



**Washington Society of  
Professional Engineers**

*A state society of the National Society of Professional Engineers*

# **ADMINISTRATIVE MANUAL**

(June 26, 2008)

***Washington Society of Professional of Professional Engineers  
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[www.washingtonengineer.org](http://www.washingtonengineer.org)

The purpose of this Administrative Manual is to provide members of the Society a single source of information for the governance of the Society.

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## Washington Society of Professional Engineers

### Policies

Purpose: Policies are developed to implement provisions of the WSPE Bylaws and direction approved by the Board of Trustees (BOT).

1. **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. (01 July 2000)
2. **Meetings** – Annual meetings and BOT meetings should alternate between Eastern and Western parts of the state insofar as possible. Annual meeting 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 BOT at the autumn meeting. (01 July 2000)
3. **Transfers** – Applications for transfer from other State Societies into WSPE will be accepted without additional fees, provided that applicants have paid their current year dues in NSPE and the State Society from which they are transferring. (01 July 2000)
4. **Motions** – All motions other than a motion of parliamentary procedure brought before WSPE BOT 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. (01 July 2000)
5. **Roster** – The Roster is to be published annually and will include only members in good standing. WSPE shall make each Chapter individually responsible to submit their Chapter roster directly to the Executive Director by July 1 of each year. Failure of any Chapter to submit their Roster by July 1 will automatically substitute the Executive Director's list of paid members for that Chapter's roster. The outgoing Chapter Secretary shall be responsible for providing an updated roster of Chapter members to the WSPE Executive Director by July 1. (01 July 2000) NSPE Membership numbers shall not be published in the Roster Issue. (31 January 2004)
6. **Interest Groups** – Each Interest Group shall submit an annual budget for its annual operations. Upon acceptance of this budget by the BOT, further approval for expenditures by the Chair is not required except whenever they exceed their approved budgeted amount.
7. **Reports** – The Chairs of the Member Development, Public and Professional Affairs, Educational Support, and Bylaws Committees will submit written reports to the WSPE Executive Director at least two weeks prior to regularly scheduled WSPE BOT meetings.
8. **Resolutions or Recommendations by Chapters** – Chapters may submit resolutions for State Society action or they may desire to make recommendations to the BOT for some specific action to be taken. In order to assure adequate review by all Chapters and permit prompt action by the BOT, the following procedures should be followed (01 July 2000):
  - a. Submit the resolution at least eight (8) weeks prior to the date of the BOT meeting at which consideration of the item is desired.
  - b. A copy of the resolution or recommendation together with a synopsis of the subject is to be electronically submitted to the WSPE Executive Director and to the appropriate committee chair or Interest Group Chair.
  - c. When appropriate, the Chapter should provide copies to the other Chapter Presidents.

- d. At least five (5) weeks prior to the date of the meeting, the Committee Chair or Interest Group Chair shall forward copies of the resolution or recommendation to the Chapters providing any necessary, additional information or recommendations and advise them of any necessary action.
  - e. The Committee or Interest Group Chair shall also arrange for the item to be included on the agenda for the BOT meeting.
  - f. The Chapter should review the item at a Chapter meeting so that the Chapter members may provide any input or comments.
  - g. It is not necessary that the Chapter specifically designate the vote or position that the Chapter representatives should take at the BOT meeting.
  - h. 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 BOT meeting.
9. **Chapter Officer Workshops** are to be held on an annual basis. The workshop should be held early in the administrative year. The President-Elect shall be responsible for planning and coordinating the workshop. (01 July 2000)
10. **Partisan Political Activity** (01 July 2000)
- a. The BOT 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 (EVERgreen Watch) or NSPE Political Action Committee (PAC).
11. **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. (01 July 2000)
12. **Revenue Sharing** – Interest Groups, 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. (01 July 2000)
13. **Meeting Minutes** (01 July 2001)
- a. The draft minutes of the Executive Committee meeting 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 BOT meeting shall be published within four (4) weeks of the meeting. Executive Committee and BOT shall have two (2) weeks to review and comment. The final minutes shall be published following the review and comment period.
14. **Each Committee Chair** shall prepare an Annual Committee Activity Report and submit it to the WSPE Executive Director at least two weeks prior to the WSPE Annual meeting. (01 July 2002)
15. **Strategic Plan and Budget** (1 July 2002)
- 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 #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 BOT for approval.
16. **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 #20. (01 July 2003)
17. 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) responsibilities the following efforts are required (01 July 2003):
- 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 Chairs and the 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 to obtain WSPE endorsement for the sought appointment.
  - e. The P&PA Chair will screen the member's information and forward it to the Executive Director and President. The Executive Director will develop a standard letter of WSPE Endorsement for the candidate and obtain the signature of the 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.
18. WSPE Officer reimbursement for official duties performed out-of-state shall be \$75.00 per day and round trip coach air fare in accordance with Policy #19. (01 July 2003)

19. 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. (31 January 2004)
20. The WSPE Reserve Fund is established at \$10,000.00. The annual budget shall contain a line item in the amount of \$1,500.00 per year until the Reserve Fund amount is reached. (31 January 2004)
21. The WSPE Web Site, [www.washingtonengineer.org](http://www.washingtonengineer.org), shall include a presence for Friends of WSPE and EVERgreen Watch (WSPE PAC). (31 January 2004)
22. The 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. (31 January 2004)
23. The Executive Director 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.
24. Advertisement in the *Washington Professional Engineer* and WSPE Web site 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 Web site. 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 Web site. 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*.

