, receiving a receipt therefore.

#### **Bylaw #9: Officers**

Section 1. The officers of the WSPE shall consist of the President, President-Elect, Vice President East, Vice President West, Treasurer, the National Delegate, the Immediate Past President, and the Chairperson of each of the recognized Interest Groups. Only members in the grade of Licensed Member may hold the office of President, President Elect, Vice President, Past President, Treasurer, National Delegate, and Interest Group Chairperson. Licensed Members and Members may hold other elected offices.

Section 2. The WSPE shall have as elected officers a President-Elect, a Vice President East, a Vice President West, a Treasurer and a Chairperson of each recognized Interest Group elected in accordance

with the established rules of the Interest Group. The President-Elect, Vice President East, and Vice President West shall be elected annually for one-year terms, or until their successors take office. The Treasurer and the National Delegate shall be elected on alternate years for a two-year term, or until the successor takes office.

Section 3. The WSPE officers shall be elected as prescribed in Bylaw #14, Nominations and Elections.

Section 4. The WSPE shall be represented on the NSPE House of Delegates and Western and Pacific Regional Caucus of the NSPE by the National Delegate or a member designated by the WSPE President. The National Delegate shall represent the WSPE at the annual House of Delegates and any Western and Pacific Region meetings. Any substitutions in the representation to the Western Regional meeting shall be confirmed in writing by the WSPE President.

Section 5. The WSPE President, with the approval of the Board, shall appoint an Executive Director to serve until completion of contract term or until released by the Board and shall fix the compensation and define the duties of said Executive Director.

Section 6. Eligibility to nomination, election or retention of a position as an Officer in the WSPE shall be contingent upon good standing in the WSPE, and residency or employment in the state.

Section 7. A member may hold two positions on the Board simultaneously, but shall have only one vote.

Section 8. The duties of the officers of the WSPE shall be those usually associated with the respective offices or positions. In addition, specific elected officers of the Society shall serve as chairpersons of the Standing Committees as defined in the Bylaws.

Section 9. No officer or member of the Board shall receive a salary or compensation, except for expenses incurred in behalf of the WSPE and as approved by the Board.

Section 10. Reimbursement of fees and expenses of persons serving the WSPE shall be allowed at the discretion of the Board.

Section 11. Newly elected officers of the WSPE shall take office, and the President-Elect elected the previous year shall become President, on the first day of the administrative year following their election and shall hold office until their successors have been duly elected and installed. The National Delegate shall take office following the annual NSPE Meeting.

Section 12. In the event the President becomes unable to serve, the President shall be succeeded by

the President-Elect. The office of President-Elect shall remain vacant until the next Annual Meeting, at which meeting a President for the following year shall be elected, after receiving a report from the Nominating Committee. A vacancy occurring in any other position shall be filled by election of the Board, with the exception of the Chairperson of each Interest Group, who shall be selected by that group. Any vacancy shall be filled for the unexpired term of the officer being replaced.

Section 13. The actual conduct of the affairs of the WSPE shall be vested in its officers and the Executive Committee, subject to control at all times by the Board.

Section 14. The President shall be the Executive head of the WSPE and shall:

1. Approve members of all committees.
2. Be ex-officio member of all committees.
3. Act as Chairperson of the Executive Committee.
4. Render an Affairs and Status report of the WSPE at the Annual Meeting.
5. Subject to the approval of the Board, have general administration of the business of the WSPE.
6. Perform other duties as the Board may direct.

Section 15. As provided in the Bylaws, the Executive Committee will conduct the business of the Society between Board meetings.

Section 16. The Executive Committee will meet regularly at locations elected by the Committee.

Section 17. Special meetings of the Executive Committee will be held at the call of the President or at the request of three members of the committee and such meetings shall be held at a location to be determined by the President at his option by telephone conference call or E-Mail correspondence. In the case of a discussion conducted by E-mail, all correspondence should be addressed to all members of the Executive Committee and any private contact regarding the matter in question shall be considered unethical.

Section 18. The Finance Committee shall be a sub-committee of the Executive Committee and shall be chaired by the Treasurer. The Finance Committee shall have at least three members, in addition to the Treasurer. These members shall be chosen from among the Executive Committee members and shall be appointed by the President with concurrence of the Treasurer. The Finance Committee shall advise and

support the Treasurer in the conduct of the fiscal affairs of the WSPE.

