

CONSTITUTION AND BYLAWS
OF THE
SOUTHERN NEVADA CHAPTER
OF THE
NEVADA SOCIETY OF PROFESSIONAL ENGINEERS

**Constitution of the
Southern Nevada Chapter
Of the
Nevada Society of Professional Engineers**

Preamble

Recognizing that service to the public, to the state, and to the profession is a fundamental obligation of the professional engineer, the Southern Nevada Chapter of 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 1.01 The name of this organization shall be the Southern Nevada Chapter of the Nevada Society of Professional Engineers, hereinafter called the Chapter. All references to the Society in this document shall mean the Nevada Society of Professional Engineers.

Section 1.02 The Chapter and Society are incorporated as nonprofit organizations under the laws of the State of Nevada.

Section 1.03 The Chapter is a member chapter of the Society. 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 1.04 The Chapter and Society subscribe to and support the Code of Ethics of NSPE.

Article II. Objectives

Section 2.01 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 3.01 The membership of the Society is organized into chapters. The Society Board of Directors has chartered this Chapter and has defined 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 3.02 The Chapter Board of Directors has authority to make rules and regulations for and decisions affecting the Chapter.

Section 3.03 The Chapter is chartered by the Society and shall adopt such bylaws for its operation as it deems proper; provided that nothing contained herein shall conflict with or contravene the Constitution and Bylaws of the Society. Such bylaws and any changes therein are subject to approval of the Society Board.

Section 3.04 The Chapter 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 Society Board may authorize.

Section 3.05 In all matters of local concern not covered by this Constitution and in the Bylaws, the Chapter shall retain full autonomy, but may call upon the State and NSPE for advice, counsel, and assistance.

Section 3.06 The Chapter is represented on the Society Board and on the committees of the Society as provided in the constitution and Bylaws of the Society.

Section 3.07 The Chapter shall not in any way contract any debt or obligation on behalf of the Society unless expressly authorized by the Society Board.

Section 3.08 The fiscal and administrative years of the Chapter shall be concurrent with those of the Society.

Section 3.09 Student members in engineering colleges and universities may be organized into student chapters, as provided in the Bylaws.

Article IV. Membership

Section 4.01 The membership shall consist of Member, Senior Associate Member, Associate Member, Student Member and Surveyor Member who shall abide by the Constitution and Bylaws and the Code of Ethics and who shall be subject to election, discipline, suspension or termination as provided in the Bylaws.

Section 4.02 A member may be disciplined by the Society for cause as provided in the Bylaws. In disciplinary matters, the Society Board may: (a) authorize joint action with other state societies; (b) waive jurisdiction to another state society; or (c) require the assistance of the National Society wherein the Society Board's judgment the circumstances warrant.

Section 4.03 All members other than Student Members shall have voting privileges. Only Members may hold the Chapter Board offices of President and Vice-President.

Section 4.04 All Engineer Professionals and Student Members of this Society shall be members of the National Society.

Section 4.05 Engineer Professional – Engineer Professional membership is open to anyone holding either a valid license as a Professional Engineer in the U.S. or Canada, or an Engineer-In-Training or Engineering Intern certification issued under the laws of any state, territory, possession or district of the U.S., or its international equivalent.

A person who has graduated with a bachelor's degree or higher from an accredited engineering curriculum may also apply for provisional status as a member for up to two years to achieve the full requirements for member grade.

Section 4.06 Section not used.

Section 4.07 Section not used.

Section 4.08 Student Member – A Student Member is a full-time student in an undergraduate or graduate engineering program, or an engineering or pre-engineering program that can lead to licensure or its international equivalent.

Student Members benefit from a reduced dues program both before and after graduation.

Section 4.09 Section not used.

Section 4.10 Life Membership and Privileged Membership, consistent with the qualifications for such grades of the National Society of Professional Engineers, are authorized.

Section 4.11 Should the registration of a member be revoked for any reason, the person shall automatically cease to be a member of the Society. If the registration should lapse, except in the case of life, or privileged members, the Member, if eligible, will be reclassified to Associate Member grade.