## 25. **Nominating Committee.**

- a. Bylaw #14 provides for the appointment of the Nominating Committee and also includes a procedure for nomination of the State Society officers. After completion of the nomination process, the Nominating Committee shall designate a member to prepare the ballot.
- b. The incoming Nominating Committee shall conduct its initial meeting during the WSPE autumn meeting. This meeting is to establish 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.
- c. The ballot shall include the following:
  - i. A list of the members nominated by the Committee for the State Society offices.
  - ii. Member nominated for office by petition, if any, as defined in Bylaw #14.
  - iii. President Elect moving to the office of president (“No vote required” is to be indicated on the ballot).
  - iv. Officers completing the second year of a two-year term (“no vote required” is to be indicated on the ballot).
  - v. Interest Group Chairs with voting instructions, such as (“vote only for Officers for the Practice Division of which you are a member”).
  - vi. Address and due date for return of the ballot.
- d. 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 State Society offices.
- e. The Chair shall obtain biographic information on candidates and include the information as a separate document with the ballot.
- f. The proposed ballot and biographic information shall be forwarded to the President and Executive Director by March 15. If additional nominees are selected by petition or other change is necessary, the Executive Director shall request a revised ballot from the Nominating Committee.
- g. Qualifications for the Nominating Committee member should include the following:
  - i. WSPE member in good standing (current in dues),
  - ii. Attends WSPE state meetings on a regular basis,
  - iii. Not an elected officer of the State Society,
  - iv. Willingness to serve, and
  - v. Has e-mail capability.

# Washington Society of Professional Engineers

## Officers

### PREAMBLE

As defined in Bylaw #9, the officers of the Society 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.

### DUTIES

The duties of the officers of the State Society 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.

#### **A. PRESIDENT:**

1. Act as Chair of the Executive Committee of the Board.
2. With the approval of the Board of Trustees, appoint an Executive Director to serve until the following fiscal year or until released by the Board and shall fix the compensation and define the duties of said Executive Director.
3. Serve as the executive head of the State Society.
4. Approve members of all committees.
5. Be ex-officio member of all committees.
6. Render an affairs and status report of the Society at the Annual meeting.
7. Subject to the approval of the Board of Trustees, have general administration of the business of the State Society.
8. Perform other duties as the Board of Trustees may direct.
9. Call special meetings of the Board of Trustees, as required.
10. Appoint an Audit Committee of three members no later than June 1<sup>st</sup> of each year.
11. Appoint the Chair of each committee not otherwise provided for, and shall approve the members of each committee with the advice of the Chair.
12. Appoint special (ad hoc) committees, as required.
13. Appoint a Tellers Committee to count the ballots, and this committee shall deliver its report to the Executive Director not later than the Annual meeting.
14. 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.
15. May at any time direct the Executive Director to submit any question to the members of the Board of Trustees or the Executive Committee by means of E-mail or letter ballot.

**B. PRESIDENT ELECT:**

1. Chair the Member Development Committee.
2. Ensure that a written committee report is submitted to the Executive Director two weeks prior to each Board of Trustees meeting.
3. In the event the Board of Trustees determines a need to investigate any matter pertaining to a society member or an ethical issue presented, the President-Elect will chair an investigation committee, unless directly involved, or replaced by the President or a suitably designated representative of the Board.
4. In the event the President becomes unable to serve, the President shall be succeeded by the President-Elect.
5. Recommend the meeting locations and dates for the next year to the Board of Trustees at the Fall meeting.
6. Chair the Strategic Plan Review Task Force 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.

**C. VICE PRESIDENT EAST OR WEST:**

1. Chair the Bylaws Committee.
2. Ensure that a written committee report is submitted to the Executive Director two weeks prior to each Board of Trustees meeting.

**D. VICE PRESIDENT WEST OR EAST:**

1. Chair the Education Support Committee.
2. Ensure that a written committee report is submitted to the Executive Director two weeks prior to each Board of Trustees meeting.

**E. TREASURER:**

1. Develop and present a budget for the forthcoming year at the Annual Executive Committee and Board of Trustees meeting.
2. Maintain the budget and provide a report during scheduled Executive and Board of Trustees meetings.
3. Review and approve expenditures presented by the Executive Director.

**F. NATIONAL DELEGATE:**

1. Represent the State Society at NSPE House of Delegates meetings.
2. Represent the State Society at Western and Pacific Regional Caucus of NSPE.

**G. PAST PRESIDENT:**

1. Chair the Professional and Public Affairs Committee.

2. Ensure that a written committee report is are submitted to the Executive Director two weeks prior to each Board of Trustees meeting.

#### **H. INTEREST GROUP CHAIRS:**

1. Carry out the duties and responsibilities as defined in Bylaw #6.
2. Provide the Executive Director nominations for Chair elections.

#### **I. SECRETARY:**

1. A Secretary may be appointed by the President. The Secretary is the individual responsible for the tracking of all open actions of the State Society. The Secretary specifically carries out the following functions:
2. Assists the President with the routine administration of the State Society;
3. Compiles an up-to-date list of all newly elected State and Chapter officers and Chapter delegates to the Board Of Trustees, and transmits the list to the WSPE office.
4. Reviews all incoming Society correspondence to determine if immediate action is required or it can be deferred to the next Executive Board meeting.
5. Assists the President in preparing a standard meeting agenda (including collecting agenda items) and organizes the standardizing of meeting notes.
6. Assists in the development of a Master schedule including the location of events for the Society and sees that it is published.
7. Maintains minimal historical records of WSPE activity and publications. Reviews and maintains WSPE Policies plus Procedures and observes all meetings as to the compliance of the proceedings.
8. Assists in the development of the annual ballot. Monitors the administrators in the collecting and counting the ballots.