Section 19. The Standing Committees of the Society will be chaired by an elected officer of the Society represented by:

Member Development .....President Elect  
Public and Professional Affairs ..... Past President  
Educational Support ..... Vice President East/West  
PE Society ..... Vice President East/West

The holders of the Vice President East and Vice President West shall mutually decide by the start of the Fiscal Year which will be responsible for the Educational Support and PE Society Standing Committees.

#### **Bylaw #10: Letter Ballots of the Board**

Section 1. The President may at any time direct or cause the Executive Director to submit any question to the members of the Board or the Executive Committee by means of E-mail or letter ballot.

Section 2. Upon direction of the majority of the members of the Board present at any meeting, where less than all members of the Board are present, the Executive Director shall submit any question to the members of the Board by means of E-mail or a letter ballot.

Section 3. A majority of all votes received within 15 days of the mailing of the ballots shall decide the question, provided that votes are received from at least a quorum of the membership of the Board, or in the case of the Executive Committee, of that body.

Section 4. The Executive Director shall record as part of the minutes of the appropriate meeting the data concerning the letter ballot, including the dates of the mailing and return of the ballots, and the names and votes of all members voting. The Executive Director shall notify all members of the Board of the results within 7 days of the date of the final vote, as well as presenting a summary of the discussion at the next physical meeting.

#### **Bylaw #11: Standing & Special Committees**

Section 1. The Standing Committees and their responsibilities shall be:

- a. Member Development
- b. Public and Professional Affairs
- c. Educational Support
- d. Bylaws
- e. Awards
- f. Chapter Support

Section 2. The President shall appoint the Chairperson of each committee not otherwise provided for, and shall approve the members of each committee with the advice of the Chairperson. Each committee shall, if possible, consist of at least three Society members including the Chairperson. 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 re-appointed from year to year.

Section 3. Each Committee should:

- a. Familiarize itself with, and keep abreast of developments in its particular field of responsibility.
- b. Develop and recommend WSPE policy and procedure with respect to its particular field of responsibility.
- c. Advise the Board on the “pro’s and con’s” of an issue (in a committee’s particular field of responsibility) before the Board is asked to vote on an issue.
- d. Take such actions as the Board may direct with respect to approved policy and procedures or in connection with specific studies and investigations requested by the President or the Board.
- e. Advise and cooperate with other committees in carrying out related functions.
- f. Make quarterly and annual progress reports to the Board 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. A committee will assume responsibility for any matter properly referred to it, though it might overlap another committee’s field and responsibility. In such case the responsible committee may ask the assistance of such other committee.

Section 5. The general duties of each Committee shall be as follows:

- a. Member Development:
  1. Assist the WSPE and the Chapters in development of membership and campaign material.
  2. Cooperate with and advise Chapters and their membership committee on effective methods of securing new members and minimizing membership losses

3. Perform disciplinary actions in accordance with Bylaw #18.
- b. Public and Professional Affair:
  1. Sponsor the passage of legislation approved by the WSPE and oppose passage of legislation considered by the WSPE to be inimical to the interests of the engineering profession.
  2. Represent the WSPE in legislative matters.
  3. Monitor all Government entities for compliance with all laws and regulations that concern the engineering profession.
  4. Promote Engineering representation on public and quasi-public boards and commissions by collecting information concerning vacancies and disseminating the information to Chapter Presidents .
  5. Support observation of Engineer’s Week by promoting media coverage of Engineer’s Week and otherwise assisting local Chapters in the observance of Engineer’s Week.
  6. Represent the WSPE before the Washington State Board of Registration for Professional Engineers.
  7. Encourage the registration of qualified engineers.
  8. Make recommendations to the Board for improving the Washington Engineering Registration Act.
- c. Educational Support :
  1. Promote and administer the State MathCounts program in conjunction with educational agencies, education support groups and local industry.
  2. Represent the WSPE before the public, press, schools and others concerning the Scholarship program.
  3. Conduct the WSPE’s Scholarship Program and coordinate the scholarship activities of the Chapters.
- d. Bylaws:
  1. Promote uniformity between the NSPE, WSPE, and Chapter Bylaws.
  2. Study amendments to Bylaws of the WSPE and of the Chapters and make recommendations of desirable changes in order to facilitate and expedite the furtherance of WSPE objectives.