Article V. Dues

Section 5.01 The dues of the Society shall be determined by the Society Board of Directors and stated in the Bylaws and shall include subscription to the Society publication.

Section 5.02 The procedure for billing and collecting of dues shall be determined by the Society Board and stated in their Bylaws.

Section 5.03 The schedule and conditions for dues payment, delinquency, dropping from membership and reinstatement shall be determined by the Society Board and stated in the Society Bylaws.

Article VI. Administration

Section 6.01 The Chapter shall be administered by a Board of Directors, hereinafter referred to as the Chapter Board. The Chapter Board shall determine all questions of policy and shall administer the affairs of the Chapter under this Constitution and general provisions of the law under which it is incorporated.

Section 6.02 The Chapter Board shall consist of a President, Vice President, Treasurer, Secretary, two Directors, and the most recent Past President.

Section 6.03 A majority of the Chapter Board members shall constitute a quorum. An affirmative vote of a majority of the Chapter 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 6.04 The Chapter Board shall also have authority to decide upon any question by means of a letter or electronic ballot directed to all

members of the Board. Procedures for determining a vote by letter or electronic ballot shall be specified in the Society Bylaws, and a majority of the votes cast within the stipulated time shall decide the question submitted to ballot.

Section 6.05 The Chapter Board shall direct the investment and care of funds for the Chapter, adopt an annual budget, and make appropriations for other specific purposes.

Section 6.06 No members of the Chapter Board shall receive a salary or compensation from the Chapter, except for expenses incurred in behalf of the Chapter as approved by the Chapter Board.

Article VII. Officers

Section 7.01 The officers of the Chapter shall be the Chapter Board of Directors as defined in Section 6.02 of Article VI.

Section 7.02 The Chapter shall be represented at the Society as defined in the Society Constitution and Bylaws.

Section 7.03 All Chapter Board members shall be elected to the Board for a term of one year.

Section 7.04 Section not used.

Section 7.05 Eligibility to nomination, election or retention of a position as an elective officer of the Chapter shall be contingent upon residence or employment within the Chapter geographical boundary as determined by the Society.

Section 7.06 The duties of the officers shall be as defined in the Bylaws.

Section 7.07 Section not used.

Section 7.08 The Chapter Board of Directors shall take office upon being duly elected and installed at the first regularly scheduled monthly Chapter meeting after the results of the election have been determined and shall hold office until their successors have been duly elected and installed.

Section 7.09 In the event the President becomes unable to serve, he or she shall be succeeded by the Vice-President. A vacancy occurring in the Vice-President position, and any other position, shall be filled by election of the Board. Any vacancy shall be filled for the remainder of the unexpired term of the officer being replaced.

Section 7.10 In the event a Board member does not attend two Board meetings or cannot perform the duties of their office, the Board may remove that member from the Board by majority vote.

Article VIII. Nomination and Election of Officers

Section 8.01 Nominations for elective offices may be made by the Nominating Committee and may be made by petition signed by 10 percent of the members eligible to vote.

Section 8.02 The Nominating Committee shall consist of the Chapter President and the most recent available past President.

Section 8.03 The Nominating Committee shall offer one or more nominations for each office.

Section 8.04 The Chapter President shall report the names of nominees on, or before, the regularly scheduled Board meeting in March of each year.

Section 8.05 Additional nominations by petition, which may include members of the Nominating Committee, must be in the hands of the Nominating Committee by March 15 of each year.

Section 8.06 Election of Chapter officers shall be made every year by a plurality vote on individual letter or electronic ballots sent to all voting members of the Chapter in good standing.

Article IX. Meetings

Section 9.01 The Chapter shall hold monthly meetings at such time and place as may be selected by the Board, which meetings shall be open to all members and their guests.

Section 9.02 Special meetings of the Chapter may be called by the President or a two-thirds vote of the Board or upon petition by 10 members of the Chapter or 10 percent of the membership, whichever is the smaller number.

Article X. Committees

Section 10.01 Such Committees as may be appropriate shall be established as provided in the Bylaws.

Section 10.02 The duties of the committees shall be defined by the Chapter Board.

