

BYLAWS AND REGULATIONS

of the

HARRISBURG CHAPTER

Adopted 1935

Amended 1952, 1956, 1965

Revised 1963, 1972, 1974, 1978, 1983, 1985, 2003

BYLAWS PREAMBLE

Recognizing that service to God, to Humanity, to Nation, to State, and to Profession is the premise on which individual opportunity is built, the Harrisburg Chapter of the Pennsylvania Society of Professional Engineers dedicates itself individually and collectively to the promotion and welfare of the Profession of Engineering as an educational, a social, and economic influence vital to the affairs of men and of paramount importance to the Community.

The Harrisburg Chapter of the Pennsylvania Society of Professional Engineers has been organized and its bylaws, of which the Preamble is a part, are hereby set forth.

BYLAWS

ARTICLE I--FUNCTIONS

The Primary function of this Chapter shall be to provide a forum where the members may come together for business and social affairs, become better acquainted with one another, discuss matters of mutual concern, and be advised concerning current NSPE and PSPE programs and activities. Chapter members shall be encouraged to be aware of and participate in local matters affecting the engineering profession.

ARTICLE II--CODES

An order to carry forward the objectives of this Society as set forth in Article I, or in Codes of Ethics, Remuneration, and Classification codes or other Codes or arrangements for united action, which have received final action by the State Society and/or by the Chapter, shall be the criterion upon which the conduct or action of any member shall be assessed.

ARTICLE III--MEMBERSHIP AND AFFILIATION

SECTION 1. It shall be the duty of the Chapter to investigate and certify the eligibility of any persons applying for membership.

SECTION 2. Grades of membership are:

- a. Registered
- b. Associate
- c. Student
- d. Honorary

All members of the Chapter shall also be members of the State Society and the National Society of Professional Engineers.

SECTION 3. Registered membership is available only to Registered Engineers and Surveyors holding a valid license issued in the United States or Canada.

SECTION 4. Associate Membership is available to Certified Engineers-In-Training and to Graduate Engineers of high moral character who are actively pursuing an engineering career or engaged in post-graduate engineering study. Associate members may not vote or hold Chapter office.

SECTION 5. Student Membership is available to those enrolled in a curriculum leading to an engineering degree. Student Members must also be members of the local Student Chapter if such a Chapter exists. Student Members may not vote nor hold Chapter office.

SECTION 6. Honorary Membership shall be limited to those persons who are eminent in engineering or a related art or science or who shall have singularly advanced the interests of the Society. Membership in this grade may be proffered by the Chapter, but shall be contingent upon Honorary Membership in the State Society. Honorary Members may not vote nor hold Chapter office.

SECTION 7. Membership shall not be contingent upon race, creed, color, or sex.

SECTION 8. Membership requirements parallel those of the State Society and, in the event variations are found, the Chapter Executive Board is authorized to construe the Chapter requirements as identical to those of PSPE.

SECTION 9. Any member of the Society may resign his membership by a written communication to the Secretary of the Chapter; whereupon, if all his dues and assessments are paid, his resignation shall be accepted, and the Secretary of the Chapter shall formally notify the Secretary of the State Society within thirty days thereafter.

SECTION 10. Members who fail to maintain a valid license or certificate are automatically suspended. The Chapter Executive Board is authorized to discipline a member (by rebuke, suspension or expulsion) for unprofessional conduct or other due cause. Such action requires a 2/3 vote of the Board members present. Approval of the State Society shall be required to constitute expulsion.

ARTICLE IV -- ADMISSION AND DUES

SECTION 1. Members may be admitted to the Society by the Chapter or by the State Society. Admission to the Harrisburg Chapter shall be contingent upon approval of the Chapter Executive Board. There shall be no admission fee collected by the Chapter.

SECTION 2. Honorary Members shall be elected by a 2/3 vote of the Executive Board acting upon the recommendation of at least ten active members of the Chapter, after the proposal has been read at each of three successive regular meetings of the Board. No member of the Chapter Executive Board shall vote upon his own admission to Honorary Membership.

A person elected to Honorary membership shall be notified promptly thereof by letter. The election shall be canceled if acceptance is not received within ninety days after receipt of such notice.

SECTION 3. Dues of members on record shall be due and payable on the first day of January for the current calendar year.

SECTION 4. Annual dues shall comprise the total dues per member required respectively by the National Society, the State Society and the Chapter itself. The

dues to the National Society and to the State Society shall be in amounts established by the National and State Societies' Bylaws. The Chapter dues for members, as defined in Article 111, shall be in accordance with the Chapter Regulations.