3. Receive from members or Chapters resolutions to be presented at annual meetings of the WSPE.
  4. Edit or redraft such resolutions if necessary, subject to approval of the sponsors, and forward copies to each Chapter and to Executive Director at least five weeks prior to the meeting at which the resolution is to be considered.
  5. Ensure WSPE policies remain consistent with WSPE Bylaws.
- e. Awards:
1. Review the objectives and purpose of the WSPE Awards program and recommend policies to the Board to implement WSPE objectives.
  2. Administer and coordinate the WSPE Awards program.
  3. Review awards nominations and recommend award recipients for each award as provided by policy.
- f. Chapter Support:
1. Assist Chapter officers to ensure chapter viability.
  2. Ensure communication on effective chapter programs and activities
  3. Recommend possible changes of WSPE to better serve the mutual interests of the Chapters..

Section 6. Special (Ad Hoc) Committees shall 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.

Section 7. The President shall appoint a Tellers Committee to count the ballots, and this committee shall deliver its reports to the Executive Director not later than one week prior to the Annual Meeting.

#### **Bylaw #12: Obligations & Audit**

Section 1. No expense other than incidental expenses may be incurred except by a majority affirmative vote of the Board.

Section 2. Payment of all obligations shall be approved by the Treasurer in accordance with written administrative procedures established by the Board. All checks and vouchers shall be signed by the Treasurer, the Executive Director, or other such

person that the Board may designate. Bonding of signatories shall be in accordance with written administrative procedures established by the Board.

Section 3. An Audit Committee of three members shall be appointed by the President no later than June 1<sup>st</sup> of each year. This committee shall conduct a complete and thorough audit of the WSPE's books of account, as kept by the Executive Director, and shall report on the condition of these books as they exist at the end of the fiscal year to the Board at the next quarterly meeting after the closing of the fiscal year. The Executive Director shall include this audit in the minutes of the first meeting of the Board of the fiscal year and, in summary form, in the annual report to the WSPE at the Annual Meeting.

#### **Bylaw #13: Meetings**

Section 1. The Board shall hold not less than three meetings each year, one of which shall be in conjunction with the Annual Meeting. The dates and times of the meetings shall be established by the Board, and normally held in January, May and September. It shall hold special meetings at the call of the President or the petition of a majority of the Board, or upon the written request of at least 25 members. The purpose of such special meetings shall be set forth in the meeting notice and no business other than that for which the meeting was called, shall be transacted.

The Board shall make an annual report to the WSPE at the time of the Annual Meeting.

Section 2. The Society shall hold an Annual Meeting between May 1<sup>st</sup> and July 31<sup>st</sup> which meeting shall be open to all members and their guests.

Section 3. Any Board, Executive Committee, and Chapter meetings may be conducted via telephone, teleconference, e-mail or internet in addition to, or in conjunction with, physical meetings at the request of two or more representatives of the meeting. Whenever any meetings are held via electronic communication, the text of each proposal to be voted on should be set forth in a record accompanying or contained in the notice of meeting. In the case where a quorum is met only by including members attending meetings by electronic means, a minimum of 3 days period be required for voting following the dissemination of item details. An election may be conducted by electronic transmission if the corporation has designated an address, location, or system to which the ballot may be electronically transmitted and the ballot is electronically transmitted to the designated address, location, or system, in an executed electronically transmitted record.

#### **Bylaw #14: Nominations and Elections**

Section 1. The Nominating Committee shall consist of three members appointed by the WSPE President and approved by the WSPE Executive committee at the Spring Meeting. No members of the Nominating Committee shall hold any other elected office of the WSPE (excluding chapter offices) or be nominated by the Nominating Committee to any WSPE office.

Section 2. The Nominating Committee shall nominate the officers and Regional Directors of the WSPE. The Committee shall submit its report to the Executive Director not later than March 15 of each year. Immediately upon receipt of the report of the Nominating Committee, the Executive Director shall notify all Chapters of the selections made by the Nominating Committee.

