

KANSAS SOCIETY OF PROFESSIONAL ENGINEERS BYLAWS

BYLAW 1 – MEMBERSHIP

Section 1. Membership in the State 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 State Society's policies and procedures relating to handling of alleged violations.

Section 2. Violation of the State Society Constitution and Bylaws, or of the Code of Ethics, or conviction of a felony shall be considered as just cause for discipline as hereinafter provided.

Section 3. An Associate Member of the State Society who has graduated with a bachelor's degree or higher from an engineering curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) or is a Licensed Professional Engineer.

BYLAW 2 - CHAPTERS

Section 1. A charter may be issued upon approval of an application by the Board and shall be signed by the President and the Secretary of the State Society.

Section 2. Resident members shall be assigned to a chapter. If a member desires to be a member of a chapter other than the one to which they are assigned, they shall make a written request to the Executive Committee.

Section 3. Assignment of non-resident members to a chapter is not required, but they may be so assigned upon their written request to the Executive Committee.

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 adviser who shall wherever possible be a member of the State Society. The student chapter adviser shall be appointed by the State 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 sponsoring chapter shall appoint the liaison officer.

BYLAW 3 - AFFILIATES

Section 1. Affiliates of the State Society are authorized as approved by the Executive Committee of the State Society.

BYLAW 4 - FISCAL AND ADMINISTRATIVE YEARS

Section 1. The fiscal year of the State Society shall be from July 1 through June 30.

Section 2. The administrative year of the State Society shall be from July 1 through June 30.

BYLAW 5 - DUES

Section 1. The dues for membership in the State Society shall be as established by the Board. Dues shall include a year's subscription to the official publication of the State Society.

Section 2. Upon receipt of a bachelor's degree in engineering, 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 State Society.

BYLAW 6 - BOARD OF DIRECTORS

Section 1. The Board of Directors shall have the direction and general supervision of all matters pertaining to the State 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 State Society and shall have authority to appoint an editor and publish an official periodical for the State 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. The Board shall hold a regular meeting at the time of the Annual Meeting and at least once each quarter thereafter. It shall hold special meetings at the call of the president or on the petition of 25 percent of the directors.

Section 5. Adequate notice of each meeting of the Board shall be transmitted to each member of the Board 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.

BYLAW 7 - BALLOTS OF THE BOARD

Section 1. The President may at any time direct the Secretary to submit any question to the members of the Board by means of a ballot.

Section 2. 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, any member of the Board may direct the Secretary to submit the question to all members of the Board by means of a ballot with a deadline for response.

Section 3. A majority of all votes received within the deadline of submitting a ballot shall decide the question, provided votes are received from at least two-thirds of the total membership of the Board.

Section 4. The Secretary shall record as a part of the minutes of the appropriate meeting the data concerning each ballot, including the names and votes of all members voting. All members of the Board shall be notified of the ballot results within three weeks of the Board meeting where the ballot question was initiated.

Section 5. The Board is authorized to meet by telephone conference or through other electronic communications media so long as all of the members may simultaneously communicate with each other and participate during the meeting.

BYLAW 8 - EXECUTIVE COMMITTEE

Section 1. There shall be an Executive Committee consisting of the officers as provided in the Constitution. The Executive Committee shall conduct the business of the State Society between Board meetings.

Section 2. Excluding those meeting in which the Executive Committee meets as a part of the Board, the Executive Committee shall meet at least monthly, 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 Executive Committee and such meetings shall be held at the State Society headquarters unless otherwise determined by the Executive Committee.

Section 4. The Executive committee is authorized to meet by telephone conference or through other electronic communications media so long as all of the members may simultaneously communicate with each other and participate during the meeting.

BYLAW 9 - ELECTIONS

Section 1. The State Society Nominating Committee shall canvass each chapter for suggested nominees for the offices of President-elect, Vice Presidents, as appropriate, Secretary, and Treasurer by directing a request to each chapter president.

Section 2. The Nominating Committee's report of its nominees, together with a brief biographical sketch of each nominee, shall be published in the April issue of the State Society publication.

Section 3. Nominations by petition must be delivered to the Secretary as provided in the Constitution in order to be placed on the ballot.

Section 4. The Secretary shall deliver an official ballot to each voting member in good standing on or before May 1. The official ballot shall contain a listing of all offices to be filled and the nomination(s) for those offices, and voting shall be limited to these nominations for office. Ballots by electronic means may be conducted via any method which has reasonable assurance of security.

Section 5. A valid ballot shall be one that is returned to the Secretary on or before the date required which shall be specified on the ballot or in the email.

Section 6. The Secretary shall transmit the results of elections to the officers, officers-elect and chapters on or before May 15 and publish the same information in the next issue of the State 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 the start of each Administrative 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 practice division shall annually elect a chair, or president, and such other officers as the Practice Division has determined as provided for in Bylaw 12.

BYLAW 10 – DUTIES OF OFFICERS

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

Section 2. President-Elect - The President-elect shall act as president in the president's absence; 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 assessment of the State Society, and the development of plans for the following year.

Section 3. Vice Presidents - The Vice Presidents shall have such duties as the President or Board may assign. In the absence of, or in case of the inability of the President and President-Elect to serve, it shall be the duty of the Vice Presidents, in order of precedence, to perform all the duties of the President.

