

**CONSTITUTION AND BYLAWS**  
**OF THE**  
**NEVADA SOCIETY OF PROFESSIONAL ENGINEERS**

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**CONSTITUTION AND BYLAWS**

**OF THE**

**NEVADA SOCIETY OF PROFESSIONAL ENGINEERS**

**OCTOBER, 1989 – REVISED JUNE 2001**

**PREAMBLE**

Recognizing that service to the public, to the state, and to the profession is a fundamental obligation of the professional engineer, the Nevada 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 Nevada, the United States of America, and all mankind.

**ARTICLE I - NAME**

- Section 1. The name of this organization shall be Nevada Society of Professional Engineers, hereinafter called the Society.
- Section 2. The Society is incorporated as a nonprofit organization under the laws of the State of Nevada.
- Section 3. The Society is a member state society of the National Society of Professional Engineers, a national organization of like aims and purposes, hereinafter called the National Society, or NSPE.
- Section 4. The Society subscribes to and supports the Code of Ethics of the NSPE.

**ARTICLE II - OBJECTIVES**

- Section 1. The objectives of this society shall be:
- a. Advance and promote the public welfare.
  - b. Advance the professional, social and economic interests of the profession.
  - c. Strive throughout the profession to make registration 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 registration.
  - d. Unite all qualified engineers of the state into one organization.
  - e. Stimulate and develop professional concepts among all engineers.
  - f. Advance self-education and self-improvement, motivating the practicing engineer to upgrade and expand his or her competence by continuing study.
  - g. Develop the civic consciousness of members of the engineering profession, and serve the public good by support of, and cooperation with, the governor and other public officials.
  - h. Represent the engineering profession in legislative matters in the interests of the state and the profession.
  - i. Promote high standards of engineering education.
  - j. 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.
  - k. Assist well-qualified and properly motivated young people in obtaining reliable information concerning the profession of engineering.
  - l. Establish and preserve high standards of ethical conduct and practice by members of the profession.

**ARTICLE III - CHAPTERS**

- Section 1. The membership of the Society shall be organized into chapters. The Board of Directors may authorize and charter such chapters, defining geographical boundaries as may best serve the members of the Society.
- Each chapter formed shall have a minimum of 10 voting members. All qualified members of each chapter shall be members of the Society and the NSPE.

- Section 2. The Board of Directors shall have authority to make rules and regulations for and decisions affecting the chartering, combining or dissolving of chapters.
- Section 3. Each chapter chartered by the Society shall adopt such bylaws for its operation as it may deem proper; provided that nothing contained therein shall conflict with or contravene the Constitution and Bylaws of the Society. Such bylaws and any changes therein are subject to approval of the Board.
- Section 4. Chapters shall engage only in such activities as are consistent with professional ideals and ethics. Such activities shall be restricted to the area for which the chapter is chartered, except as the Board may authorize.
- Section 5. In all matters of local concern not covered by this Constitution and Bylaws, chapters shall retain full autonomy, but may call upon the State and NSPE for advice, counsel, and assistance.
- Section 6. Each chapter shall be represented on the Board and on the committees of the Society as provided in the Constitution and Bylaws of the Society.
- Section 7. No chapter shall in anyway contract any debt or obligation on behalf of the Society unless expressly authorized by the Board.
- Section 8. The fiscal and administrative years of the chapters shall be concurrent with those of the Society.
- Section 9. Student members in engineering colleges and universities may be organized into student chapters, as provided in the Bylaws.