SECTION 5. Any change in the Chapter dues shall be determined by a 2/3 vote of members present at a meeting of which members shall have had two weeks' advance notice that such action will be taken.

SECTION 6. Chapter, State and National dues must be in the hands of the Secretary before a newly elected member is admitted. Members of all grades elected after March 1 of any fiscal year shall pay dues for the unexpired portion of the year as set forth in the Chapter Regulations.

SECTION 7. The Chapter may, with the consent and approval of the Executive Board of the State Society, levy assessments over and above the regular annual dues. Assessments or fees for the purposes of the State Society shall be established as set forth in the State Society bylaws. Assessments for Chapter purposes shall be submitted to the Chapter membership by letter ballot. A 2/3 majority vote with at least twenty percent of the members voting will establish the assessment.

ARTICLE V--GOOD STANDING

SECTION 1. A member shall be considered in good standing until dues are in arrears for six months.

SECTION 2. Only members in good standing shall be allowed to vote or to hold office.

SECTION 3. A member failing to remit his dues by June 30 is delinquent- -that is, not in good standing. If still delinquent by October 1, a member shall be dropped from the rolls. Members shall be notified sixty days in advance that their names will be dropped by the rolls. A member may be reinstated only by paying his dues prior to December 31 of the year in which he was dropped. Otherwise, he may regain membership only by applying as a new member.

SECTION 4. A member in good standing may transfer, upon removal of residence or practice, from this Chapter to another by requesting that the Secretary forward a statement of his good standing and a copy of his application to the Secretary of the Chapter he desires to join.

SECTION 5. The State and National Society shall be notified of the names of the members who have resigned, transferred, been expelled, suspended, or dropped.

ARTICLE VI--OFFICERS, DIRECTORS AND CHAPTER EXECUTIVE BOARD

SECTION 1. The officers of the Chapter shall consist of a President, a President-Elect, a Vice President, a Secretary, a Treasurer, nine Directors, a State Director, and an Alternate State Director. The State Director or Alternate will represent the Chapter on the Executive Board of the Penn- Society of Professional Engineers.

SECTION 2. The officers, together with the two latest living Past Presidents, continuing as Members, shall constitute the Executive Board of the Chapter.

SECTION 3. The President of the Chapter shall be the Chairman of the Chapter Executive Board and the President-Elect shall be the Vice Chairman.

SECTION 4. The government of the chapter shall be vested in the Chapter Executive Board and they shall act as Trustees.

SECTION 5. The terms of office shall be as follows: President - one year; President-Elect - one year; Vice President - one year; Secretary - two years; Treasurer - two years; Directors, State Director, and Alternate State Director - three years. The President-Elect shall serve for one year and shall fill the office of President the following year.

The limits of the tenure of office shall be as defined in the Chapter Regulations. A vacancy in the office of President shall be filled by the President-Elect. A vacancy in the office of President-Elect shall be filled by the Vice President. Other vacancies in the Chapter Executive Board shall be filled by appointment by the Chapter Executive Board until the next annual election. A vacancy in the office of President-Elect shall be filled by the Vice President.

SECTION 6. In case of disability, inability, or neglect in the performance of duty, or other disqualification of any Chapter officer, the Chapter Executive Board shall have power to declare the office vacant. The action may be initiated either by motion on the Executive Board or by petition signed by five percent of the membership.

ARTICLE VII--MANAGEMENT

SECTION 1. The Chapter Executive board shall be vested with the exercise of all powers of the Chapter, subject to the Bylaws of the State Society, these Bylaws and the Chapter Regulations. It shall have the power to establish and amend the Chapter Regulations. A 2/3 majority vote of the board membership is required to establish or amend the Chapter Regulations.

The Chapter Executive Board shall make provisions in the Chapter Regulations for the duties of the several officers and for the general administration of the Chapter and set forth the details thereof. The Chairman shall make an annual report to the Chapter, transmitting therewith the report of the Secretary and the Treasurer, and such other reports as he shall deem advisable.

SECTION 2. Meetings of the Chapter Executive Board shall be held as set forth in the Chapter Regulations.

ARTICLE VIII--COMMITTEES

SECTION 1. The Chapter Executive Board shall meet at the call of the President after the annual meeting of the Chapter and the incoming President shall appoint, subject to the approval of the Chapter Executive Board, such Standing Committees as shall be set up in the regulations.