# Washington Society of Professional Engineers

## Executive Director

### DUTIES

As defined in Bylaw #9, the Executive Director's duties and responsibilities are as follows:

1. Keep an accurate record of the proceedings of the State Society, and its membership, conduct correspondence and have custody of all official papers and records, subject to the direction of the Board.
2. Keep each committee advised of any action taken by the Board of Trustees that affects that committee.
3. Remit to the National Society all elections and activities of National interest.
4. Six weeks prior to the Annual meeting, submit a report to the Board and to the Chapters regarding the number of delegate votes to which each Chapter is entitled.
5. Issue all calls and notices ordered by the President or by the Board.
6. At each meeting of the Board of Trustees, submit a written report covering the duties and activities of the office including statement of membership.
7. Under the direction of the Treasurer, receive and disburse monies including transmittal of membership dues to the National Society and to the various Chapters, keep a record of accounts of the State Society and provide financial status reports to the State Society at the regularly scheduled Board meetings. The books shall be open for examination at such times as the State Society, the elected officers, the Board, or the Audit Committee may request.
8. Contract for the State Society only such financial obligations as have been previously authorized by the Treasurer in accordance with written administrative procedures established by the Board.
9. At the expiration of the term of office, deliver to the Board all books, papers, records and monies belonging to the State Society, receiving a receipt therefore.
10. All checks and vouchers shall be signed by the Treasurer, the Executive Director, or other such person that the Board may designate.
11. Support the Audit Committee in the execution of its work.
12. 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 Trustees 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 meeting.
13. 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.

14. 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.
15. The draft minutes of the Executive Committee meeting 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, but no later than five (5) weeks after each meeting.
16. The draft minutes of the Board of Trustees' meeting shall be published within four (4) weeks of the meeting. Board of Trustees shall have two (2) weeks to review and comment. The final minutes shall be published following the review and comment period, but no later than seven (7) weeks after each meeting.

# Washington Society of Professional Engineers

## Executive Committee

### RESPONSIBILITIES

The functions of the Executive Committee are to conduct the business of the Society between Board of Trustees meetings and to review and evaluate major issues facing the Society and make recommendations to the Board of Trustees for action. Any actions approved by the Executive Committee between Board of Trustees meetings will be reported at the next Board of Trustees meeting.

### POLICIES

#### 1. COMMITTEE MEMBERS

The Executive Committee consists of the President as chair, the Past President, the President-Elect, the Vice President East, the Vice President West, the Treasurer, the National Delegate, and the Chair of each recognized Interest Group.

#### 2. MEETINGS

Meetings will be conducted at least three times per year in conjunction with the Board of Trustees meetings. Additional meetings may be conducted electronically, as required.

#### 3. REPORTS

The WSPE Executive Director prepares minutes for all Executive Committee meetings. The draft minutes of each meeting shall be distributed to members of 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 no later than five (5) weeks after each meeting.

# Washington Society of Professional Engineers

## Board of Trustees

### RESPONSIBILITIES

The functions of the Board of Trustees are the establishment of policies for the administration of the State Society, approval of an annual budget, oversee the management of society funds, and select suitable nominees for appointment to the State Board of Registration for Professional Engineers and Land Surveyors

### POLICIES

#### **1. COMMITTEE MEMBERS**

The Board of Trustees consists of the President as chair, the Past President, the President-Elect, the Vice President East, the Vice President West, the Treasurer, the National Delegate, the Chair of each recognized Interest Group, the President of each chapter, the Vice-President or President-Elect of each chapter, and one Trustee for each 50 chapter members.

#### **2. MEETINGS**

Meetings will be conducted at least three times per year (autumn, winter, and spring).

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 a meeting shall be required to pass any motion.

Robert's Rules of Order, Newly Revised, shall govern all Board meetings.

#### **3. REPORTS**

The WSPE Executive Director prepares minutes for all Board of Trustees meetings. The draft minutes of each meeting shall be distributed to members of the Board within two (2) weeks of the meeting. Board members shall have four (4) weeks to review and provide comments. The final minutes shall be published no later than seven (7) weeks after each meeting.

# Washington Society of Professional Engineers

## Nominating Committee

### RESPONSIBILITIES

The function of the Nominating Committee is to nominate officers for the State Society.

### POLICIES

#### 1. COMMITTEE MEMBERS

The Nominating Committee consists of three members of the State Society appointed by the President and approved by the Executive Committee at the spring meeting. No member of the Nominating Committee shall hold any other elected office of the State Society (other than chapter offices) or be nominated by the Nominating Committee to hold any State Society Office.

#### 2. MEETINGS

The incoming Nominating Committee shall hold its initial meeting during the State Society autumn meeting. The meeting is to establish member assignments, schedule of events, and meeting guidelines. The Committee shall identify what offices need to be filled and identify potential candidates.

#### 3. REPORTS

The Committee chair shall submit the committee report in the form of a ballot to the President and Executive Director no later than March 15.

# Washington Society of Professional Engineers

## Audit Committee

### RESPONSIBILITIES

The functions of the Audit Committee are to conduct a complete and thorough of the State Society's books of account, as kept by the Executive Director, and to report on the condition of these books as they exist at the end of the fiscal year to the Board of Trustees at the autumn meeting.

### POLICIES

#### 1. COMMITTEE MEMBERS

The President appoints three members to the Audit Committee no later than June 1 each year and designates one of the members to serve as chair.

#### 2. MEETINGS

Meetings are conducted as needed to audit the books of the State Society.

#### 3. REPORTS

The Committee is to submit a written report of the results of its audit at the autumn meeting of the Board of Trustees.

# Washington Society of Professional Engineers

## Member Development Committee

### **RESPONSIBILITIES**

As defined in Bylaw #11, Section 5.a, the committee has the following responsibilities:

1. Assist the State Society 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.

### **POLICIES**

#### **1. COMMITTEE MEMBERS**

The President Elect is the committee chair, and other members of the committee are selected by the chair.