#### **ARTICLE IV - MEMBERSHIP**

- Section 1. The membership in the State Society shall be designated as Licensed Member, Member, Fellow Member, Honorary Member or Student Member.
- Section 2. All members other than Honorary Members and Student Members shall have voting privileges in the State Society except that only Licensed Members may hold State office.
- Section 3. Licensed Member – A Licensed Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under laws of any state, territory, possession, or district of the United States, or a province or territory of Canada; or the equivalent under the laws of any country, or a retired engineer who obtained and retained a valid license or certificate while in active practice in the profession until retirement.
- Section 4. Member – A Member shall be defined as a person of high moral character who is:
- a) A certified Engineer-In-Training (Engineering Intern), or the equivalent under the laws of any country, or
  - b) A Graduate Engineer – A Graduate Engineer is one who has graduated from an engineering curriculum accredited by the Accreditation Board for Engineering and Technology (ABET); or has graduated from an engineering curriculum which is accredited by ABET within six years after graduation; or has been awarded a graduate engineering degree from a college or university which has one or more undergraduate engineering curricula accredited by ABET.
- For a graduate of an engineering curriculum in a foreign country, the applicant shall possess educational background equivalent to that attained from an engineering curriculum accredited by ABET.
- A Member shall advance to the Licensed Member grade as soon as eligible by licensure.
- Section 5. Student Member – A Student Member is a person defined as one who is enrolled in an ABET accredited engineering program or an engineering or pre-engineering program that leads to engineering licensure. A full-time graduate student in engineering may choose any grade for which eligible, including student member.
- Section 6. Fellow Member – A Fellow Member shall be a Licensed Member and approved by a peer review of Fellows. The peer review shall take into account, but not be limited to, such considerations as professional status and outstanding service to NSPE, the engineering profession and the public. Procedures for such review and selection shall be defined in the national Bylaws.

- Section 7. Honorary Member – An individual whose knowledge and accomplishments deserve special recognition for contributions to the engineering profession. An Honorary Member shall not have voting privileges, may not hold office, and shall be exempt from paying dues. An Honorary Member shall be awarded upon the approval of two-thirds of the national Executive Committee. At no time shall there be more than ten living Honorary Members of the National Society.
- Section 8. A current member holding a grade and not eligible for one of these grades shall be retained in the grade of Member until eligible for another grade of membership.
- Section 9. A member may be expelled from the State Society or otherwise disciplined for cause as provided in the Bylaws.

#### ARTICLE V - DUES

- Section 1. The dues of the Society shall be determined by the Board of Directors and stated in the Bylaws and shall include subscription to the Society publication.
- Section 2. The procedure for billing and collecting of dues shall be determined by the Board and stated in their Bylaws.
- Section 3. The schedule and conditions for dues payment, delinquency, dropping from membership and reinstatement shall be determined by the Board and stated in the Bylaws.

#### ARTICLE VI - ADMINISTRATION

- Section 1. The Society shall be administered by a Board of Directors, hereinafter referred to as the Board. The Board shall determine all questions of policy and shall administer the affairs of the Society under this Constitution and general provisions of the law under which it is incorporated.
- Section 2. The Board shall consist of at least one officer and at least one director elected or appointed by each chapter. At the discretion of the Board, at least one director at large may be appointed or elected for areas where chapters do not exist.
- Section 3. A majority of the Board members shall constitute a quorum. 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 Constitution and Bylaws of the Society. The President shall vote only when necessary to break a tie.
- Section 4. The Board shall have authority to decide upon any question 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 5. The Board shall direct the investment and care of funds for the Society, adopt an annual budget, and make appropriations for other specific purposes.
- Section 6. No members of the Board shall receive a salary or compensation from the Society, except for expenses incurred in behalf of the Society as approved by the Board.
- Section 7. The Board may appoint an executive secretary or administrator or executive director, when the financial and other conditions warrant, define the duties of the office, and authorize appropriate compensation.
- Section 8. There shall be an Executive Committee of the Board consisting of the President, President-Elect, Past President, Administrator, Treasurer, and senior National Director. Within the provisions of the Constitution and Bylaws, the Executive Committee shall act for the Board between Board meetings provided that such action is not inconsistent with Board policy. All acts of the Executive Committee shall be reported to the Board. A majority of the Executive Committee shall constitute a quorum.