Section 3. The Executive Director, when requested by an Interest Group, shall include with the Official Ballot, the nomination of officers for the Interest Group. Members of the WSPE will be instructed on the Official Ballot to vote only those officers in the Interest Groups to which they belong. Nominations for Interest Group officers shall be submitted to the Executive Director by the official Interest Group Secretary not later than March 1 of each year.

Section 4. Nominations other than those of the Nominating Committee shall be included in the Official Ballot, if supported by a petition signed by at least three (3) percent of the members in good standing at the beginning of the fiscal year. No more than one-third (1/3) of the signatures may come from any one Chapter. A petition must include a signed agreement to serve by the nominee, and be delivered to the Executive Director prior to the conclusion of the Winter Board meeting or not later than 60 days prior to the Annual General Meeting to be a valid petition. The ballot shall indicate those nominated by the Nominating Committee and those nominated by petition.

Section 5. All elections shall be by letter or E-Mail ballot. Members with known E-mail addresses will receive their ballot via E-Mail at least 30 days prior to the Annual Board Meeting. At which time, the member can respond electronically or print out the ballot and mail via U.S. Mail. To be counted, the ballot must be received by the Executive Director postmarked at least 21 days prior to the Annual Board Meeting.

Section 6. For U.S. Mail returns, the ballots shall be returned in envelopes legibly endorsed by the members on the outside of the envelope. Only ballots of members in good standing will be counted.

Section 7. A plurality of votes cast by ballot shall be necessary to elect to any office.

Section 8. The Board shall canvass the returns of the election during the Board meeting held in conjunction with the Annual Meeting and shall declare the official results of the election.

#### **Bylaw #15: Nominations for Registration Board**

Section 1. The Chapters shall present to the Board suggestions for nominations to the State Board of Registration for Professional Engineers and Land Surveyors to be presented to the Governor of the State of Washington to fill expired terms of appointees, or any vacated un-expired terms.

Section 2. The Board shall select a suitable list of nominees from those suggested by Chapters and from other sources, and transmit same to the Governor, when occasion requires the appointment by the Governor of members to the Washington State Board of Registration for Professional Engineers and Land Surveyors.

Section 3. The procedure for the Board to finalize a suitable list of nominees shall be as follows. Potential nominees may be added to the suggested list presented by the Chapters by the request of any Trustee. The list of potential nominees shall be closed by passage of a motion to close the list, or when there are no additional suggestions from the Trustees. The list of potential nominees shall then be paired down by successive votes for the suggested nominees, with the suggested nominee receiving the least votes being deleted. A final list of nominees shall have been reached either when there is only one potential nominee remaining, or upon passage of a motion to accept the list of remaining nominees, or upon passage of a motion to accept none of the remaining nominees.

#### **Bylaw #16: Cooperation**

Section 1. This Society shall cooperate with all National and State agencies having allied interest and may give its assistance and support to such agencies. The activities of this Society shall be restricted to the professional interest of the engineers leaving all technical activities to the established technical Societies. It shall be the aim of the Society to promote unification of organizations and to discourage duplication of functions.

Section 2. The Board may authorize the publication of a periodical, and/or collaboration with existing publications for the purpose of disseminating information to the members and others, and defray the cost thereof from advertising in connection

therewith and by fixing a price per copy thereof to non-members.

#### **Bylaw #17: Codes**

Section 1. The Code of Ethics adopted by the WSPE shall be the same as those adopted by the NSPE.

Section 2. The several chapters shall adopt Codes of Practice suitable to the districts for which their Chapters have been granted, which shall be subject to the approval of the Board, but shall not contravene the Code of Ethics.

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

#### **Bylaw #18: Discipline**

Section 1. Charges or complaints of alleged violations of the Code of Ethics or of laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matters; charges concerning the WSPE or NSPE Bylaws shall be filed by a WSPE member in good standing. Each member is responsible for rendering written reports of factual knowledge of alleged violations of the Code of Ethics. Such charges shall be filed with the WSPE's Executive Director or with the chairperson of the Member Development Committee of the WSPE or with the Ethics Committee of a Chapter.