#### **2. MEETINGS**

The committee should to meet in conjunction with each Board of Trustees meeting and, otherwise, as necessary to promote membership, to address membership initiatives, and to provide recommendations for improved membership participation in the Society. The committee serves as the primary State contact with Chapter Membership Chairs.

#### **3. REPORTS**

The Chair shall submit a written report at each Board of Trustees meeting.

# Washington Society of Professional Engineers

## Public and Professional Affairs Committee

### RESPONSIBILITIES

As defined in Bylaw #11, Section 5.b, the committee has the following responsibilities:

1. Sponsor the passage of legislation approved by the State Society and oppose passage of legislation considered by the State Society to be inimical to the interests of the engineering profession.
2. Represent the State Society 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 State Society before the Washington State Board of Registration for Professional Engineers and Land Surveyors (BORPELS).
7. Encourage the registration of qualified engineers.
8. Make recommendations to the Board of Trustees for improving the Washington Engineering Registration Act.

### POLICIES

#### **1. COMMITTEE MEMBERS**

The Past President is the committee chair, and other committee members are selected by the Chair to include the WSPE Representative to the Architects and Engineers Legislative Council (AELC).

#### **2. MEETINGS**

The committee should meet in conjunction with each Board of Trustees Meeting and, otherwise, as necessary, to address legislative initiatives and to provide recommendations regarding BORPELS or registration issues.

#### **3. REPORTS**

The Chair shall submit a written report at each Board of Trustees meeting.

## **OPERATIONAL GUIDELINES**

### **WSPE REPRESENTATIVE TO THE ARCHITECTS AND ENGINEERS LEGISLATIVE COUNCIL (AELC)**

Attends AELC meetings and provides information to the committee chair, officers of the State Society and Chapter Presidents.

### **BORPELS MEETINGS**

A member of the Public and Professional Affairs Committee should attend regular and special meetings of the Washington Board of Registration for Professional Engineers and Land Surveyors. A report of the proceedings of regular and special meetings shall be provided to the WSPE President, Executive Director, and Committee Chair within 5 days of such meeting.

# Washington Society of Professional Engineers

## Educational Support Committee

### **RESPONSIBILITIES**

As defined in Bylaw #11, Section 5.c, the committee has the following responsibilities:

1. Promote and administer the State MATHCOUNTS program in conjunction with educational agencies, education support groups and local industry.
2. Represent the State Society before the public, press, schools, and others concerning the Scholarship program.
3. Conduct the State Society's scholarship program.

### **POLICIES**

#### **1. COMMITTEE MEMBERS**

The Vice President East or West is the committee chair, and other committee members are selected by the Chair to include the State MATHCOUNTS Coordinator.

#### **2. MEETINGS**

The Committee should meet in conjunction with each Board of Trustees Meeting and, otherwise, as necessary to coordinate MATHCOUNTS and scholarship activities.

#### **3. REPORTS**

The Chair shall submit a written report at each Board of Trustees meeting. The committee chair selects the State MATHCOUNTS Coordinator and notifies the WSPE Educational Foundation Treasurer. The State MATHCOUNTS Coordinator must approve all expenditures of State MATHCOUNTS funds.

## **OPERATIONAL GUIDELINES**

### **MATHCOUNTS PROGRAM**

#### **1. PROGRAM FUNDING**

- a. Tax privileged funds raised by Chapters or received by the State Society for support of the program will be transmitted to the WSPE Educational Foundation Treasurer for reallocation to Chapters or the State Committee as defined by the following resolution approved at the WSPE Board of Trustees Meeting in Bellevue on November 2, 1991.

“The Washington Society of Professional Engineers Board of Trustees resolves that Chapters of the society shall participate in the MATHCOUNTS program by contributing 20% of cash donations received at the Chapter level for MATHCOUNTS (support of Chapter) expenses. Be it further resolved that 20% of cash donations received as the result of WSPE MATHCOUNTS Committee fund raising activities shall be applied directly to support of Chapter MATHCOUNTS expenses. The State MATHCOUNTS Committee shall apportion the joint contributed funds in an equitable manner up to the limits outlined in the approved MATHCOUNTS budget. Funds shall be administered through the WSPE Educational Foundation.”

- b. The Washington Society of Professional Engineers Educational Foundation is registered with the Internal Revenue Service as a 501(c)(3) tax-exempt organization. This permits the receipt of contributions that are tax deductible to the contributor as charitable contributions. The Educational Foundation serves as the conduit for MATHCOUNTS contributions for the purpose of providing the Internal Revenue Service an acceptable audit trail for contributions. The Educational Foundation is an independent corporation from the State Society.
- c. Chapter Support funds are used primarily to fund MATHCOUNTS activities that support the Chapters in getting schools registered. Travel to state competitions, expenses incurred by inactive Chapters, or other Chapter expenses of an unusual nature are funded from the Chapter Support account on a case-by-case basis. Schools traveling to the State Competition may request reimbursement of expenditures for travel, food, and lodging expenses when travel exceeds 100 miles. The request will be submitted to the State MATHCOUNTS Coordinator for approval.
- d. Fund received from the National MATHCOUNTS Foundation are divided 50% to the State MATHCOUNTS account and 50% to the Chapter MATHCOUNTS accounts. The Chapter distribution is proportionate to the number of participants in Chapter competitions.
- e. Chapters that have MATHCOUNTS funds deposited with the WSPE Educational Foundation may request advance disbursement of those funds to support Chapter (Regional) Competitions. The payment receipts supporting the disbursement will be forwarded to the WSPE Educational Foundation within 30 days after the competition. Any excess funds will be returned to the WSPE Educational Foundation along with any requests for additional funding to cover actual expenses.

## **2. REGIONAL BOUNDARIES**

For purposes of contacts with schools and for conduct of area competitions, regional boundaries will coincide with Chapter boundaries wherever feasible. However, Chapters may be divided into two or more regions for conduct of regional competitions.