**ARTICLE VII - OFFICERS**

- Section 1. The officers of the Society shall consist of the President, President-Elect, Vice Presidents as elected or appointed by the Board, the National Director(s), the latest living resident Past President, and the chairman of each active Practice Division. The Administrator and Treasurer shall function with the Board but not be considered officers for purposes of voting.
- Section 2. The Society shall be represented on the Board of Directors of the National Society by a National Director or Directors.
- Section 3. The President, President-Elect, Vice Presidents and National Director(s) shall be elected for a term of two years. The President-Elect shall automatically assume the presidency for the two years following election. The National Director(s) shall be elected for a term of two years.
- Section 4. There shall be a minimum of 3 vice-presidents. Two of the vice-presidents shall be from active chapters within the state as delineated in the Bylaws and elected by the chapter membership. The remaining vice-president shall be elected to the Board for a term of two years to fulfill the duties of Vice-President - Auditing.
- Section 5. Eligibility to nomination, election or retention of a position as an elective officer of the Society shall be contingent upon residence or employment in the state.
- Section 6. The duties of the officers shall be as defined in the Bylaws.
- Section 7. The Treasurer and the Administrator shall be bonded, at the expense of the Society for such amount as may be determined by the Board.
- Section 8. The officers and directors shall take office, and the President -Elect elected the previous term shall become President, on the first day two years after their election, and shall hold office until their successors have been duly elected and installed.
- Section 9. In the event the President becomes unable to serve, he or she 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 term 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 chairman of each Practice Division who shall be selected by the President. Any vacancy shall be filled for the unexpired term of the officer being replaced.

**ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS**

- Section 1. Nominations for elective offices shall be made by the Nominating Committee and may be made by petition signed by 10 percent of the members eligible to vote.
- Section 2. The Nominating Committee shall have the most recent available Past President as its chairman and one member selected by each of the chapters.
- Section 3. After canvassing each chapter for suggested nominees, the Nominating Committee shall offer one or more nominations for each office, no one of whom shall be a member of the Nominating Committee. The nominee for the Vice-President - Auditing shall come from alternating chapters each term.
- Section 4. The Nominating Committee shall report the names of nominees, on or before November 15<sup>th</sup>, together with a brief biographical sketch of each nominee, to the Administrator who shall transmit the same to the members on or before December 15<sup>th</sup> of each election year.
- Section 5. Additional nominations by petition, which may include members of the Nominating Committee, must be in the hands of the Administrator by January 15<sup>th</sup> of each election year.
- Section 6. Election of officers shall be made every two years by a plurality vote on individual letter ballots sent to all voting members of the Society in good standing.

**ARTICLE IX - MEETINGS**

- Section 1. The Society shall hold an Annual Meeting at such time and place as may be selected by the Board, which meeting shall be open to all members and their guests.
- Section 2. Special meetings of the Society shall be called by the President or a two-thirds vote of the Board or upon petition by 20 members of the Society, or 10 percent of the membership, whichever is the smaller number.

**ARTICLE X - HEADQUARTERS**

- Section 1. The location of the Headquarters of the Society shall be determined by the Board.

**ARTICLE XI - COMMITTEES**

- Section 1. Such Committees as may be appropriate shall be established as provided in the Bylaws.
- Section 2. The duties of the committees shall be defined by the Board.

**ARTICLE XII - PRACTICE DIVISIONS**

- Section 1. To further the objectives of the Society, establishment of Practice Divisions is authorized.
- Section 2. The Board may sanction the creation or order the dissolution of Practice Divisions as provided in the Bylaws.

