

BYLAWS 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 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.

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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.

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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 for two years following the most recent State election for elected State officers. The administrative year of the Society shall be from July 1 through June 30 for the chapter Vice President representatives to the Board.

BYLAW 6 - DUES

- Section 1. The national dues for membership in the Society shall be set by the National Society of Professional Engineers. National Society dues categories are:
- Engineer Professional Member
 - Enterprise Member
 - Student Member
 - Fellow Member
 - Retired Member
 - Life Member
- Dues include a year's subscription to the official publication of the State Society
- Section 2. Nevada Society membership dues be established by the Board and reviewed annually. If changed, revisions shall be communicated to the National Society for incorporation into membership invoices.
- Section 3. Members pay dues for one calendar year from month of acceptance into the Society.
- Section 4. Statements for annual dues shall be transmitted to each member before the annual expiration date of membership. 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 a person's readmission must be accompanied by dues for the current year.
- Section 6. A member shall become eligible for Life or Retired membership status with waiver or reduction of dues after meeting the requirements as set forth by the National Society.
- Section 7. For Enterprise members, State and chapter dues will be assessed per individual engineer at the same level as for Engineer Professional members.

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Section 8. Upon receipt of a bachelor's degree in engineering, Student Members in good standing shall be advanced to provisional Engineer Professional or Engineer Professional grades as specified by the National Society, 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. A State Society Director or Directors, as directed by the Board, shall participate in state chapter meetings as guest(s) 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 transmitted 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 a simple majority of the members entitled to cast votes.

BYLAW 8 - LETTER OR EMAIL BALLOTS OF THE BOARD

Section 1. The President may at any time direct the Secretary or Administrator to submit any question to the members of the Board by means of a letter or email 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, or Administrator shall submit any question to the members of the Board by means of a letter or email ballot.

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- Section 3. In the event of any meeting at which less than all members of the Board are present and the majority vote on any question constitutes less than a majority of all members of the Board, the President may direct the Secretary or Administrator to submit the question to all members of the Board by means of a letter or email 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 Secretary or 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 Secretary or 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 Secretary, Treasurer, President-Elect Vice-President-Auditing, and National Delegate(s), but not practice division vice presidents, by directing a written request to each chapter president on or before April 15th 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 transmitted to the membership by May 15th of the designated election year.
- Section 3. Nominations by petition must be delivered to the Administrator on or before March 15th 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 Secretary or Administrator to each voting member in

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good standing on or before May 15th 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 Secretary or Administrator in an emailed PDF form, or web survey submission bearing an appropriate date stamp, origin and/or signature, or a letter ballot in an envelope bearing a postmark date on or before June 1st 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 Secretary or 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 Secretary or Administrator on or before June 10th of the designated election year. The Secretary or Administrator shall transmit such information to the officers, officers-elect, and chapters on or before June 20th 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 June 20th of each year. They shall assume their duties on the first day (July 1) of the following administrative and tax 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 positions 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 principal activity of the President-Elect shall be an examination of the Society, and the development of plans for the following year.

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- 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 a required audit of the financial records of the Society and the PE Foundation on an annual basis, preside over informal hearings of complaints or concerns, and to provide general support in financial areas to the Board.
- Section 4. Treasurer. It shall be the duty of the Treasurer, with proper oversight from the Vice-President - Auditing, to prepare and present an annual budget, 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.
- Section 5. Secretary. The Secretary, or if appointed, 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 Secretary or Administrator shall turn over to the Vice-President - Auditing, all books, documents, and other property of the Society in the custody of the Secretary or Administrator, receiving a receipt therefor. If appointed to fulfill the duties of Secretary, the Administrator will not have voting rights on the Board.
- Section 6. National Delegate. The National Delegate 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 Delegate shall attend the Annual National meeting as the representative of the Nevada Society. As a member of the State Board, shall report on all National items to the Board and shall issue periodical reports to the membership in the State publication. The National Delegate shall represent the State at all Western and Pacific Region meetings including the Western Region Breakfast at the National Meeting and shall be a Designated State Representative on the Western and Pacific Region Leadership Council. The Delegate shall assist the President of the State Society in recommending persons for National committee service. The Delegate shall

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be aware of the needs of the various practice divisions within the State Society and report the same at the meetings attended.

BYLAW 12 - COMMITTEES

Section 1. The Standing Committees of the Society shall be the following:

- Education Committee
- Outreach Committee
- Scholarship Committee
- Legislative and Government Affairs Committee
- Ethical Practices Committee
- Engineers Week Committee
- Awards Committee: Achievement Awards
- Honor Awards
- Professional Development Awards
- Public Relations Committee
- Publications Committee (official magazine or newsletter)
- Practice Divisions (if any)
- Membership Committee
- Constitution and Bylaws Committee
- Nominating Committee
- Teller's Committee
- Political Action Committee (PAC)

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. The Practice Divisions may appoint such committees as are necessary to carry on their activities.

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. Practice Divisions, comprised of members having common professional problems and interest, shall operate under the Constitution and Bylaws of the Society. Operating Rules and any changes thereto must have the approval of the Board before become effective. The Board may dissolve a Practice Division after conducting a hearing on the need for such action.

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- Section 2. The Practice Divisions shall be conducted to provide effective forums for discussion and united action on the part of members grouped according to type of professional employment. The improvement of professional recognition, conditions of employment and other matters of mutual welfare shall be the goal.
- Section 3. Membership in each practice division shall be limited to members of the Society, except as specifically provided for in the Rules of the division.
- Section 4. The officers of each active Practice Division shall include a Society vice-president who shall serve as chairman, the immediate past chairman, and such other officers as determined by the division and approved by the board.
- Section 5. Officers shall assume the duties usually performed by officers in like positions, subject to rules which may be adopted by the division and approved by the Board.
- Section 6. The officers shall constitute the Practice Division executive board.
- 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 Business Meeting of the Society shall be held between July 1st and July 31st of each calendar year. The Annual Meeting will be held at a location determined by the current or incoming President.

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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."