## **3. INACTIVE OR DISBANDED CHAPTERS**

Wherever possible, the boundaries of inactive or disbanded Chapters will continue to define a region for conduct of regional competitions. If necessary, schools within the boundaries of these Chapters may be reallocated to adjacent Chapters.

## **4. DISTRIBUTION OF MATHCOUNTS SCHOOL PACKETS**

MATHCOUNTS school packets are distributed by bulk mail at the request of the respective Chapter coordinators.

## **5. REGISTRATION OF SCHOOLS FOR PARTICIPATION IN PROGRAM**

School registration forms should be transmitted directly to MATHCOUNTS registration.

## **6. CHAPTER COMPETITIONS**

A member of the Society should represent WSPE at each Chapter Competition.

Chapter competitions shall be conducted within the time period and according to the procedures established by the MATHCOUNTS Foundation.

Competition by schools and individuals shall conform to the rules set forth in the MATHCOUNTS School Handbook under Eligible Participants.

A mandatory official Countdown Round, conforming to the procedures set forth in the MATHCOUNTS School Handbook, shall be conducted in all regions to determine individual winners eligible to progress to the State Competition.

Only registered teams and individuals may progress to the State Competition.

## **7. STATE COMPETITION**

As a general rule, the State Competition will be held on the west side of the Cascade Mountains for two consecutive years and then on the east side for one year.

Each Chapter (Region) must provide the opportunity for up to three teams and the top four individuals not on winning teams to progress to the State Competition. For Chapter (Regional) Competitions with 10 or more teams, one additional team must be given the opportunity to progress.

Informal substitution of registered team members is not allowed. Substitutions for registered team members may be made only after approval by the State MATHCOUNTS Coordinator of a written request from the affected student and parents submitted prior to the competition.

The State Competition shall be conducted within the time period and according to the procedures set by the MATHCOUNTS Foundation.

A mandatory official Countdown Round, conforming to the procedures set forth in the MATHCOUNTS School Handbook, shall be conducted to determine individual winners eligible to progress to the National Competition.

A Master's Round will not be conducted at the State Competition.

If Microsoft continues to sponsor the State Competition in Redmond, Chapters east of the Cascades may receive state financial support to offset the increased cost of traveling to Redmond. Travel reimbursement will be based on the number of student participants and the incremental increased costs incurred. Requests for travel reimbursement are to be submitted to the State MATHCOUNTS Coordinator for approval.

## **8. INTRAMURAL COMPETITION**

An Intramural Competition involving teams from Washington, Oregon, and British Columbia may be scheduled prior to the National Competition to provide practice for the State Teams and a closeout for the British Columbia provincial winners. WSPE MATHCOUNTS funds are used to pay for travel and meals of Washington participants. When hosting the Intramural Competition, WSPE also provides the trophies, room, and lunch.

## **9. NATIONAL COMPETITION**

The team representing Washington State at the National Competition shall be composed of the top four individual scorers determined by the Countdown Round at the State Competition plus the coach of the winning team. Travel expenses of the student team and coach are paid by the National MATHCOUNTS Foundation.

Substitutions for team members may be made only after approval by the State Coordinator of a written request from the affected student and parents.

The State Coordinator, or designee, should represent the Washington State MATHCOUNTS Program and attend all appropriate meetings, especially the State Coordinators' Meeting, to learn the latest information on the overall program. If funds are available, State MATHCOUNTS funds may be used to finance the expenses of the State Coordinator's attendance at the National Competition.

State trading pins and team shirts are funded with State MATHCOUNTS funds.

## **10. RESPONSIBILITIES**

### **STATE MATHCOUNTS COORDINATOR**

Select date and site of State competition (preferably one year in advance).

Plan details of the State competition — speaker, special guests.

Line up volunteers.

Arrange State competition logistics (Facility, motels, prices, etc.).

Order trophies and novelties.

Prepare exams, duplicate answer keys, etc.

Arrange for audio/visual needs.

## **CHAPTER MATHCOUNTS COORDINATORS**

Distribute MATHCOUNTS materials to schools in region.

Make personal contacts with teachers and school principals.

Keep communities informed of MATHCOUNTS programs in regional areas.

Establish regional budget and fund raising program.

Solicit Volunteer assistance from teachers, parents, engineering students, and local Chapters of other engineering societies.

Provide in-school coaching assistance if requested by schools.

Make follow-up contacts to assure that schools register by the published deadline.

Order promotional and novelty materials.

Complete Chapter Registration Form and return to MATHCOUNTS Foundation by the published deadline.

Order Chapter Awards.

Arrange for and conduct a Regional MATHCOUNTS Competition.

Provide State MATHCOUNTS Coordinator with names of participants in State MATHCOUNTS Competition.

Arrange for transportation and lodging of students and coaches at State MATHCOUNTS Competition.

Send final report of Regional Competition to NSPE MATHCOUNTS.

Send closeout Regional Competition information to schools.

## **SCHOLARSHIP PROGRAM**

### **1. PROGRAM FUNDING**

Funds raised by chapters for support of the program will be transmitted to the WSPE Educational Foundation.

- a. Chapter scholarship funds are used to fund scholarships awarded by Chapters. Scholarships selected by Chapters and funded via Chapter scholarship funds may be requested to be paid out to the appropriate school/recipient provided chapter scholarship funds are available.
- c. The Washington Society of Professional Engineers Educational Foundation is registered with the Internal Revenue Service as a 501(c)(3) tax-exempt organization. This permits the receipt of contributions that are tax deductible to the contributor as charitable contributions. The Educational Foundation serves as the conduit for Scholarship contributions for the purpose of providing the Internal Revenue Service an acceptable audit trail for contributions. The Educational Foundation is an independent corporation from the Washington Society of Professional Engineers.