**ARTICLE XIII - AMENDMENTS**

- Section 1. Amendments to this Constitution may be proposed by: (a) a majority vote of the entire Board; (b) by a petition signed by not less than 15 percent of the members of this Society who are eligible to vote on constitutional changes; or (c) by a majority of vote of the Board members present, provided that the text of the proposed amendment shall have been mailed to the members of the Board not less than 30 days prior to the day when the amendment shall be considered. Amendments submitted by petition shall be reviewed by the Board before being submitted to the Administrator for ballot. The findings of this review may be transmitted to the members at the discretion of the Board.
- Section 2. Proposed amendments to the Constitution, together with a letter ballot, shall be mailed by the Administrator to each member eligible to vote. Ballots shall be returned to the Administrator not later than 20 days after their mailing by the Administrator.
- Section 3. An amendment shall become effective only upon the affirmative vote of two-thirds of the votes cast by qualified members.

**ARTICLE XIV - BYLAWS**

- Section 1. The Board shall prepare and adopt a series of Bylaws which shall govern all procedures under this Constitution, including those of the Board and of the committees.
- Section 2. The Bylaws may be amended by an affirmative vote of a majority of the Board present at a meeting 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.

**ARTICLE XV - EFFECTIVE DATE**

- Section 1. This Constitution shall become effective upon its adoption in the manner prescribed for voting on amendments and thereupon the previous Constitution and prior amendments thereto are repealed.

Adopted: **October 20, 1989**

Last Amended: **June 2001**

**BYLAWS OF THE**  
**NEVADA SOCIETY OF PROFESSIONAL ENGINEERS**

**OCTOBER, 1989 – REVISED JUNE 2001**

**BYLAW 1 - MEMBERSHIP**

- Section 1. Membership applications may be received at either the state or chapter level and reviewed for eligibility by the Membership Committee. If deemed to be eligible by the chapter Membership Committee, the applicant shall be added to the rolls and the State and National Societies notified. If deemed to be eligible by the state Membership Committee, the applicant will be added to the rolls and the chapter and National Society notified subject to review by the chapter Membership Committee.
- Section 2. Membership in the Society imposed the obligation to uphold the honor and dignity of the engineering profession. It is therefore required of members to be familiar with ethical and legal standards, to observe them, to aid in preventing violations by others and to be familiar with the Society's policies and procedures relating to handling of alleged violations.
- Section 3. Violation of the Society Constitution and Bylaws, the Code of Ethics, or for conviction of a felony shall be considered as just cause for discipline as hereinafter provided.

**BYLAW 2 - 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 Constitution and Bylaws shall be filed by a member in good standing. Each member is responsible to render written reports of factual knowledge the numbers of alleged violations of the Code of Ethics. Such charges may be filed with the Administrator or with the chairman of the Ethics and Practices Committee of the Society or of a chapter.
- Section 2. An initial informal investigation of alleged violations will be made by the Ethics and Practice Committee of the chapter concerned. When such informal investigations indicate that a formal investigation is advisable, the Society President shall direct the Society Ethics and Practice Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.
- Section 3. Hearings will be conducted by a Hearing Commission of not less than three Past Presidents appointed by the President which shall make recommendations to the Executive Committee and the Executive Committee shall render a decision in the matter.
- Section 4. The accused shall have the right to appeal the decision to the Board of Directors, in which case the Executive Committee members who sat earlier shall not participate in the appeal proceedings.
- Section 5. A two-thirds vote of the 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 a majority vote.
- Section 6. Disciplinary action may be taken by the Society 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 Society may issue a notice of censure or prescribe that the Society records show that such member shall not be eligible for membership for a stipulated number of years, or indefinitely, or both, and may publish its findings.

**BYLAW 3 - CHAPTERS**

- Section 1. A chapter may organize within the provisions of the Constitution and Bylaws of the Society and may, upon application, receive a charter from the Society and then be known as a chapter of the Society.
- Section 2. A charter may be issued upon approval of an application by the Board and shall be signed by the President.
- Section 3. In advance of the Society’s Annual Meeting, each chapter shall elect officers and directors as required. The secretary of each chapter shall send a report of such election results to the Administrator of the Society at least 30 days prior to the date fixed for the Annual Meeting.
- Section 4. The Board may authorize and issue charters for student chapters at approved engineering colleges or institutes of technology. 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 National Society.

