

West Puget Sound Chapter
Washington Society of Professional Engineers
By-Laws

PREAMBLE

In recognition of the engineering profession's contributions to the political, social, and economic welfare of society, the West Puget Sound Chapter of the Washington Society of Professional Engineers (WSPE) dedicates itself to the promotion and protection of the profession of engineering, and to the advancement of the personal, political, social, and economic interests of professional engineers.

We also dedicate ourselves to actively encourage and facilitate the participation of professional engineers in public service and other activities that will improve the condition of society and help make the world a better place for all mankind.

ARTICLE I - NAME, AFFILIATION, AND LOCATION

Section 1. The name of this organization shall be the West Puget Sound Chapter of the Washington Society of Professional Engineers, hereinafter referred to as the "Chapter".

Section 2. The Chapter is chartered by the Washington Society of Professional Engineers, hereinafter referred to as the "State Society" or "WSPE". The Chapter recognizes the State Society's authority to combine and dissolve chapters, and otherwise regulate chapters as provided for in the WSPE Constitution and By-Laws.

Section 3. The State Society and its chapters are members of the National Society of Professional Engineers, hereinafter called the "National Society of Professional Engineers" or "NSPE".

Section 4. The Chapter subscribes to and supports the Codes of Ethics of WSPE and NSPE.

Section 5. The Chapter accepts initial membership from a geographical region designated by WSPE, or as requested by individuals and authorized by WSPE.

Section 6. In all matters of local concern, the Chapter shall retain full autonomy, but may call upon its State and National Societies for advise, counsel, and assistance.

ARTICLE II - OBJECTIVES

Section 1. The Chapter subscribes to the objectives of the State Society and the National Society. To implement the purposes set forth in the Preamble, specific Chapter objectives shall be:

- a. The advancement of the profession of engineering.
- b. The advancement and protection of the professional, social, political, and economic interests of all engineers.

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- c. The promotion of high standards in professional practice.
 - d. The promotion of high standards in engineering education.
 - e. The encouragement of all qualified engineers to become registered and unite all qualified engineers in the Chapter area in one organization..
 - f. Increase public awareness and appreciation of the historical and continuing contributions of the professional engineer to society.
 - g. Provide young people with reliable information concerning the profession of engineering.
 - h. Provide opportunities for, and encourage participation in, public service.
 - i. Establish and support high standards of ethical conduct.
- a. To encourage the use of engineer's professional knowledge and skills for the advancement of public welfare.
 - b. To promote activities which attract qualified people to the engineering profession.
 - c. To pursue all objectives without regard to age, sex, race, color, creed, or national origin. To encourage all engineers to expand and update their knowledge and skills.

ARTICLE III – MEMBERSHIP

- Section 1. Membership requirements, grades, and related information are the same as those provided for in the WSPE Constitution, Article III - Membership. Chapter members are also members of WSPE and NSPE.
- Section 2. All members in good standing other than Student Members shall have voting privileges, may vote on proposed changes to Chapter By-Laws, and may hold Chapter offices, except that the President and President Elect shall have obtained the grade of "Member" prior to assuming their duties.
- Section 3. The rights and privileges of Chapter membership are contingent upon payment of dues in accordance with the WSPE Constitution, Article V, Dues and Assessments, and WSPE By-Laws, By-Law No. 4 - Dues and Assessments.

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- Section 4. A member is considered in good standing if they are not listed as dues "delinquent" in accordance with WSPE By-Law No. 4 and are not under censure as a result of disciplinary proceedings conducted in accordance with WSPE By-Law No. 3 - Discipline, Section 5.
- Section 5. Application for membership or affiliation shall be on standard forms provided by WSPE or NSPE, and shall conform to all requirements therein. The final granting of membership shall be by the WSPE Board of Trustees.
- Section 6. Evidence of membership or affiliation in the Chapter, WSPE, or NSPE shall be as specified in the WSPE Constitution, Article III, Section 6, "Membership in the State Society and any of its chapters shall be evidenced solely by a membership card issued by the National or State Society."
- Section 7. Upon approval of membership, each new member is notified by WSPE, at which time they shall subscribe to the NSPE Constitution and By-Laws, the WSPE Constitution and By-Laws, Chapter By-Laws, and the WSPE and NSPE Codes of Ethics. It is therefore required of members to be familiar with ethical and legal standards, to observe them, to aid in preventing violations by other, and to be familiar with the Chapter's policies and procedures relating to the handling of alleged violations.
- Section 8. Upon termination of membership or affiliation by voluntary withdrawal, non-payment of dues, 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. Reinstatement shall be in accordance with WSPE By-Laws.