Section 2. An initial informal investigation of alleged violations will be made by the Ethics Committee of the Chapter concerned. If Chapter concerned does not have an active Ethics Committee, WSPE Member Development Committee will perform the informal investigation. When such informal investigations indicate that a formal investigation is advisable, the WSPE President shall direct the WSPE Member Development Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.

Section 3. Hearings will be conducted by the WSPE Executive Committee or a Hearing Committee, consisting of not less than three past presidents appointed by the WSPE President, which shall make recommendations to the WSPE Executive Committee which shall render a decision in the matter.

Section 4. The accused shall have the right to appeal the decision to the WSPE Board in which case the WSPE Executive Committee members who sat earlier shall not participate in the appeal proceedings.

Section 5. A two-thirds vote of the WSPE Executive Committee, or the Board in an appeal, shall be necessary to a finding sustaining a charge or charges.

Thereafter the penalty shall be determined by majority vote.

Section 6. Disciplinary action may be taken by the WSPE against a member who resigns his membership after charges of unethical conduct have been filed against such member, in which case the former member shall have the same rights of defense and procedure as prescribed for members in good standing. In the case of resigned members, the WSPE may issue a notice of censure or prescribe that the WSPE records show that such member shall not be eligible for membership for a stipulated number of years, or indefinitely, and may publish its findings.

Section 7. If a professional engineer is charged who is not a member, the accused will be advised of the charges and offered the service of the Society in investigating and adjudicating the charges. If the person charged consents, the case will be handled in the established manner.

Section 8. The person who filed the charges will be notified of the final decision and it shall be published in the official publication of the WSPE unless the Executive Committee or Board shall have determined that the ends of justice would be better served by withholding publication.

Section 9. The Board shall adopt and publish a policy and procedures to govern the handling of such matters. The procedures shall provide for due process, for representation by counsel, for cooperation and exchange of information with and recommendations to the State Registration Board, for recording and disposition of records for use of advisory counsel by the WSPE and for cooperation with other state societies and the NSPE.

#### **Bylaw #19: Seal**

Section 1. The seal of this WSPE shall be as adopted by the Board.

#### **Bylaw #20: Amendments**

Section 1. Proposed amendments to these Bylaws may be submitted for Board or Chapter action by

- (a) at least twenty-five members in good standing, bearing their signatures or
- (b) any Chapter or
- (c) by the Bylaws Committee.

Section 2. The Bylaws may be amended by an affirmative vote of a majority of the Board present at a meeting, with the exception that a two-thirds majority of the Board present is required for amendments to Bylaw #5, provided that the text of

the proposed amendment shall be mailed to the Board at least 20 days before the meeting at which the vote on the amendment will be taken.

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**Washington Society of  
Professional Engineers  
Policies  
- Effective January 24, 2009 -**

**Policy #1** (01 July 2000)

Expenditures – All chapters should be aware that any expenditure by WSPE must be budgeted in advance and they should not expect state assistance without prior approval.

**Policy #2** (01 July 2000)

Meetings – Annual Meetings and Board Meetings should alternate between Eastern and Western parts of the state insofar as possible. Annual Meetings dates and location should be set two (2) years in advance and Board meeting dates and location one (1) year in advance. The WSPE President-Elect shall be responsible for setting the meeting locations and dates to be presented to the Board of Trustee at the Fall Meeting.

**Policy #3** (01 July 2000)

Transfers – Applications for transfer from other State Societies into WSPE will be accepted without additional fees, provided that the applicant has paid their current year dues in NSPE and the WSPE form which they are transferring.

**Policy #4** (01 July 2000)

Motions – All motions other than a motion of parliamentary procedure brought before WSPE Board and Annual Meetings must be in written form and then read verbatim and the written motion submitted to the chair and the Executive Director for proper recording.

**Policy #5** (29 May 2004)

Roster – The Roster is to be printed annually.

**Policy #6** (29 May 2004)

Interest Groups – Each Interest Group shall submit an annual budget for division operations. Upon acceptance of this budget by the State Board, further approval for expenditures by the Chairman is not required except whenever they exceed their approved budgeted dollar.

**Policy #7** (01 July 2000)

Report – Each Chairman of a State Committee will submit a written report prior to regularly scheduled WSPE State Board Meetings. Adequate copies of each report should be available for distribution at the beginning of the meeting.