Each student chapter shall have a faculty advisor who shall be a member of the Society. The student chapter advisor should be appointed by the Society, through the local chapter concerned, on the recommendation of the dean of the college or school involved.

Each student chapter shall have a liaison officer from the sponsoring chapter who shall not be directly affiliated with the college or school involved. The liaison officer shall be appointed by the sponsoring chapter.

**BYLAW 4 - AFFILIATED GROUPS**

- 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.

**BYLAW 5 - FISCAL AND ADMINISTRATIVE YEARS**

- Section 1. The fiscal year of the Society shall be from July 1 through June 30.
- Section 2. The administrative year of the Society shall be from July 1 through June 30 two years following for State Elected officers. The administrative year of the Society shall be from July 1 through June 30 for the chapter representatives to the Board.

**BYLAW 6 - DUES**

- Section 1. Dues become due and payable January 1<sup>st</sup> of each year.
- Section 2. The dues for membership in the Society shall be as follows:

Member	\$66.00
Senior Associate Member	\$66.00
Associate Member (30 years of age and over)	\$66.00
Associate Member (under 30 years of age)	\$33.00
Student Member	\$ 8.00
Surveyor Member	\$66.00
- Section 3. Dues include a year’s subscription to the official publication of the State Society  
Members admitted after April 1<sup>st</sup> of any calendar year shall pay dues as follows:

April 1 <sup>st</sup> through September	50 percent
Remainder of year	100 percent

Members admitted after October 1<sup>st</sup> will receive member services for remainder of that year and the succeeding year.
- Section 4. Statements for annual dues shall be mailed to each member before the beginning of the calendar year. If dues are collected by the State Society or chapter, the appropriate state official shall transmit each month to the National Society the dues collected for that organization.

- Section 5. If the dues of any member remain unpaid three months after due date, said member shall be listed as “delinquent” and be removed from the mailing list to receive all publications issued by the Society. If the dues of any member remain unpaid six months after due date, said member shall be dropped from the rolls of the Society as a member. The request of such persons readmission must be accompanied by dues for the current year.
- Section 6. A member shall become eligible for Life or Privileged membership with waiver or reduction of dues after meeting the requirements as set forth by the National Society.
- Section 7. After five years of continuous membership an application for waiver of one-half dues and after 10 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 and this Society, shall be submitted to the National Society for final approval.
- Section 8. 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 Society.

**BYLAW 7 - BOARD OF DIRECTORS**

- Section 1. The Board of Directors shall have the direction and general supervision of all matters pertaining to the Society. It shall adopt and monitor a budget and cause the accounts of the treasurer to be audited not less than once a year.
- Section 2. The Board shall provide for and superintend the publication and distribution of all proceedings or transactions of the Society and shall have authority to appoint an editor and publish an official periodical for the Society.
- Section 3. The Board shall be empowered to invest and reinvest such funds as may be available for the creation of a reserve 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 4. Each state director shall attend chapter meetings for the purpose of inquiring into the condition of the profession and to improve the communication between the chapter membership and the Society.
- Section 5. The Board shall hold a regular meeting at the time of the Annual Meeting and at least once each half year thereafter. It shall hold special meetings at the call of the president or on the petition of two-thirds of the directors.
- Section 6. A notice of each meeting of the Board shall be mailed to each member of the Board at least ten days prior to the scheduled date thereof. An agenda and copy of each report and resolution which are to be considered at such meetings shall accompany the notice of the meeting and no other matters shall be considered at such meetings without the consent of the majority of the members of the Board in attendance.
- Section 7. A quorum of the Board for the conduct of business shall be one-half of the members entitled to cast votes.

**BYLAW 8 - LETTER BALLOTS OF THE BOARD**

- Section 1. The President may at any time direct the Administrator to submit any question to the members of the Board by means of a 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 Administrator shall submit any question to the members of the Board by means of a letter ballot.
- Section 3. In the event of any meeting at which less than all members of the Board are present the majority vote on any question constitutes less than a majority of all members of the Board, a member of the Board may direct the Administrator to submit the question to all members of the Board by means of a letter ballot.