ARTICLE IV - DUES

- Section 1. Dues and assessments shall be in accordance with the WSPE Constitution, Article V, Dues and Assessments, and WSPE By-Laws, By-Law No. 4 - Dues and Assessments. Dues shall be the maximum rate allowed unless the Chapter specifically chooses to establish dues at a lesser rate.
- Section 2. The Chapter Executive Committee may establish the Chapter dues rate to be less than the maximum amount in accordance with WSPE By-Law No. 4, Section 3, by amendment of this article to specify a lesser rate.

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ARTICLE V – ADMINISTRATION

- Section 1. An Executive Committee shall administer the Chapter. Within the provisions of these By-Laws, the Executive Committee shall have full authority to act for the Chapter, to resolve and determine all questions of policy, and adopt, after due coordination with the membership, such rules and regulations as may be found necessary. No act, rule or regulation shall be adopted which will conflict with these By-Laws, the WSPE Constitution and By-Laws, or the NSPE Constitution and By-Laws.
- Section 2. The Executive Committee shall consist of the elected officers specified in Article VI of these By-Laws.
- Section 3. The Secretary shall certify to WSPE the names of all Chapter officers.
- Section 4. A majority of the Executive Committee members shall constitute a quorum and a quorum shall be required to transact business. An affirmative vote of a majority of the quorum shall be required to pass any motion.
- Section 5. Business may be transacted at regularly scheduled Chapter meetings when not less than 5 members are 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. A summarized notice of policy actions of the Executive Committee shall be included in the regular meeting notice.
- Section 6. The Chapter fiscal and administrative year shall be July 1 to June 30.
- Section 7. Chapter Fund Expenditures.
- a. All expenditures of Chapter funds shall be authorized by a majority vote of the Executive Committee, except as provided for in Article V, Section 7f.
 - b. All receipts, expenditures, and balances shall be recorded by the Treasurer in a ledger. Each Treasurer shall pass on to the successor this ledger and said successor shall continue the same form of record-keeping in this ledger, unless a change is ordered or authorized by the Executive Committee.
 - c. 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 a duplicate deposit slip which has been certified by the depository.
 - d. Each payment shall be made by check. Authorization will be shown in the ledger.

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- e. The President shall appoint an Audit Committee, consisting of three members of the Chapter. At the end of the fiscal year the Audit Committee shall audit the books of the Chapter and record their findings with an entry in the ledger and submit a written report to the chapter. An audit may be made at any time upon request of the Chapter President, Executive Committee, or on petition of ten Chapter members.
- f. The Treasurer shall submit to the Executive Committee, as soon as possible following the Annual Meeting, a proposed Annual Budget listing anticipated income and expenses. Upon adoption of an Annual Budget by the Executive Committee the Treasurer is authorized to make payment of vouchers for items and total amounts listed in the Budget without further approval by the Executive Committee.

Section 8. Discipline. Charges of unethical practice against a member may be filed in writing by anyone having factual knowledge of the matter. The charges shall be brought before a meeting of the Chapter or Chapter Executive Committee, and shall be referred to the State Board of Trustees. 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.

Section 9. The Secretary shall certify to the WSPE Executive Board of Trustees the up-to-date roster of all Chapter members (Name, name of spouse, address, phone number, employment, practice section, and registration status) by August 15th for publication in the September Roster Issue of The Washington Professional Engineer.

ARTICLE VI - OFFICERS

Section 1. The Chapter shall have the following elected officers:

President

President Elect

Secretary

Treasurer

Trustee(s) from the Chapter to the WSPE Executive Board of Trustees (one Trustee for each 50 Chapter members or fraction thereof)

Alternate Trustee

The most recent past President able and willing to serve.

The Chapter is authorized representation on the WSPE Executive Board of Trustees consisting of the President, President Elect, and one Trustee for each 50 Chapter members or fraction thereof.

