

**SEATTLE CHAPTER
OF THE
WASHINGTON SOCIETY OF PROFESSIONAL ENGINEERS**

BY-LAWS

(As Adopted on August 23, 2001 by Chapter Membership and Approved on June 9, 2002 by Washington Society of Professional Engineers Board of Trustees and revised by Chapter Board on July 14, 2008)

PREAMBLE

The Seattle Chapter of the Washington Society of Professional Engineers subscribes to the aims and purposes as set forth in the Preamble, Constitution and By-Laws of the National Society of Professional Engineers and the Washington Society of Professional Engineers. In order to aid in advancing these ideals in the City of Seattle, this Chapter Society accepts a charter from the Washington Society of Professional Engineers and herewith sets forth its By-Laws which consist of the applicable portions of the Washington Society of Professional Engineers Constitution and By-Laws with the following supplements or substitutions to the indicated articles and sections.

ARTICLE I BYLAW #1: INCORPORATION AND AFFILIATION

Section 2. This Chapter is chartered as a subdivision of the Washington Society of Professional Engineers, hereinafter referred to as WSPE, and is designated Seattle Chapter, hereinafter referred to as Chapter.

ARTICLE II BYLAW #2: OBJECTIVES

Section 1 b. An objective of this Chapter is to unite all Professional Engineers in the Seattle area.

ARTICLE VII BYLAW #8: ADMINISTRATION

Section 1. The Chapter shall be administered by a Board of Directors, hereinafter referred to as the Board. Within the provisions of these By-Laws, the Board shall have full authority to act for the Chapter between regular meetings. All disbursement of Chapter funds must be approved by the Board, either in the form of an annual budget or by individual appropriations.

Section 2. The Board shall consist of the President, Vice President, Secretary, Treasurer, and Chapter Trustees (including any duly authorized alternate) to the WSPE Board. Any Chapter member that is an WSPE or NSPE officer shall be considered an Ad Hoc member (not to be used for quorum determination) of the Board.

Section 3: The Board shall appoint a Chapter representative to the Puget Sound Engineering Council (PSEC). The Chapter representative will serve as an Ad Hoc member of the Board.
Section 4. A majority of the Board members shall constitute a quorum. A majority vote of the Board members present shall be required to pass any motion.

Section 5. The Board shall have such powers and duties as are prescribed by these By-Laws and shall determine all questions of policy.

Section 6. The Board shall direct the investment and care of funds of the Chapter and shall make appropriations for specific purposes.

ARTICLE VIII **BYLAW #9**: OFFICERS

Section 1. The Chapter shall have as annually elected officers: a President, a Vice President, a Secretary, a Treasurer, and the Trustees for the WSPE Board, as provided for in the WSPE By-Laws.

Section 1a. The duties of the President shall include but not be limited to those listed in Appendix A.

Section 1b. The duties of the Vice-President shall include but not be limited to those listed in Appendix B.

Section 1c. The duties of the Secretary shall include but not be limited to those listed in Appendix C.

Section 1d. The duties of the Treasurer shall include but not be limited to those listed in Appendix D.

Section 1e. The duties of the Trustees shall include but not be limited to those listed in Appendix E.

Section **5** **6**. Eligibility for nomination, election or retention of a position as an elected officer of the Chapter shall be contingent upon his or her good standing in WSPE.

ARTICLE XI **BYLAW #11**: STANDING COMMITTEES

Section 1. The Chapter shall have standing and special committees appointed by the President to include the following functions as a minimum:

Membership	Engineers Week
Scholarship	Mathcounts

Section 2. The Chapter committee chairs shall have the duties as identified in Appendix F.

ARTICLE IX BYLAW #13: MEETINGS

Section 1. The Chapter shall hold an annual meeting in May of each year, and Chapter meetings as determined by the Board. All Chapter meetings shall be open to all members in good standing and their guests.

Section 2. Special meetings shall be called by the President on his or her own volition or at the request of a two-thirds vote of the Board or upon a majority vote of the members at any Chapter meeting.

Section 3. Business may be transacted at Chapter meetings when no less than ten (10) percent of the voting members are present.

Section 4. The Board shall meet at least quarterly. Additional meetings may be called by the President.

ARTICLE X BYLAW #14: NOMINATIONS AND ELECTIONS

Section 1. The Nominating Committee shall be composed of three members: the Chapter President and two members elected at the February Board meeting.

Section 2. The Nominating Committee shall announce its complete slate of officers and trustees and then cause a ballot to be delivered to all Chapter members by April 1.