SECTION 2. A nominating Committee of five members shall be nominated and elected at a meeting of the Chapter, for the purpose of nominating candidates for the Chapter offices or other offices of the State society. The President shall submit five names for this committee but other names may be submitted by the membership at this meeting. The members of the Nominating Committee shall qualify as follows: one member shall be a member of the Chapter Executive Board, one member shall be a Past President, three members shall be other members of the Chapter who have held Registered membership for at least two years.

SECTION 3. Other Standing or Special Committees may be appointed by the President as required, subject to the approval of the Chapter Executive Board, from the membership of the Chapter. He shall determine the size thereof and designate the Chairman.

ARTICLE IX--ELECTION OF OFFICERS

SECTION 1. Elections shall be held annually and shall be by letter ballot.

SECTION 2. Election by letter ballot may be waived by the Chapter Executive Board when there is only one nominee for each office to be filled.

SECTION 3. When a letter ballot is used, a majority of all votes cast shall be necessary to elect to any office.

SECTION 4. The Chapter Executive Board shall determine the eligibility of all individuals nominated for election to the various offices in the Chapter.

ARTICLE X--AMENDMENTS

SECTION 1. These Bylaws may be amended only by letter ballot. A 2/3 approval, with not less than 20% of the Chapter membership voting, and approval of the State Executive Board, shall be required to amend these Bylaws or any part thereof.

SECTION 2. When any letter ballot is taken, in the case of a proposed amendment or for any other purpose, a definite date shall be set for the closing of the ballot, which shall permit at least a period of two weeks between the date of mailing the ballot and the date of closing the election.

SECTION 3. An amendment shall be initiated by either of the following:

The proposed amendment shall be presented to the Secretary in writing and, upon approval of the Chapter Executive Board, it shall be submitted to the membership for decision, or b. The proposed amendment shall be presented to the Secretary in writing and signed by at least five percent of the members of the Chapter. The Secretary shall then submit the proposed amendment to the membership for decisions.

SECTION 4. Amendments to these Bylaws or any part thereof shall become effective immediately following the meeting at which time the result of the balloting is announced, unless otherwise stated in the amendment.

REGULATIONS

ARTICLE I--NOMENCLATURE

The nomenclature and phraseology used in documents and correspondence are defined and shall be interpreted as follows:

- a. "State Society" to mean "PENNSYLVANIA SOCIETY OF PROFESSIONAL ENGINEERS."
- b. "Chapter" or "Local" adjectives applying to Harrisburg Chapter only.
- c. "State Registration Board" to mean the "State Registration board for Professional Engineers of the Commonwealth of Pennsylvania."
- d. "State," an adjective applying to the State Society. The Masculine form used in all phraseology by the Society shall be held to be inclusive of both sexes.

ARTICLE II- -ADMINISTRATIVE YEAR

The administrative year of the Chapter shall run from July 1 to June 30.

ARTICLE III--MEETINGS

- a. The meetings of the Chapter, convened at the call of the President by direction of the Chapter Executive Board, shall be known as the Annual Meeting, Regular Meetings and Special Meetings.
- b. The Chapter Executive Board may also arrange for social gatherings, conventions, outings and visits of inspection.
- c. Annual: the Annual Meeting shall be held in the Spring of each year.
- d. Regular: Regular Meetings of the Chapter shall be held monthly, except June, July, August and December at the discretion of the Chapter Executive Board.
- e. Special: Special Meetings may be called by the President at the request of the chapter Executive Board, or upon the written request of ten or more Registered and/or Senior Associate Member. The purpose of such meeting shall be set forth in the Notice to the members, issued not less than fifteen days in advance and no other business than that for which the meeting was called shall be transacted.
- f. Order of Business: The order of business meetings of the Chapter or the Chapter Executive Board shall be:
 1. Opening
 2. Reading of Minutes
 3. Reading of Communications

4. Reports of Committees: Standing, Special
5. Reports of Officers
6. Unfinished Business
7. New Business
8. Adjournment

- g. Change in Rules: At the Regular or Annual Meeting or meetings of the Chapter Executive Board, the membership may, without notice, by a 2/3 vote, modify or change the Rules as to that meeting.