**Policy #8** (01 July 2000)

Resolutions or Recommendations by Chapters, Committees, or Interest Groups – Chapters, Committees, or Interest Groups may need to submit resolutions for the WSPE action or they may desire to make recommendations to the Board to Trustees for some specific action to be taken. In order to assure adequate review by all Chapters and permit prompt action by the Board, the following procedures should be followed:

- A. Submit the resolution at least eight (8) weeks prior to the date of the Board meeting at which consideration of the item is desired.
- B. Mail a copy of the resolution or recommendation together with a synopsis of the subject to the WSPE Executive Director and to the appropriate Committee Chairman or Interest Group Chairman (required by Bylaw 2, Section 4).
- C. When appropriate, the Chapter should provide copies to the other Chapter Presidents.
- D. The Committee or Interest Group chairman shall also arrange for the item to be included on the agenda for the Board meeting.
- E. The Chapter should review the item at a Chapter meeting so that the Chapter members may provide any input or comments.
- F. It is not necessary that the Chapter specifically designate the vote or position that the Chapter representatives should take at the Board meeting.
- G. The primary purpose of the Chapter review and discussion is to inform the members and to assure that adequate review of the item is accomplished prior to the Board meeting.

**Policy #9** (01 July 2000)

Chapter Officer Workshops are to be held on an annual basis. The workshop should be held early in the administrative year (normally September). The WSPE President-elect shall be responsible for planning and coordination the workshop.

**Policy #10** (01 July 2000)

Partisan Political Activity

- A. The WSPE Board and WSPE officers (in official WSPE actions) shall not support nor indicate lack of support for a candidate for partisan political office.

- B. Any support or denial of support for such candidates may be taken by the WSPE or NSPE Political Action Committee (PAC).

**Policy #11** (01 July 2000)

Election of Chapter Officers – The Chapter Bylaws should require nomination and election of Chapter officers by March of each year. Installation of the officers may be any time between March and July.

**Policy #12** (01 July 2000)

Revenue Sharing – Interest Group, which sponsor a revenue-producing seminar, would retain 2/3 of the profits and 1/3 would revert to WSPE. Chapter-sponsored seminars, held in conjunction with State meetings, would retain 2/3 for Chapter and 1/3 would revert to WSPE. State Committee sponsored seminars would turn all profits over to WSPE, as the state committees are funded by WSPE. In the case of State-sponsored seminars in which assistance is provided by a specific Chapter, a split of the profits would be negotiated between the State and the Chapter.

**Policy #13** (01 July 2001)

WSPE will not support officer candidates from other regions; however, individuals may support such candidates on their own.

**Policy #14** (01 July 2001)

Meeting Minutes

- A. The draft minutes of the Executive Committee meetings shall be distributed to the Executive Committee within two (2) weeks of the meeting. Executive Committee members shall have two (2) weeks to review and provide comments. The final minutes shall be published following the review and comment period.
- B. The draft minutes of the Board's meeting shall be published within four (4) weeks of the meeting. Executive Committee and Board shall have two (2) weeks to review and comment. The final minutes shall be published following the review and comment period.

**Policy #15** (01 July 2002)

Each Committee listed in Bylaw Number 9 shall prepare and issue a handbook applicable to each Committee's policies and procedures for their area of responsibility. A master copy of the handbook shall be retained by the WSPE Executive Director. The Committee Chair shall retain a working copy and update it at the completion of the year. The Committee policies shall require minutes and a list of action items following each committee meeting. An

Annual Committee Activity Report shall be prepared for issue at the WSPE Annual Meeting.

**Policy #16** (01 July 2002)

Strategic Plan and Budget:

- A. The Strategic Plan is recognized as the implementing document for the Society's Goals and Objectives as stated in the Bylaws.
- B. Program proposals for the expenditure of Society resources shall cite the applicable Strategic Plan goal(s) that it intends to accomplish. Proposals shall be submitted to the Executive Committee in writing in accordance with Policy Number 8. The proposal shall include an estimate of resources required to implement.
- C. The Society President shall appoint a Strategic Plan Review Task Force chaired by the President-Elect, at the beginning of each year. The Task Force review and proposed changes shall be presented to the Executive Committee Meeting for review and agreement.
- D. The Executive Committee shall present consensus program proposals to the Board for approval.