## **8. WSPE ENGINEERING SCHOLARSHIPS**

- a. The state program seeks to provide scholarships to students transferring from a community college to an ABET/EAC accredited engineering program at a college or university in the State of Washington.
- b. The Educational Support Committee Chair will seek the identification of nominees from the community colleges via WCERTE (Washington Council for Engineering and Related Technical Education).
- c. Nominees will be reviewed by the Educational Support Committee and recommendations made to the WSPE Educational Foundation regarding award of the scholarships. The amount provided to each scholarship recipient is determined by the Educational Foundation.

# Washington Society of Professional Engineers

## Bylaws Committee

### RESPONSIBILITIES

As defined in Bylaw #11, Section 5.d, the committee has the following responsibilities:

1. Promote uniformity between the National Society, State Society, and Chapter Constitutions, Bylaws.
2. Study amendments to the Bylaws of the Society and of the Chapters and make recommendations of desirable changes in order to facilitate and expedite the furtherance of State Society objectives.
3. Receive from members or Chapters resolutions to be presented at annual meetings of the State Society.
4. Edit or redraft such resolutions if necessary, subject to approval of the sponsors, and forward copies to each Chapter and to the Executive Director at least five weeks prior to the meeting at which the resolution is to be considered.
5. Annually review State Society Bylaws to determine any need changes.
6. Ensure State Society policies remain consistent with State Society Bylaws.

### POLICIES

#### **1. COMMITTEE MEMBERS**

The Vice President East or West is the committee chair, and other committee members are selected by the chair.

#### **2. MEETINGS**

The committee should meet in conjunction with each Board of Trustees meeting and, otherwise, as necessary to promote consistency among Society and Chapter Bylaws.

#### **3. REPORTS**

The Chair shall submit a written report at each Board of Trustees meeting.

# Washington Society of Professional Engineers

## Awards Committee

### RESPONSIBILITIES

As defined in Bylaw #11, Section 5.e, the committee has the following responsibilities:

1. Review the objectives and purpose of the State Society Awards program and recommend policies to the Board of Trustees to implement State Society objectives.
2. Administer and coordinate the State Society Awards program.
3. Review awards nominations and recommend award recipients for each award as provided by policy.

### POLICIES

#### **1. COMMITTEE MEMBERS**

The committee chair is appointed by the President, and other committee members are selected by the chair.

#### **2. MEETINGS**

The Awards Committee should meet in conjunction with each Board of Trustees meeting and, otherwise, as necessary to promote recognition of members of the State Society by actively soliciting nominations for Society awards.

#### **3. REPORTS**

The Chair shall submit a written report at the Annual meeting.

#### **4. PROGRAM FUNDING**

Funds for the Awards program shall come out of the annual Society budget.

## **OPERATIONAL GUIDELINES**

### **SOCIETY AWARDS**

At its January 26, 2008 meeting, the WSPE Board of Trustees approved reducing the number of State Society awards to the following:

1. Columbia Award
2. Professional Engineer of the Year Award
3. Young Engineer of the Year Award
4. WSPE Certificate of Merit
5. WSPE Chapter Certificate of Merit

### **AWARD PROCEDURES**

Nominations for the Columbia Award, Professional Engineer of the Year, and Young Engineer of the Year are to be submitted to the Chair of the Awards Committee no later than December 1. The Awards Committee reviews the nominations and makes recommendations to the Board of Trustees at the winter meeting regarding recommended recipients of these awards. Awards approved by the Board of Trustees are presented to recipients at the Annual meeting. If the designated award recipient is unable to attend the Annual meeting, the award shall then be presented to an alternate agreeing to accept the award on the recipient's behalf.

The WSPE Certificate of Merit is presented at the discretion of the Society President to recognize individuals who provided meritorious service to the State Society, and the WSPE Chapter Certificate of Merit is presented at the discretion of Chapter presidents to individuals who have provided meritorious service to their chapters.

The Chair of the Awards Committee will solicit award nominations from Chapter Presidents each autumn using the following memorandum, and issue press releases announcing award recipients at the conclusion of the Annual meeting.



## Awards Committee

Date:

To: Chapter Presidents

From: Awards Committee Chair

Subject: Nominations for WSPE Awards

We are asking each chapter to submit nominations in as many WSPE state-level award categories for which you feel you have a qualified candidate(s). A descriptive listing of the award categories is enclosed along with a nomination form. The same form is used for each award category.

Please note that the nominations must be submitted to the Awards Committee prior to December 1. This is so the nominations can be distributed, reviewed, and the candidates submitted to the Board of Trustees at the winter meeting. Therefore, we ask that you expedite selection, preparation, and submittal of your nominations.

The WSPE Awards Committee encourages each chapter to set up its own committee for selection of your award candidates and for your own chapter awards. This will honor those deserving in your chapter area and generate favorable local publicity. If it has been a while since making awards in your local chapter it's all the more probable that you have deserving candidates in the area that are being overlooked.

The awards will be presented to the selected recipients at our annual meeting.

With your help we will have an Awards Program that will bring credit to our Society and Profession.

Thank you for your attention to this worthy activity.

Attachments:

Award Categories

Award Nomination Form

## COLUMBIA AWARD

### Description

The Columbia Award is the most prestigious award given to an individual by the Washington Society of Professional Engineers. It is given to an engineer who has not only contributed significantly to his profession, but who has also made outstanding contributions which promote the happiness, comfort and well-being of humanity in his community, the State or the Nation.

### The Award

The award is a suitably engraved plaque. Only one recipient will be named in any year, and no recipient may receive the award more than once. The award need not be given every year.

### Nomination

Nominations may be made by any of the chapters of WSPE or by any member of WSPE in good standing.