Section 3. The members shall be able to return their ballots via U.S Mail, Fax or electronic mail. In the case of an electronic or Fax ballot return, the member's name must be on the ballot.

Section 4. The results of the election shall be published in the May meeting notice.

Section 5. In case of a tie in the votes for any office, the Board shall vote to resolve the tie in favor of one of the candidates. Duly elected officers shall officially take office July 1.

ARTICLE XIV BYLAW #20: AMENDMENTS

Section 1. Proposals for amendments to these By-Laws may originate with the Board or by written petition from Chapter members. Such proposed amendments shall be reviewed by the Board, and if approved, submitted to the Chapter membership for approval. The Board shall count the votes cast, and the proposed amendment shall be declared adopted, subject to approval by the WSPE Board of Trustees, if a majority of the votes cast are affirmative.

Original signed:

John Schaufelberger **Ted J. Taylor**
Chapter President

APPENDIX A

RESPONSIBILITIES AND JOB DESCRIPTION PRESIDENT - SEATTLE CHAPTER

The President is the team leader guiding the other chapter volunteers in a team effort in governing the affairs of the Chapter. The President specifically carries out the following functions:

1. Serves as official representative and spokesperson for the Chapter; and attends, whenever possible, all WSPE meetings representing the Chapter;
2. Prepares the agenda for Board of Directors and Chapter meetings;
3. Appoints committee chairs;
4. Delegates tasks and responsibilities to give other Chapter members opportunities to develop their abilities and assume Chapter leadership responsibilities;
5. Ensures that Board members and committee chairs receive the information and assistance necessary for performance of their responsibilities;
6. Holds an annual planning meeting in July inviting Board members to plan the programs for the upcoming year;
7. Responsible for seeing that all delegated functions are carried out in a timely fashion;
8. Submits names to the WSPE nominating committee, and to the WSPE President, of Chapter members who could be an asset to the state organization; and
9. Maintains an up-to-date file of the materials necessary to carry out the office of Chapter President and passes this file on to the successor at the annual planning meeting.

The President's job is to keep the Chapter running so that it will benefit and serve the Chapter members needs.

APPENDIX B

RESPONSIBILITIES AND JOB DESCRIPTION VICE PRESIDENT - SEATTLE CHAPTER

The Vice President assumes the duties and responsibilities of the President whenever that individual is unable to do so. In addition, the Vice President specifically carries out the following functions:

1. Attends, whenever possible, all WSPE meetings also representing the Chapter;
2. Attends Chapter Board meetings;
3. Makes the physical arrangements for the monthly Chapter meetings, including making reservations;
4. Makes final check regarding the speaker for each Chapter meeting and that person's support needs; and
5. Coordinates program activities with other organizations or chapters where appropriate.

The Vice President's job is to assist the President in keeping the Chapter running so that it will benefit and serve the Chapter members needs.

APPENDIX C

RESPONSIBILITIES AND JOB DESCRIPTION SECRETARY - SEATTLE CHAPTER

The Secretary is the individual responsible for the recording of all activities of the Chapter. The Secretary specifically carries out the following functions:

1. Records minutes of all Chapter Board meetings;
2. Compiles an up-to-date list of all newly elected officers and chairmen of the Chapter and transmits it to the WSPE office;
3. Distributes membership listings and dues accounting print-outs to the Membership Chair and the Treasurer, respectively;
4. Assists the President in preparing a meeting agenda for Board meetings;
5. Compiles and writes the monthly Chapter newsletter and ensures that it is published;
6. Ensures that the newsletter is sent to all Chapter members as well as to all other chapter presidents and to the WSPE office, WSPE President and WSPE Vice President-West; and
7. Maintains historical records of Chapter activities and newsletters.

The Secretary's job is to keep the Chapter records current and have the data available to check when certain actions have been authorized.

APPENDIX D

RESPONSIBILITIES AND JOB DESCRIPTION TREASURER - SEATTLE CHAPTER

The Treasurer is the individual responsible for managing the Chapter's finances. The Treasurer specifically carries out the following functions:

1. Attends Board meetings representing and guarding the financial interests of the Chapter;
2. Keeps an itemized account of all receipts and disbursement occurring in the business of the Chapter;
3. Maintains an account at a local bank in the name of the Chapter;
4. Presents a detailed financial report at each Board meeting;
5. Submits requests for disbursement to the Board for approval;
6. Presents a report at Chapter meetings if asked to do so by the President or the Board;
7. Works with various committee chairs to complete their budget proposals; and
8. Disburses funds, as approved by the Board, and in the best interests of the Chapter.