**Policy #17** (17 May 2008)

Review of Bylaws and Policies. The Bylaws Committee shall conduct an annual review of the WSPE Bylaws and Policies. Recommended amendments shall be submitted in accordance with Bylaw Number 20.

**Policy #18** (01 July 2003)

A concentrated effort shall be made by all levels of the organization to place qualified members of WSPE on various Boards and Commissions, both at the State and Local levels, which would benefit by an engineer's participation. Therefore, as part of the Public and Professional Affairs Committee (P&PA) / Public Relations Subcommittee responsibilities the following efforts are required:

- A. The P&PA obtain and maintain a list of future open position on identified Boards and Commissions. This list must be updated from year to year.
- B. The P&PA will provide this information to all Chapter and Interest Group leaders and the WSPE Executive Director for web site inclusion, with the specific intent of encouraging and recruiting engineers to serve on these panels.
- C. Chapters and Interest Groups are encouraged to identify local boards and commissions where engineers could make a contribution in order that the P&PA team can add these entities to the list.

- D. The leaders shall submit the name of a candidate with a short resume back to the P&PA Chair (WSPE Past President) to obtain WSPE endorsement for the sought appointment. (See Bylaw Number 11)
- E. The P&PA Chair will screen the member's information and forward it to the WSPE Executive Director (E.D.) and WSPE President. The E.D. will develop a standard letter of WSPE Endorsement for the candidate and obtain the signatures of the P&PA Chair and WSPE President, and mail it to the candidate.
- F. The candidate needs to obtain an application from the local selection official or an *APPLICATION FOR GUBERNATORIAL APPOINTMENT TO A BOARD OR A COMMISSION*. The latter application can be obtained electronically at [www.governor.wa.gov](http://www.governor.wa.gov) or by calling the Governor's office at 360-753-6780.
- G. The candidate will then mail the application with the attached WSPE endorsement received from WSPE to the Governor's or local selecting official's office as applicable. Also a copy of the application should go to the P&PA Chair for tracking purpose.
- H. P&PA team will monitor the results from the Governor's office establishing a working relationship with them.
- I. P&PA will publicize any positive results on the WSPE Web Site, [www.washingtonengineer.org](http://www.washingtonengineer.org), and via the local media.

**Policy #19** (01 July 2003)

WSPE Officer reimbursement for official duties performed out-of-state shall be \$75.00 per day and round trip coach airfare in accordance with WSPE Bylaws.

**Policy #20** (31 January 2004)

The annual WSPE contribution to the Architects and Engineers Legislative Council (AELC) shall be \$7.00 per licensed or associate member (membership category A & H). The Annual Budget shall be adjusted annually up or down in \$500.00 increments until the amounts are equal.

**Policy #21** (31 January 2004)

The WSPE Reserve Fund is established at \$10,000.00. The Annual Budget shall contain a line item in the amount of \$1500.00 per year until the Reserve Fund amount is reached.

**Policy #22** (31 January 2004)

The WSPE Web Site, [www.washingtonengineer.org](http://www.washingtonengineer.org), shall include a presence for Friends of WSPE and EVERgreen Watch (WPE PAC).

**Policy #23** (31 January 2004)

The WSPE Executive Director shall request a listing of Washington State registered professional engineers and engineering firms from the Washington Board of Registration for Professional Engineers and Land Surveyors (BORPELS) each January. Further, the Executive Director shall request a listing of new registered professional engineers from BORPELS each March and August. The listings shall be sorted and collated with Chapter ZIP Codes and the resulting lists provided to the Chapter for contact and follow-up. The expense for these listing shall be a budget line item.

**Policy #24** (31 January 2004)

The WSPE Executive Director and Membership Data Manager shall review and promptly distribute the monthly NSPE Member Delinquent and Member Drop reports to Chapter Presidents and Membership Chairs. Chapters shall be encouraged to contact, via face-to-face, telephone, or mail, listed delinquent and dropped members concerning reinstatement.