Article XI. Practice Divisions

Section 11.01 *To further the objectives of the Society, establishment of practice divisions is authorized.*

Section 11.02 *The Chapter Board may sanction the creation or order the dissolution of practice divisions as provided in the Bylaws.*

Article XII. Amendments

Section 12.01 *Amendments to this Constitution may be proposed by: (a) a majority vote of the entire Chapter Board; (b) by a petition signed by not less than 15 percent of the members of this Chapter who are eligible to vote on constitutional changes; or (c) by a majority vote of the Chapter Board members present, provided that the text of the proposed amendment shall have been mailed to the members of the Chapter Board not less than 30 days prior to the day when the amendment shall be considered.*

Section 12.02 *Amendments submitted by petition shall be reviewed by the Chapter Board before being submitted to the secretary for ballot. The findings of this review may be transmitted to the members at the discretion of the Chapter Board.*

Section 12.03 *Proposed amendments to the Constitution, together with a letter or electronic ballot, shall be sent to each member eligible to vote. Ballots shall be returned to the secretary not later than 20 days after their transmission.*

Section 12.04 *An amendment shall become effective only upon the affirmative vote of two-thirds of the votes cast by qualified members.*

Article XIII. Bylaws

Section 13.01 *The Chapter 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 13.02 *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 transmitted to the Board at least 10 days before the meeting at which the vote on the amendment will be taken.*

Article XIV. Effective Date

Section 14.01 *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.*

**Bylaws of the
Southern Nevada Chapter
Of the
Nevada Society of Professional Engineers**

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 imposes 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 related 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 the President of the Chapter.
- Section 2. An initial informal investigation of alleged violations will be made by the Ethics and Practice Committee. When such informal investigations indicate that a formal investigation is advisable, the Chapter President shall notify the Society Ethics and Practice Committee, which shall, at its own discretion, decide whether to conduct a formal investigation and recommend whether or not a hearing is warranted. Hearings will be conducted and a decision rendered in accordance with the Society Bylaws. The accused shall

have the right to appeal the decision in accordance with Society Bylaws. Procedures to sustain or drop charges and to determine penalties shall be as established in the Society Bylaws.

- Section 3. 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. The Chapter has been organized within the provisions of the Constitution and Bylaws of the Society and, having prepared the prescribed application, has received a charter from the Society and is known as a chapter of the Society.
- Section 2. Section not used.
- Section 3. The Chapter shall elect officers and directors in advance of the Society Annual meeting as required. The secretary of the 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 Society 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. 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 Chapter and Society shall be from July 1 through June 30.

Section 2. Section not used.

Bylaw 6 – Dues

Section 1. Dues become due and payable upon the anniversary date of joining the Society.

Section 2. The dues for membership in the Society shall be as established by the Society for the following membership types:

Member

Student Member

Dues include a year's subscription to the official publication of the State Society.

Section 3. Section not used.

Section 4. Statements for annual dues shall be sent to each member before the anniversary date of joining the Society. 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 person's 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.

Section 9. If anything contained in the above Sections 1 through 8 conflicts with the Society Bylaws concerning dues, the Society Bylaws shall govern.

Bylaw 7 – Board of Directors

Section 1. The Chapter Board of Directors shall have the direction and general supervision of all matters pertaining to the Chapter. 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 Chapter Board shall provide for and superintend the publication and distribution of all reports, notices, calendars, letters, etc. that are deemed necessary to conduct the business of the Chapter.

Section 3. The Chapter Board shall be empowered to invest and reinvest such funds as may be available for the creation of a reserve fund. A plurality vote of the Board shall be required to authorize expenditures from this fund which are other than for investment or reinvestment.

Section 4. A state director shall be invited to 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. Section not used.

Section 6. A notice of each Board meeting of the Chapter Board shall be transmitted to each member of the Chapter Board at least three working days prior to the scheduled date thereof. An agenda 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 Chapter Board in attendance.

Section 7. A quorum of the Chapter Board for the conduct of business shall be at least 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 secretary to submit any question to the members of the Chapter Board by means of a letter or electronic 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 secretary shall submit any question to the members of the Chapter Board by means of a letter or electronic ballot.