APPENDIX E

RESPONSIBILITIES AND JOB DESCRIPTION TRUSTEE - SEATTLE CHAPTER

The Trustee is generally responsible for the long-range welfare of the Chapter and its service to its members. In addition the Trustee specifically carries out the following functions:

1. Attends, whenever possible, all WSPE meetings representing the Chapter;
2. Attends Board meetings representing and guarding the interests of the Chapter;
3. May at the request of the President or the Board take on specific assignments; and
4. Ensures that special interests of the individual members are honored and addressed by the Chapter.

The Trustee's job is to assist the President in keeping the Chapter running so that it will benefit and serve the members' needs.

APPENDIX F

RESPONSIBILITIES AND JOB DESCRIPTION ENGINEERS WEEK CHAIR - SEATTLE CHAPTER

The Engineers Week (E/Week) chair is the individual responsible for the E/Week program of the Chapter. The E/Week chair specifically carries out the following functions:

1. Attends Chapter Board meetings;
2. Early in November forms an E/Week committee by recruiting at least four other members;
3. Develops with the committee and the Treasurer a proposed budget for Board approval;
4. Distribute the standard E/Week Flyers to all the High and Middle schools in Seattle in January;
5. Coordinates with the Board for any possible awards applications to be made by the Chapter to PSEC;
6. Publishes a notice of an E/Week request for support from Chapter members in the December newsletter;
7. Organizes the Chapter participation for E/Week Fair activities in February;
8. Organizes the Chapter participation for E/Week Banquet activities in February; and
9. Conducts a debriefing with the Board in April.

RESPONSIBILITIES AND JOB DESCRIPTION MATHCOUNTS CHAIR - SEATTLE CHAPTER

The Mathcounts chair is the individual responsible for the Mathcounts program of the Chapter. The Mathcounts chair specifically carries out the following functions:

1. Attends Chapter Board meetings;
2. Attends, whenever possible, all WSPE Mathcounts Committee meetings representing the Chapter;
3. Early in August forms a Chapter Mathcounts committee by recruiting other committee members;
4. Develops with the committee and the Treasurer a proposed Mathcounts budget for Board approval;
5. Distributes the standard Mathcounts application forms to all the middle schools in Seattle in September and October;
6. Publishes a notice of a Mathcounts fund drive in the October newsletter;
7. Conducts a Mathcount fund drive in November and December (completed by end of February) and transmits the funds to the Education Foundation of WSPE;
8. Organizes the Chapter competition in February;
9. Make arrangements for teams to participate in the WSPE competition in March/April; and
10. Provides a financial accounting to the Board in May.

RESPONSIBILITIES AND JOB DESCRIPTION MEMBERSHIP CHAIR - SEATTLE CHAPTER

The efforts of the Chapter Membership chair is a continuous effort of developing communications with the individual members of the Chapter. The Chapter Membership chair specifically carries out the following functions:

1. Attends Chapter Board meetings;
2. Maintains a current roster of the Chapter membership and arranges for periodic contact (in addition to the newsletter) such as a telephone call or email;
3. Meets and welcomes members new to the Chapter - including an initial phone contact followed by a face-to-face meeting - and determines their specific interest in the professional society;
4. Do a follow-up with dropping members to find the reasons for leaving the society (sometimes the intention can be reversed through timely contact and some corrective action);
5. Organizes periodic recruiting campaigns using the lists of individuals that have passed the latest EIT and/or PE examinations;
6. Assists the chapter president in managing the affairs of the chapter by providing specific interests of new members; and
7. Compiles up-to-date membership records and reconciles them with the WSPE records.

RESPONSIBILITIES AND JOB DESCRIPTION SCHOLARSHIP CHAIR - SEATTLE CHAPTER

The Scholarship chair is responsible for the scholarship plan of the Chapter. The Scholarship chair specifically carries out the following functions:

1. Attends Chapter Board meetings;
2. Attends, whenever possible, all WSPE Scholarship Committee meetings representing the Chapter;
3. Publishes a scholarship fund drive kick-off statement in the June newsletter;
4. Early in July forms a scholarship committee by recruiting at least two other members;
5. Conducts a scholarship fund drive in July and August (completed by end of August) and transmits the funds to the Education Foundation of WSPE;
6. Distribute scholarship application forms to all the high schools in Seattle in September and October;
7. Chairs the review and evaluation of the submitted applications early in January selecting the local Chapter winner(s) and submitting the winning application to the WSPE Scholarship Committee;
8. Notifies the scholarship recipient and makes it known to the media in February/March;
9. Invites the recipient and his or her family to the April Chapter meeting as guests of the Chapter; and
10. Conducts a debriefing with the Board in May.