**Policy #25** (29 May 2004)

Advertisement in the *Washington Professional Engineer* and WSPE Website shall be permitted in accordance with the following schedule:

Size	Newsletter Issues	Roster Issue	WSPE Website
Full Page	\$200/Issue	\$400	\$400/Year
2/3 Page	\$140/Issue	\$280	\$280/Year
1/2 Page	\$110/Issue	\$220	\$220/Year
1/3 Page	\$75/Issue	\$150	\$150/Year
1/4 Page	\$60/Issue	\$120	\$120/Year
1/6 Page	\$40/Issue	\$80	\$80/Year
1/9 Page	\$30/Issue	\$60	\$60/Year
Business Cards	\$42/3 Issues	\$25	\$25/Year

**Bronze Level** "Friends of WSPE" will be listed in the *Washington Professional Engineer* and listed with a web link on the WSPE Website. A twenty-five percent (25%) discount on annual placement of business card ads will apply to the *Washington Professional Engineer*.

**Silver Level** "Friends of WSPE" will be listed in the *Washington Professional Engineer* and listed with a web link on the WSPE Website. A fifty percent (50%) discount on annual placement of business card ads will apply to the *Washington Professional Engineer*.

Gold Level “Friends of WSPE” will receive the Silver Level benefits plus a ten percent (10%) discount on *Washington Professional Engineer* advertisements one-half page or larger, an annual placement of one business card advertisement, five (5) complimentary Position Available notices per issue of *Washington Professional Engineer*, and a *Washington Professional Engineer* vignette upon initial joining.

Platinum Level “Friends of WSPE” will receive the Gold Level benefits plus a one-half page advertisement in each issue of *Washington Professional Engineer*, a yearly full-page article, and ten (10) complimentary Position Available notices in each issue of *Washington Professional Engineer*.

**Policy #26** (24 January 2009)

1. Bylaw #14 provides for the appointment of the Nominating Committee and also includes a procedure for nomination of the WSPE officers. After completion of the nomination process, the Nominating Committee shall designate a member to prepare the ballot.
2. The incoming Nominating Committee shall conduct its initial meeting during the WSPE Annual Meeting. This meeting is to establish the new Chair, member assignments, schedule of events and meeting guidelines. The Committee shall identify what offices need to be filled and identify potential candidates. The Chair shall appoint a member to prepare the ballot.
3. The ballot shall include the following:
  - a. A list of the members nominated by the Committee for the WSPE offices.
  - b. Members nominated by petition, if any, as defined in Section 4 of Bylaw #14.
  - c. President Elect moving to the office of president (“No vote required” is to be indicated on the ballot).
  - d. Officers completing the second year of a two-year term (“no vote required” is to be indicated on the ballot).
  - e. Interest Group Officers with voting instructions, such as “vote only for Officers for the Interest Group of which you are a member”.
  - f. Address and due date for return of the ballot.
4. The ballot should include all the information necessary for the member to clearly understand the voting process. Also the ballot should provide enough information so that the next Nominating Committee has a complete record and status of the WSPE offices.
5. The Chair shall obtain biographic information on candidates and include the information as a separate document with the ballot.
6. The proposed ballot and biographic information shall be forwarded to the Executive Director by 15 March. If additional nominees are selected by petition or other change is necessary, the Executive Director shall request a revised ballot from the Nominating Committee.
7. Qualifications for the Nominating Committee member should include the following:
  - a. WSPE member in good standing (current in dues);
  - b. Attends WSPE state meetings on a regular basis;
  - c. Not an elected officer of the WSPE;
  - d. Willingness to serve; and
  - e. Has e-mail capability.
8. The ballot should include all the information necessary for the member to clearly understand the voting process. Also the ballot should provide enough information so that the next Nominating Committee has a complete record and status of the WSPE offices.
9. The Chair shall obtain biographic information on candidates and include the information as a separate document with the ballot.
10. The proposed ballot and biographic information shall be forwarded to the Executive Director by 14 December. If additional nominees are selected by petition or other change is necessary, the Executive Director shall request a revised ballot from the Nominating Committee.
11. Qualifications for the Nominating Committee member should include the following:
  - a. WSPE member in good standing (current in dues).
  - b. Attends WSPE state meetings on a regular basis.
  - c. Not an elected officer of the WSPE per Section 1 of Article X,
  - d. Willingness to serve, and
  - e. Has e-mail capability.