### Criteria for Selection

The candidate shall be an engineer of recognized standing, preferably registered, a citizen of the United States and the State of Washington.

Candidates for the award shall be judged by the following criteria:

Exemplary professional conduct;

An established reputation for professional service;

The undertaking or achieving of humanitarian or public service of high order; and

Other evidence of merit which, in the judgment of the award committee, shall have advanced professional and/or societal objectives for the benefit of mankind.

### Format of Nomination

Nominations should include biographical information on the candidate - education; career; professional and technical society activity; humanitarian, civic and political contributions and achievement - and state the reasons why the chapter or individual believes the nominee should receive the award.

The nomination form and all supporting attachments including the photograph must be received **by the Awards Committee no later than December 1.**

## **PROFESSIONAL ENGINEER OF THE YEAR AWARD**

### **Description:**

This award should be presented annually to an outstanding professional engineer who has made significant contributions to the profession and community.

### **The Award:**

The award shall be a suitably engraved plaque indicating the candidate's name and year of the Award. No recipient may receive the award more than once.

### **Nomination**

Nominations may be made by any of the chapters of WSPE or by any member of WSPE in good standing.

### **Criteria for Selection**

The recipient must meet the following requirements:

- Registered P.E.
- The recipient shall be a member of WSPE.

The following will be used in judging the worthiness of the candidates for the award:

- Scholastic achievements
- Professional Society activities
- Technical societies' activities
- Engineering experience and accomplishments
- Technical papers and patents
- Civic and humanitarian activities
- Participation in civic organizations

### **Format of Nomination**

The nomination form and all supporting attachments including the photograph must be received **by the Awards Committee no later than December 1.**

## **YOUNG ENGINEER OF THE YEAR AWARD**

### **Description:**

This award should be presented annually to an outstanding young engineer.

### **The Award:**

The award shall be a suitably engraved plaque indicating the candidate's name and year of the Award. No recipient may receive the award more than once.

### **Nomination**

Nominations may be made by any of the chapters of WSPE or by any member of WSPE in good standing.

### **Criteria for Selection**

The recipient must meet the following requirements:

Age -- 35 years or under as of January 1 preceding the Annual meeting of the Society when the award is to be presented.

Registered P.E. or E.I.T.

The recipient shall be a member of WSPE.

The following will be used in judging the worthiness of the candidates for the award:

Scholastic achievements

Professional Society activities

Technical societies' activities

Engineering experience and accomplishments

Technical papers and patents

Civic and humanitarian activities

Participation in civic organizations

### **Format of Nomination**

The nomination form and all supporting attachments including the photograph must be received **by the Awards Committee no later than December 1.**



# Washington Society of Professional Engineers

A state society of the National Society of Professional Engineers

## Award Nomination Form

*Please Type*

Title of Award: \_\_\_\_\_ Date \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Address: \_\_\_\_\_

*(Address, City, State, Zip)*

Phone: \_\_\_\_\_

*(Area Code-Number)*

Submitted by: \_\_\_\_\_

*(Name of Chapter, Practice Section, Individual)*

Basis for Nomination: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summary of Qualifications for Award: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

*(for Additional/Clarifying Information)*

Address: \_\_\_\_\_

*(Address, City, State, Zip)*

Phone: \_\_\_\_\_

*(Area Code-Number)*

Supporting Attachments:

- Letter of Transmittal/Endorsement
- Newspaper/Magazine Articles
- Recordings/Tapes
- Supporting letters of endorsement/recommendation *Number*(\_\_\_\_)
- List of Qualifications, include resume
- Photographs *(One 5" x 7" photograph, headshot of candidate, required)*
- Descriptive material
- Other: \_\_\_\_\_

# Washington Society of Professional Engineers

## Chapter Support Committee

### RESPONSIBILITIES

As defined in Bylaw #11, Section 5., f, the committee has the following responsibilities:

1. Assist Chapter officers to ensure chapter viability.
2. Ensure communication on effective chapter programs and activities.
3. Recommend possible changes of the State Society to better serve the mutual interests of the Chapters.

### POLICIES

#### **1. COMMITTEE MEMBERS**

The committee chair is appointed by the President, and other committee members are selected by the chair.

#### **2. MEETINGS**

The committee should meet in conjunction with each Board of Trustees meeting and, otherwise, as necessary to address Chapter issues.

#### **3. REPORTS**

The Chair shall submit a written report at the Annual meeting.

### OPERATIONAL GUIDELINES

#### **COMMITTEE TASKS**

Monitor Chapter activities and disseminate information to help Chapters develop effective programs.

Seek suggestions for improved State Society support to Chapters.

Collect Chapter Annual Reports each year, analyze them, and prepare a summary report that is disseminated to all Chapter Presidents.



# Washington Society of Professional Engineers

A state society of the National Society of Professional Engineers

## WSPE Chapter Annual Reports

Chapter: \_\_\_\_\_  
(due August 15<sup>th</sup>)

1. What were your programs this past year?

Months	Date	Topic (w/ speaker)	# Attending
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

2. What other Activities does your chapter participate in?

Topic	Date (mm/dd/yy)	# Chapter Members Participating	# Prospective Members Participating	Other Attendees
Bridge Building				
Career Days				
Engineering Banquet				
FE (EIT) Refreshers				
Future Cities				
MathCounts				
PE Refreshers				
Scholarships				
TeamJets				
Tours				

3. How many chapter newsletters were distributed this year? \_\_\_\_\_

4. How do you communicate with chapter members?

\_\_\_ phone trees    \_\_\_ E-mail    \_\_\_ Website    \_\_\_ USPS    \_\_\_ Other

5. Did your chapter recognize any “Engineers of the Year”? If so, who?

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6. What were lessons learned this year?