ARTICLE IV--OFFICERS

- a. Summary: The officers of the Chapter shall consist of a President, a President-Elect, a Vice President, a Secretary, a Treasurer, nine (9) Directors, one (1) State Director, and one (1) Alternate State Director. Their terms of office shall begin on July 1 following their election and shall continue until their successor qualifies. The induction of officers shall be performed at the annual meeting.
- b. President: The President, subject to the Chapter Executive Board, shall have general supervision of the affairs of the Chapter. He shall preside at meetings of the Chapter, the Chapter Executive Board, and shall be exofficio member of all committees. He shall deliver a written report of the activities and accomplishments of the Chapter during his tenure of office. He is authorized to sign all checks against the funds of the Chapter when such drafts are known by him to be proper and duly authorized by the Chapter Executive Board.
- c. President-Elect and Vice President: The President-Elect shall preside at meetings in the absence of the President and in case of absence or disability of the President, shall discharge his duties. In the absence of the President and the President-Elect, the Vice President or a member of the Executive Board selected by the members of the Chapter Executive Board shall preside. The President-Elect and the Vice President shall assist the President in discharge of Chapter duties as the President may direct.
- d. Secretary: The Secretary, under the direction of the President and the Chapter Executive Board shall conduct the correspondence of the Chapter and keep complete records of the same; shall perform all duties that may from time to time be assigned to him by the Chapter Executive Board;

shall attend all meetings of the Chapter and the Chapter Executive Board and record proceedings. In the absence of the President, President-Elect and the Vice President, he shall call the meetings to order and call for a motion of the election of a Chairman. He shall issue communications to the Chapter membership or others ordered by the President or the Chapter Executive Board. He shall see that the minutes of all meetings are duly recorded in a permanent record and shall have minutes of previous meetings ready for presentation for approval. He shall keep himself informed as to the status of the Roster of Professional Engineers and shall advise the Chapter Executive Board of the invalidation of the certificate of registration of any member. He shall automatically carry out the provisions of the Chapter in regard to suspensions and reinstatements but shall refer all matters of ethics or questions of grievances or questionable practice penalties therefore, including expulsion, the Ethics and Practice Committee.

He shall have custody of all official papers and records and all property of the Chapter except records and funds specifically assigned to the responsibility of the Treasurer. He shall retain a Roster of all members of the Chapter. Prior to the annual meeting, he shall submit to the President a written report covering the activities of his office.

He shall prepare and submit to the National Society all transmittals of membership additions and changes in the form required, The term of office, reimbursement, bond, cooperation with the Treasurer and transfer of records shall be set forth in sub-section (f).

- e. Treasurer: The Treasurer shall receive all monies and securities and deposit the same in the name of the Chapter in a depository approved by the Chapter Executive Board. He shall keep full records of account of the Chapter. He shall invest all funds not needed for current expenses, as directed by the Chapter Executive Board: all permanent investments to be made in securities approved as legal for trust funds in the Commonwealth of Pennsylvania. He shall sign all stock certificates if such are issued when redeemed or sold.

He shall pay all bills of the Chapter when properly certified by the person authorized by the Chapter Executive Board. He shall certify the accuracy of all bills or vouchers on which money is to be paid and shall normally prepare the

checks against the funds of the Chapter, when such drafts are known by him to be proper and duly authorized by the Chapter Executive Board. Checks shall be signed by any two of the following four offices: Treasurer, Secretary, President and President-Elect. He shall submit statements of accounts with vouchers for all payments to the Chapter Executive Board when called upon for the same.

He shall make a report of receipts and disbursements to the Chapter Executive Board at Board meetings. An annual budget report and a written summarized financial report shall be made to the Chapter.

The term of office, reimbursement, bond, cooperation with the Secretary and transfer of records shall be set forth in sub-section (F).

- f. The two-year term of office of the Treasurer shall extend from the even numbered years. The two-year term of the office of Secretary shall extend from the odd numbered years.

The Secretary and Treasurer shall be bonded for the faithful performance of their duties in the amounts as may be determined by the Chapter Executive Board. The fee for such bonds shall be paid by the Chapter.

The Secretary and Treasurer shall, in the conduct of their respective offices, carry out the policies of the President and the Executive Board. They shall cooperate fully one with the other so that there will not be unnecessary duplication of work. They shall submit to the Chapter Executive Board for its approval, an outline of the procedures and records for each office, setting forth the person responsible for originating the same.

At the expiration of their respective terms of office or upon leaving the service of the Chapter, they shall turn over to their successor all books, documents, papers, monies and securities and other property of the Society in their custody, receiving a receipt thereof. The Auditing Committee shall approve any records where Chapter funds are involved prior to the transfer of the records.