- Section 4. A majority of all votes received within 15 days of the mailing of the ballots shall decide the question, provided votes are received from at least two-thirds of the total membership of the Board.
- Section 5. The Administrator shall record as a part of the minutes of the appropriate meeting the date concerning each letter ballot, including the dates of the mailing and the return of the ballots, and the names and votes of all members voting. The Administrator shall notify all members of the Board of the results within three weeks of the date of the original action.

**BYLAW 9 - EXECUTIVE COMMITTEE**

- Section 1. As provided in the Constitution, the Executive Committee shall conduct the business of the Society between Board meetings.
- Section 2. The Executive Committee shall meet as required at locations selected by the Committee.
- Section 3. 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 determined by the Committee. The location shall be within the State of Nevada.

**BYLAW 10 - ELECTIONS**

- Section 1. The Society Nominating Committee shall canvass each chapter for suggested nominees for the offices of President-Elect, vice presidents including Vice-President - Auditing, but not practice division vice presidents, and National Director(s), by directing a written request therefor to each chapter president on or before November 1<sup>st</sup> on the designated election year.
- Section 2. The Nominating Committee's report of its nominees, together with a brief biographical sketch of each nominee shall be published in the spring issue of the Society publication or sent by mail to the membership by March 15<sup>th</sup> of the designated election year.
- Section 3. Nominations by petition must be delivered to the Administrator on or before January 15<sup>th</sup> of the designated election year in order to be placed on the ballot.
- Section 4. Whenever there is more than one nomination made for any office to be filled, an official ballot, together with a special ballot envelope which shall provide space for the signature and address of the member voting to be affixed thereon, shall be mailed by the Administrator to each voting member in good standing on or before March 15<sup>th</sup> of the designated election year. The official ballot shall contain a listing of all offices to be filled and the nominations therefor, and voting shall be limited thereto.
- Section 5. A valid ballot shall be one which is returned to the Administrator in an envelope bearing a postmark date on or before April 1<sup>st</sup> of the designated election year, which date shall be specified on the ballot and which envelope shall bear the signature of the member.
- Section 6. All valid unopened ballots shall be promptly delivered by the Administrator to the Teller's Committee, which committee shall be selected by the President, and which shall canvass the ballots and report the number of votes cast for each nominee to the Administrator on or before June 1<sup>st</sup> of the designated election year. The Administrator shall transmit such information to the officers, officers-elect, and chapters on or before June 5<sup>th</sup> of the designated election year and shall publish same in the next issue of the Society publication.
- Section 7. The nominee for each office receiving the greatest number of votes cast for such office shall be declared elected to such office.
- Section 8. The elected officers shall be known by the title of the office to which elected with the suffix "elect" until they assume the duties of their respective offices.
- Section 9. The election of chapter officers and the selection of the chapter representatives on the

Board shall be completed on or before April 1<sup>st</sup> of each year. They shall assume their duties on the first day of the administrative year and shall hold office until their respective successors assume such duties.

Section 10. Each active practice division shall elect a chairman and chairman-elect, the chairman during the term of office also serving as a vice-president of the State Society. The procedures for nomination and election to these position shall be as contained in Bylaw 13.

#### **BYLAW 11 - OFFICERS DUTIES**

Section 1. President. The President shall preside at all meetings of the Society and of the Board of Directors; shall be, ex-officio, a member of all committees; shall appoint chairmen and members of all committees; and have general direction of the business of the Society.

Section 2. President-Elect. The President-Elect shall act as president in the President's absence, and shall undertake assignments at the request of the President, the Executive Committee, or the Board. The principle activity of the President-Elect shall be an examination of the Society, and the development of plans for the following year.