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Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

## Suggested Schedule of Events

### Washington Society of Professional Engineers

\_\_\_\_\_ - \_\_\_\_\_ **Administrative Year**

1. Date: \_\_\_\_\_ Chapter Officers Workshop (Policy #9).  
Action: President-Elect
2. Date: \_\_\_\_\_ Call for agenda items for autumn Executive Committee meeting and Board of Trustees meeting (Six [6] weeks prior to the autumn meeting).  
Action: President
3. Arrange for a speaker for the autumn meeting luncheon.  
Action: President
4. Date: \_\_\_\_\_ Issue notice of autumn Executive Committee meeting and Board of Trustees meeting (30 days prior to meetings).  
Action: Executive Director as requested by the President.
5. Date: \_\_\_\_\_ The Audit Committee shall report to the Board of Trustees at the the autumn meeting. (Bylaw #12, Section 3)
6. Date: \_\_\_\_\_ Autumn Board of Trustees Meets (usually September or October).
7. Date: \_\_\_\_\_ At the autumn Board of Trustees meeting, the Nominating Committee is to meet for selection of nominees for the State Society Offices.  
Action: Nominating Committee.
8. Date: \_\_\_\_\_ At the winter Board of Trustees meeting, the Interest Groups are to select nominees for Interest Group Chair.  
Action: Interest Groups
9. Date: \_\_\_\_\_ Issue a draft copy of the Minutes for the autumn Executive Committee meeting (two weeks following meeting) to the Executive Committee members for review and comment. (Policy #14a)  
Action: Executive Director
10. Date: \_\_\_\_\_ Issue a draft copy of the Minutes for the autumn Board of Trustees meeting (four weeks following meeting) to the Executive Committee members for review and comment. (Policy #14b)  
Action: Executive Director
11. Date: \_\_\_\_\_ after review and resolution of comments, issue the final copy of the autumn Executive Committee and the Board of Trustees meeting minutes.  
Action: Executive Director
12. Date: \_\_\_\_\_ Call for agenda items for winter Executive Committee meeting and Board of Trustees meeting (Six weeks prior to the Winter Meeting).  
Action: President

13. Date: \_\_\_\_\_ Arrange for a speaker for the winter meeting luncheon.  
Action: President
14. Date: \_\_\_\_\_ Request NSPE representative to attend WSPE officer installation.  
Action: Executive Director
15. Date: \_\_\_\_\_ Issue notice of winter Executive Committee meeting and Board of Trustees meeting (30 days prior to Meetings).  
Action: Executive Director as requested by the President
16. Date: \_\_\_\_\_ Winter Board of Trustees Meets (usually January or February).
17. Date: \_\_\_\_\_ Issue a draft copy of the Minutes for the winter Executive Committee meeting (two weeks following the meeting) to the Executive Committee Members for review and comment (Policy #14a)  
Action: Executive Director
18. Date \_\_\_\_\_ Issue a draft copy of the Minutes for the Board of Trustees meeting (four weeks following the meeting) to the Executive Committee Members for review and comment. (Policy #14b)  
Action: Executive Director
19. Date: \_\_\_\_\_ After review and resolution of comments, issue the final copy of the winter Executive Committee and the Board of Trustees meeting minutes (30 days after meetings).  
Action: Executive Director
20. Date: 15 March Issue report of the Nominating Committee to the President and the Executive Director.  
Action: State Society Nominating Committee
21. Date \_\_\_\_\_ Upon receipt of the report of the Nominating Committee, the Executive Director shall notify all Chapters (Chapter Presidents) of the selection made by the Nominating Committee. (Constitution Article X Section 2)
22. Date: \_\_\_\_\_ Issue Election Ballot (including any nominations submitted in accordance with Bylaw #14) and any member survey questions. Accomplish at least 30 days prior to the Annual Meeting date.  
Action: Executive Director
23. Date: \_\_\_\_\_ Vote and return ballot to the State Society (21 days prior to the Annual Meeting)(Bylaw #14)  
Action: State Society members.
24. Date: \_\_\_\_\_ Call for agenda items for Annual Executive Committee meeting, Board of Trustees meeting and Annual Meeting (Six weeks prior to the meeting).  
Action: President
25. Date: \_\_\_\_\_ Arrange for an Annual meeting luncheon speaker.  
Action: President
26. Date: \_\_\_\_\_ Issue notice of spring Executive Committee meeting, Board of Trustees meeting and Annual meeting (30 days prior to Meetings).  
Action: Executive Director as requested by the President.

27. Date: \_\_\_\_\_ Appoint a Tellers committee.  
Action: President
28. Date: \_\_\_\_\_ Appoint an Audit Committee of three members no later than 1 June of each year. (Bylaw #12)  
Action: President
29. Date: \_\_\_\_\_ Executive Committee meeting, Board of Trustees meeting and Annual meeting (usually May or June). (Constitution Article IX Sections 1 and 2)
30. Date: \_\_\_\_\_ Submit recommendations for future year meeting locations and dates to the Board of Trustees. (Policy #2)  
Action: President-Elect
31. Date: \_\_\_\_\_ Issue a draft copy of the Minutes for the spring Executive Committee meeting (two weeks following the meeting), to the Executive Committee members for review and comment. (Policy #14a)  
Action: Executive Director
32. Date: \_\_\_\_\_ Issue a draft copy of the Minutes for the spring Board of Trustees meeting and the Annual meeting (four weeks following the meeting) to the Executive Committee Members for review and comment. (Policy #14b)  
Action: Executive Director
33. Date: \_\_\_\_\_ after review and resolution of comments, issue the final copy of the spring Executive Committee, the Board of Trustees meeting and the Annual meeting minutes (30 days after meetings).  
Action: Executive Director
34. Date: \_\_\_\_\_ Issue the Annual Roster of members.  
Action: Executive Director