- g. Chapter Directors: Chapter Directors are officers of the Chapter and are members of the Chapter Executive Board. They are nine in number, elected in threes and serving three years. A director who has served one full term, three years,

is not eligible for re-election until at least one full term shall have elapsed after the end of his respective term. They shall prosecute the best interest of the Chapter in particular and those of the State Society in general. A Director elected to a vacancy shall serve the remainder of the unexpired term.

- h. State Director: The Chapter shall have one State Director elected for a term of three years who shall be a member of the Executive Board of the Chapter and who shall be designated as "State Director from the Harrisburg Chapter." He shall prosecute the best interests of the Chapter in particular and those of the State Society in general. He shall be the intermediary between the Chapter and the State Society and shall regularly report to the Chapter upon the activities of the State Executive Board and the Society. In his absence or disability the duly elected Alternate may serve temporarily in his capacity. A State Director may not serve more than two successive terms.
- i. Alternate State Director: The Alternate director is elected for a term of three years. The Alternate State Director shall, in the absence of the State Director, discharge his duties.

ARTICLE V—CHAPTER EXECUTIVE BOARD

The Chapter Executive Board consists of the officers, including the Directors as specified in the Chapter Regulations, together with the two latest living Past Presidents continuing as members.

Functions: The Chapter Executive Board shall manage the affairs of the Chapter in conformity to the Chapter Bylaws and Regulations and the State Society Bylaws and Executive Board Rules. It shall direct the investment and care of the funds of the Chapter; make appropriations for specific purposes, act upon applications for membership, take measures to advance the interests of the Chapter, contract for special services, appoint officers to fill vacancies and generally direct its business.

The Chapter Executive Board may appoint assistant officers, either from the Board or from the membership. Such assistant officers unless already members of the Chapter Executive Board, shall not be considered as members of the Chapter Executive Board and shall not be entitled to vote as such.

Quorum: Fifty percent of the membership of the Chapter Executive Board shall constitute a quorum for the transaction of business.

ARTICLE VI--COMMITTEES

The Standing Committees of the Chapter shall be an Auditing Committee, an Awards Committee, an Engineers' Week Committee, an Ethics and Practice Committee, a Legislative Committee, a Membership Committee, a Nominating Committee, a Public Relations Committee, a Publications Committee and Young Engineers (EIT) Committee. All committees shall serve for one year or until discharged.

Special Committees: Special committees shall be appointed by the President when occasion demands. He shall define their responsibilities and activities, their size and designate the chairman subject to the approval of the Chapter Executive Board.

Quorum: A majority of any Standing or Special Committee shall constitute a quorum thereof for the purpose of transacting business.

Functioning: The Chapter Executive Board may delegate to any standing or special committee power to deal directly with its corresponding committee in any Chapter or the State Society, such committees reporting only their final findings to the Executive Board.

- a. Auditing Committee: The Auditing Committee shall check the accounts and other records of the Chapter to satisfy themselves that the activity of the Chapter as to finances and operations is authentic and in conformity with the Constitution and the Chapter Executive Board actions.

The work of the committee not only applies to a check of the accounts and bank statements by an analysis of the minutes of meetings of the Board and recorded actions of the Chapter Board and its Committees.

A minimum of one audit a year shall be required.

- b. Awards Committee: The Awards Committee shall function as a body to make recommendations and/or selections for individual recognitions, prizes, awards, scholarships, etc., in connection with programs undertaken, approved or sponsored by the Society at Chapter, State and National levels.

- c. Engineers' Week Committee: This committee shall be responsible for the establishment and celebration each year of National Engineers' Week. The committee and its sub-committees shall present to the public, through whatever media available, the role of the engineer in society and his vital function in furthering safety, technical progress, and public welfare and the vital role played by Engineering and Science in shaping the framework of future technology and general way of life.

- d. Ethics and Practice Committee: The local Chapter Ethics and Practice Committee shall have jurisdiction over all matters concerning the Code of Ethics adopted by the Pennsylvania Society of Professional Engineers, and the Committee shall investigate complaints concerning violations of the Code of Ethics and Professional Engineers' Registration Law. Whenever the Committee considers further action necessary, it shall forward its findings, evidence, and recommendations to the Secretary of the State Society for action. The local committee shall cooperate with the Secretary of the State Society in all ways possible in the prosecution of any grievance forwarded to him. The Committee shall hear all charges and shall dispose of the same either by dismissal or by forwarding to the Secretary of the State Society within three months from the day on which the charges were brought to the Committee's attention. A complete record of all cases discussed and handled shall be kept by this committee and passed on to their successors upon completion of its tenure of office.