Section 3. In the event of any meeting at which less than all members of the Chapter Board are present the majority vote on any question constitutes less than a majority of all members of the Chapter Board, a member of the Chapter Board may direct the administrator to submit the question to all members of the Chapter Board by means of a letter or electronic 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 Chapter Board.
- Section 5. The secretary 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 Chapter Board of the results within three weeks of the date of the original action.

Bylaw 9 – Executive Committee

- Section 1. Section not used.

Bylaw 10 – Elections

- Section 1. Chapter Board officer elections shall be as prescribed in Article VIII of the Constitution.

Bylaw 11 – Officers’ Duties

- Section 1. **President.** The President shall preside at all meetings of the Chapter and of the Chapter Board of Directors; shall be, ex-officio, a member of all committees; shall appoint chairmen and members of all committees; develop an annual calendar of events; and have general direction of the business of the Chapter. The President shall be responsible for authoring letters of the Chapter requesting donations for the Chapter Scholarship Fund.
- Section 2. Section not used.
- Section 3. **Vice-President.** In the absence of, or in the case of the inability of the President, it shall be the duty of the Vice-President to perform all duties of the President. It shall be the duty of the Vice-President to perform and acquire the advance approval of the Chapter Board for the following: preside over a joint committee with other local professional engineering societies for the Engineering Week exhibits and dinner, and coordinate with the Treasurer for payments of the expenses of the Chapter as arranged. The Vice-President shall keep all Chapter records pertaining to the Engineering Week events and turn over such records to the incoming Vice-President at the end of his or her term.
- Section 4. **Treasurer.** It shall be the duty of the Treasurer to protect all money and records of accounts of the Chapter, making monthly reports of receipts and disbursements to the Chapter, as may be determined by the Chapter Board. At the expiration of the term of office or appointment, all books, papers, and money belonging to the Chapter shall be turned over to, and audited by, the incoming Treasurer.

- Section 5. **Secretary.** The Secretary shall keep an accurate record, and have custody, of all official papers and records other than those kept by the Treasurer; issue all calls and notices ordered by the President or the Chapter Board; act as scribe at Chapter Board Meetings and prepare minutes. At the expiration of service, the Secretary shall turn over to, and review with the incoming Secretary all books, papers, and records belonging to the Chapter.
- Section 6. **Director of Programming.** The Programming Director shall be responsible, as appointed by the Chapter President, for acting as chairman for the following committees: MathCounts and Publicity, and shall perform all other duties assigned by the Chapter President. The responsibilities include: develop the monthly meeting programs and notices and arrange for speakers, arrange for meeting places and refreshments, and arrange for mailings of meeting announcements to Chapter members. At the expiration of service, the Programming Director shall turn over to, and review with the respective incoming Directors all books, papers, and records belonging to the Chapter.
- Section 7. **Director of Membership/Website.** The Membership/Website Director shall be responsible for acting as chairman of the Membership committee and shall perform all other duties assigned by the Chapter President; maintaining the Chapter Roster and mailing lists and updating the Chapter website as necessary. At the expiration of service, the Membership/Website director shall turn over to, and review with the incoming director all books, papers, and records belonging to the Chapter.

Bylaw 12 – Committees

- Section 1. The standing committees of the Society may include, but are not limited to, the following:
Education Committee
Scholarship Committee
Ethical Practices Committee
Engineers Week committee
Awards Committee
Public Relations Committee
Membership Committee
Nominating Committee
- Section 2. Each of the standing committees shall consist of members who shall be appointed annually by the President, who shall also designate the chairman of each committee.
- Section 3. Each standing committee shall inform the Board of its activities at least once each year, or as otherwise directed by the President.
- Section 4. The President shall appoint such other special committees as may be desirable for the conduct of the business of the Society.

Section 5. No committee shall commit the Society without specific authorization from the Board.

Bylaw 13 – Practice Divisions

Section 1. Section not used.

Bylaw 14 – Meetings

Section 1. The monthly meetings of the Chapter shall be held monthly. The meetings shall be held at a location determined by the Chapter Board.

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. Section not used.