Section 4. Treasurer - The Treasurer shall be responsible for maintaining accurate financial records for the State Society; shall serve as an assistant to monitor the activities of the Budget Committee; shall have fiscal control under the general supervision of the Executive Committee; and shall keep the Board advised of the financial condition of the State Society. The Treasurer shall have authority to execute financial instruments on behalf of the State Society.

Section 5. Secretary - The Secretary shall record proper proceedings of meetings and perform such duties as are required by law, or assigned by the Board.

Section 6. Executive Director - The Executive Director shall keep an accurate record, and have custody, of all official papers and records; shall call the meeting to order in the absence of the President, President-Elect and Vice Presidents, and call for a motion for the election of a president pro tempore; shall issue all calls and notices ordered by the President or the Board; shall submit at the Annual Meeting a written report covering the duties and activities of the position, including a statement of the membership of the State Society; shall give security, to be paid out of the treasury of the State Society, to secure the faithful discharge of assigned duties; shall receive such salary as the Board shall determine; and shall have such other duties and prerogatives as the Board may assign. At the expiration of service, the Executive Director shall turn over to a designated successor all books, documents and other property of the State Society in the custody of the Executive Director, receiving a receipt therefor.

BYLAW 11 - COMMITTEES

Section 1. The Nominating Committee shall be chaired by the Past-President, or most immediately available Past-President, and shall consist of the chair and no fewer than two additional committee members, who shall be a Past-President of the State Society.

Section 2. Other standing committees of the State Society and their duties shall be as designated by the Board.

Section 3. Committees shall consist of members appointed annually by the President, who shall also designate the chair of each committee. The Practice Divisions may appoint such committees as are necessary to carry out their activities.

Section 4. Each committee shall inform the Board of its activities in writing at each Board meeting, or as otherwise directed by the President.

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

BYLAW 12 - PRACTICE DIVISIONS

Section 1. Practice Divisions, comprised of members having common professional problems and interests, shall operate under the Constitution and Bylaws of the State Society. The Board may dissolve a Practice Division after conducting a hearing on the need for such action. The President may appoint a committee to conduct the affairs of the Practice Divisions.

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. Practice Divisions shall be as follows:

- a. Professional Engineers in Construction
- b. Professional Engineers in Education
- c. Professional Engineers in Government
- d. Professional Engineers in Industry
- e. Professional Engineers in Private Practice

Section 4. Membership in each Practice Division shall be limited to members of the State Society, except as specifically provided for in the Bylaws of the State Society.

Section 5. Each Practice Division shall have a chair or President, who shall represent the Practice Division on the Board, and such other officers as determined by the Practice Division and approved by the Board.

Section 6. Officers shall assume the duties usually performed by officers in like positions, subject to rules which may be adopted by the Practice Division and approved by the Board.

Section 7. The officers of a Practice Division, along with the immediate past chair, shall constitute the Practice Division executive committee.

Section 8. Each Practice Division shall hold at least one general meeting each year at the time and location of the State Society Annual Meeting. Such meetings and meetings of the Practice Division's executive committee shall be open to the officers of the State Society.

Section 9. 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 State Society. Such funds may be obtained through dues and/or assessment of its own members or by other means authorized by the Board. The Treasurer of the State Society shall be the custodian of all Practice Division funds collected as a part of State Society annual dues, the expenditure of which shall be subject to the approval of the officers of the Practice Division.

Section 10. Minutes shall be kept and filed for all meetings of each Practice Division and the Practice Division executive committee. An annual report outlining the activities of the Practice Division for the year, including financial statement and officers, shall be made to the Board at the State Society Annual Meeting.

Section 11. All actions by Practice Divisions shall be consistent with the policies of the State Society. All proposed programs, as well as activities to formulate or to implement existing State Society policy shall be submitted to the Board for approval. All public statements, recommended policy actions, or any actions affecting other Practice Divisions or other segments of the State Society, shall be approved by the Executive Committee of the State Society before action.

Section 12. A Practice Division may organize and function through a Memorandum of Understanding with the Board of the State Society. A Practice Division so organized shall be organized as a 501(c)(6) organization. A Practice Division organized under this Section may have members other than those meeting the eligibility requirements of the State Society, provided that those Practice Division members who are members of that Practice Division's Board of Directors, or chair any such Practice Division committee, shall be required to maintain membership in the State Society. A Practice Division organized under this section shall have authority to collect and disburse funds, to formulate policy, and to enact programs independent of State Society authority.

BYLAW 13 - MEETINGS

Section 1. The Annual Meeting of the State Society shall be held between June 1 and June 30 unless otherwise ordered by the Board for receiving the annual reports and the transaction of any other business.

BYLAW 14 – ORDER OF BUSINESS

Section 1. The President, subject to approval of the Board, shall determine the order of business at meetings of the Board.

Section 2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern matters of parliamentary procedure of the State Society in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the State society may adopt..

BYLAW 15 - OFFICIAL PERIODICAL

Section 1. The State Society shall publish an official periodical to be known as "Kansas Professional Engineer".

Amended: December 5, 2008