Section 3. Vice-Presidents. In the absence of, or in the case of the inability of the President and President-Elect, it shall be the duty of one of the Vice-Presidents, in order of precedence, to perform all duties of the president. The order of precedence shall be (1) Vice-President - Auditing (2) Vice President representing Chapters, (3) Practice Division Vice Presidents. The duties of the Vice-President - Auditing will be to preside over required Treasurer auditing on an annual basis, preside over informal hearings of complaints or concerns, to prepare and present the annual operating budget to the Board, and to provide general support in financial areas to the Board.

Section 4. Treasurer. The Treasurer function will be combined with the Administrator function effective with the adoption of these amendments. It shall be the duty of the Treasurer with proper oversight from the Vice-President - Auditing to protect all money and records of accounts of the Society, making an annual report of receipts and disbursements to the Society; give such bond, to secure the faithful discharge of duties

as

may be determined from time to time by the Board. The fee for this bond shall be paid out of the treasury of the society. At the expiration of the term of office or appointment, all books, papers, and money belonging to the Society shall be turned over to the Vice-President - Auditing who shall provide the preceding Treasurer a receipt and provide the incoming Treasurer with the necessary books, papers, and money belonging to the Society. The Treasurer will not have voting rights on the Board

Section 5. Administrator. The Administrator shall keep an accurate record, and have custody, of all official papers and records; issue all calls and notices ordered by the President or the Board; submit at the Annual Meeting a written report covering the duties and activities of the position, including a statement of the membership of the Society; file such bond, to be paid out of the treasure of the Society, to secure the faithful discharge of assigned duties; receive such salary as the Board shall determine; and have such other duties and prerogatives as the Board may assign. At the expiration of service, the Administrator shall turn over to the Vice-President - Auditing, all books, documents, and other property of the Society in the custody of the Administrator, receiving a receipt therefor. The Administrator will not have voting rights on the Board.

Section 6. National Director. The National Director shall be reimbursed for all expenses to attend the National meetings except for those expenses which the National Society reimburses to the Director. The National Director shall attend the Winter and Annual National meetings as the representative of the Nevada Society. As a member of the State Board, the Director shall report on all National items to the Board and shall issue periodical reports to the membership in the State Magazine. The National Director shall represent



- Section 7. When considered necessary for promoting or forwarding its special objectives, any Practice Division may establish a fund for that purpose, to be maintained in the treasury of the Society. Such funds may be obtained through dues and/or assessment of its own members, or by the other means which are authorized by the Board. The Treasurer for the Society shall be custodian of all practice division funds, the expenditure of which shall be subject to the approval of the officers of the division and the Vice-President - Auditing.
- Section 8. Minutes shall be kept and filed for all meetings of Practice Divisions and the division executive board. An annual report outlining the divisions' activities for the year, including financial statement and officers, shall be made to the Board.
- Section 9. All actions by Practice Divisions shall be consistent with the policies of the Society.
- Section 10. Practice Divisions serving the Society shall be as follows:  
Professional Engineers in Construction (PEC)  
Professional Engineers in Education (PEE)  
Professional Engineers in Government (PEG)  
Professional Engineers in Industry (PEI)  
Professional Engineers in Private Practice (PEPP)

**BYLAW 14 - MEETINGS**

- Section 1. The Annual Meeting of the Society shall be held between May 1<sup>st</sup> and July 31<sup>st</sup>. A Semi-Annual meeting shall be held between October 1<sup>st</sup> and November 30<sup>th</sup>. The Annual Meeting will be held at a location determined by the President or Incoming President.

**BYLAW 15 - ORDER OF BUSINESS**

- Section 1. The order of business at meetings of the Board shall be determined by the President subject to approval of the Board.
- Section 2. Robert's Rules of Order (revised) shall govern matters of parliamentary procedure of the Society.

**BYLAW 16 - OFFICIAL PERIODICAL**

- Section 1. The Society shall publish an official periodical to be known as "The Nevada Engineer".