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- Section 2. The duties of the officers of the Chapter shall be those usually associated with the respective offices or positions.
- Section 3. No member or officer shall receive a salary or compensation for services from the Chapter.
- Section 4. Expenses of persons serving the Chapter may be allowed at the discretion of the Executive Committee.
- Section 5. In the event the office of the 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 offices occurring during the year shall be filled for the unexpired term by appointment by the Executive Committee.
- Section 6. Any officer may be removed for cause by the Executive Committee at any Executive Committee meeting upon a vote of at least 75 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 written statement of charges shall have been delivered forthwith to the officer in question. Such officer shall have the right of defense.
- Section 7. 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 8. The President-Elect shall act as President in the President's absence. The President-Elect shall undertake assignments at the request of the President or Executive Committee. The President-Elect shall prepare programs for the next administrative year.
- Section 9. The Secretary shall keep all meeting and membership records and shall have custody of all official papers and records of the Chapter. The Secretary shall prepare a written record of the proceedings of the Chapter and Executive Committee.
- Section 10. The Treasurer shall receive all moneys paid into the Chapter from whatever source and shall disburse the funds of the Chapter. He shall render a full account each year at the Annual Meeting and shall report the status of its accounts at each regular meeting and at each Executive Committee meeting.
- Section 11. The Trustee and Alternate Trustee shall attend, as a delegate of the Chapter, all State Society meetings and all meetings of the State Society Board of Trustees. The Trustee and Alternate Trustee are elected for two years with the Alternate Trustee succeeding the Trustee during the second year.

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Section 12. The Past President, an ex-officio member of the Executive Committee, shall serve in an advisory capacity to the President and the Executive Committee. The Past President shall preside at Chapter and Executive Committee meetings in the absence of the President and President-Elect.

ARTICLE VII - NOMINATION AND ELECTION OF OFFICERS

Section 1. A Nominating Committee shall make nomination for officers. This committee shall be appointed by the President early in the administrative year, and shall consist of at least three members of the Chapter in good standing, one of whom shall be a Past President willing to serve, if possible, who shall serve as chairman of the Committee.

Section 2. The Nominating Committee shall meet and report the names of its nominees at the February meeting of the Chapter. One or more nominations shall be made for each office. No persons serving on the Nominating Committee shall be eligible for nomination by the Committee (but any eligible person may be nominated from the floor.) Any person holding membership in good standing in the Chapter may make other nominations from the floor, following the Nominating Committee's report. Acceptance of nomination must be made by the nominee at the meeting either in person or by written acceptance presented to the Secretary at or prior to the meeting, before their name may be placed on the ballot. The total list of nominees shall be included in a letter ballot.

Section 3. Letter ballots, bearing the names of all nominees, shall be marked with proper voting instructions and mailed by the Secretary, to all members in good standing, at least three weeks before the next scheduled April meeting. Ballots must be returned within two weeks to the Nominating Committee, who shall act as tellers. The tellers shall count votes prior to the April meeting. Election returns shall be announced by the Nominating Committee at the April meeting and shall be the result of the mail ballot.

Section 4. Election shall be by simple majority of eligible votes cast. In the case of a tie, election shall be determined by a vote of the members in good standing at the April meeting.

Section 5. Duly elected officers shall assume office on the first day of July next succeeding the Annual meeting and shall hold office for one year or until their successor takes office. An exception shall be that Trustee(s) are elected for staggered two-year terms.

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ARTICLE VIII - COMMITTEES

Section 1. The President shall appoint members and committee chairpersons willing to serve to each committee as soon as possible after assuming office, depending on availability of candidates and the urgency of committee business. The President shall consult the Executive Committee concerning committee chairpersons, and with the committee chairpersons concerning committee members. Appointments are for a period of one year at a time, with no limitation on the number of times a member may be reappointed.

Section 2. The following standing committees may be appointed in accordance with availability of candidates.

Awards

Career Development

Chapter Activities

Education

Employment Practices

Engineers Week

Ethics

Legislative and Government Affairs

MathCounts

Newsletter (Chairperson is Editor of the newsletter)

Program

Publicity

Scholarship

Student Career Guidance/Young Engineers

Section 3. The following Administrative committees will be appointed in accordance with availability of candidates, with priority given in so much as possible to the order listed:

Section 4. The following committees are listed here for reference:

Nominating Committee (see Article VII, Section 1.)

Auditing Committee (see Article V, Section 7, paragraph e.)

Section 5. The President as required may appoint special committees.

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ARTICLE IX - PRACTICE DIVISIONS

- Section 1. Practice Divisions in the Chapter are authorized in the following five areas of engineering practice:
- Professional Engineers in Education (PEE)
 - Professional Engineers in Government (PEG)
 - Professional Engineers in Industry (PEI)
 - Professional Engineers in Private Practice (PEPP)
 - Professional Engineers in Construction (PEC)
- Section 2. The objectives of the practice divisions shall be as outlined in the current NSPE Chapter Leader Handbook.
- Section 3. Membership in a practice division is open to any member of the Chapter regardless of education, experience, registration, or current practice.
- Section 4. Each practice division shall elect its own officers.
- Section 5. In the absence of formally organized Chapter Practice Divisions, the President may appoint a Chapter Practice Division Focal Point for the purpose of coordinating with the state Practice Divisions.

ARTICLE X - MEETINGS

- Section 1. The Chapter shall hold an Annual Meeting in May of each year and regular monthly meetings in September, October, November, January, February, March, April and May. Monthly meetings are optional during June, July, August, and December.
- Section 2. All meetings shall be open to all members and their guests, subject to timely reservations or available seating at dinner meetings held in commercial establishments. No business may be conducted at any meeting to which any member is denied access due to lack of reservations or lack of seating availability.
- Section 3. The Executive Committee shall hold monthly meetings, except when otherwise determined by the Executive Committee. All meetings of the Executive Committee shall be called by the President or by a majority of the committee members. A majority, in person, or by proxy, shall be necessary to constitute a quorum for the transaction of business at any Executive Committee meeting.
- Section 4. Special meetings of the Chapter shall be called by the President upon a two-thirds vote of the Executive Committee, petition by 10 or more members, or upon a majority vote of the members at any regular meeting.

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ARTICLE XI - CODES

Section 1. The Code of Ethics adopted by WSPE, and any amendment thereto, shall be binding on all members, except where in direct conflict with existing laws, statutes, or court rulings.

Section 2. Engineers whose employment is covered by binding labor contracts may abide by the provisions of such contracts without being held in violation of the Code of Ethics.

ARTICLE XII - RULES OF ORDER

Section 1. Robert's Rules of Order, latest revision, shall govern all meetings of the Chapter in all cases where they are applicable and in which they do not conflict with these By-Laws.

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

- a. Call meeting to order
- b. Roll call or certification by the Secretary that a quorum is present.
- c. Reading of minutes
- d. Communications
- e. Reports of Officers
- f. Reports of standing committees
- g. Reports of special committees
- h. Reports of administrative committees
- i. Unfinished business
- j. New business
- k. Good of the Society
- l. Adjournment

ARTICLE XIII - AMENDMENTS

Section 1. Proposals for amendments to these By-Laws may originate in the Executive Committee or by petition of Chapter members.

Section 2. Petitions for amendments to these By-Laws must bear the personal signatures and date of signing of at least ten Members of this Chapter and must be submitted to the Secretary.

Section 3. Petitions for amendments to these By-Laws will be provided to the WSPE Board of Trustees for approval to ensure that they are in compliance with the WSPE Constitution and By-Laws.

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Section 4. Amendments to these By-Laws proposed by petition shall be submitted with instructions to all members in good standing by mail ballot within sixty days of the receipt of the petition or petitions by the Secretary. Sealed and signature validated ballots must be returned to the Secretary within two weeks of mailing. Ballots received will be checked for validation and counted by the nominating committee at a membership meeting, which may be a regular meeting or a special meeting called for the purpose, and announced in the ballot mailing.

Section 5. Amendments to these By-Laws originating with the Executive Committee shall be submitted with instructions to all members in good standing by mail ballot within sixty days of the Executive Committee authorization. Sealed and signature validated ballots must be returned to the Secretary within two weeks of mailing. Ballots received will be checked for validation and counted by the nominating committee at the next scheduled Executive Committee meeting, which shall be announced in the ballot mailing.

Section 6. Proposed amendments to these By-Laws shall be submitted in full, and in a form to clearly indicate the change being proposed, to members in good standing.

Section 7. A proposed amendment shall be declared adopted and become effective if a majority of the votes cast are affirmative *and the proposed amendment has been approved by the WSPE Board of Trustees*. A true copy thereof, together with a record of the count of votes, signed by the tellers, will be certified for inclusion in the minutes of the meeting at which the ballots were counted, by the secretary for the meeting.

Section 8. The Secretary, with the concurrence of the Executive Committee, may refuse to resubmit a defeated proposed By-Law amendment within the current administrative year.

ARTICLE XIV – STATE SOCIETY BY-LAW REVIEW AND APPROVAL

These By-Laws shall be submitted to the State Society Constitution and By-Laws Committee for review by 1 July of each even numbered year. The State Society Constitution and By-Laws Committee shall forward the results of such review and any recommendations to the State Society Board of Trustees for action and approval.