The Ethics and Practice Committee shall cooperate with the Publications Committee to establish a policy and to enforce such policy concerning the type of advertising which may appear in any publication sponsored by the Chapter.

When requested, and with the approval of the Chapter Executive Board, this committee shall work with the State Society's Ethics and Practice Committee in investigation and prosecution of any cases designated by the State Committee.

The Committee shall strive at all times to protect the interest of professional engineers licensed under the laws of this Commonwealth. The Committee may make recommendation concerning changes in the Code of Ethics. Matters relating to the engineers' fees are

considered to come under the jurisdiction of this Committee.

- e. Legislative Committee: The duties of the Legislative Committee are as follows: (1) make recommendations to the Chapter Executive Board for any changes deemed advisable to present laws affecting the registration of engineers and surveyors; (2) carefully study all proposed legislation affecting the engineering profession, bringing to the attention of the Chapter Executive Board for the appropriate action such proposed legislation, with the committee's recommendations; (3) make recommendations to the Chapter Executive Board on any legislation affecting the engineer or surveyor which the committee feels should be enacted on state and national levels.

The Committee will, with the approval of the Chapter Executive Board, cooperate with the State Legislative Committee in the fostering of legislation of a nature calculated to improve the profession, or to rectify conditions which may develop from time to time.

- f. Membership Committee: As the name implies, this Committee's duties are to encourage the increase in PENNSYLVANIA SOCIETY OF PROFESSIONAL ENGINEERS membership in the Harrisburg Chapter.

The Committee is free to institute any drives thought advisable and is free to call for assistance from the membership as needed.

The Committee shall secure from the State Board of Registration, through the State Secretary of the Pennsylvania Society of Professional Engineers, lists of newly registered engineers as they are available and see that each new registrant receives a personal invitation from some member to attend one or more of the meetings and to make application for membership.

The Committee shall investigate and determine that applicants for membership are duly registered as provided in the Bylaws. The Committee shall also ascertain whether the applicant is of good character and reputation. The Committee shall report to the Chapter Executive Board recommending action to be taken on applications.

- g. Nominating committee: The membership of the Nominating Committee shall be as set forth in the Bylaws.

The Past President elected to membership on the Nominating Committee shall be considered as a temporary chairman whose primary duty is to call the initial meeting of the Committee for the purpose of organization. The organizational meeting shall be held not later than February 1 of each year, at which time the Committee shall select its own permanent Chairman from among the Committee membership. The Committee shall hold not less than three meetings to carry out its duties.

The procedural outline is as follows:

1. **First Meeting**--Select permanent Chairman, prepare list of nominations and receive preliminary nomination.
2. **Second Meeting**--Make final selection of candidates. Check Chapter records to determine that candidate is in good standing and is eligible for the office. Notify candidates and obtain acceptance from each candidate. Submit preliminary report to Chapter Executive Board at its regular February meeting.
3. **Third Meeting**--Prepare final report for submission to the membership at the March meeting.

If any person nominated as herein provided shall be found, by the Chapter Executive Board, ineligible for the office for which he is nominated, or should a nominee decline such nomination, or in the event that the Nomination Committee should fail to select a nominee for any office as above stipulated, the Chapter Executive Board shall select a nominee for the office.

Additional nominations for the officers to be elected may be made by declaration, provided such declaration is accompanied by an acceptance of the nomination by the nominee proposed, and is filed with the Nominating Committee by March 15 in time to be printed upon the official ballot and further provided that each declaration shall be signed by at least twenty-five registered members in good standing.

The Nominating Committee may submit more than one name to the membership on the official ballot as provided under "Election of Officers."

h. Public Relations Committee: The Public Relations committee shall function as a body to make recommendations and carry them out with the approval of the Chapter Executive Board on matters pertaining to the relation of the Professional Engineering Society and its members to the public, to state and municipal governments and to other engineering societies, professional groups or their members. Where deemed advisable, this group shall plan programs to be carried out in newspaper, radio and TV, the National, State, and Chapter publication; and other technical or non-technical magazines, as required to promote and improve the public relations of the Professional Engineering Society or its members.

The Public Relations Committee and Publications committee should have such joint relations that will permit proper coordination of the work of the two committees.

i. Publications Committee: The Publications Committee shall be responsible for the Chapter publication. The President shall be contacted for special announcements or items of interest to the membership prior to publication of each issue. The Committee shall also cooperate with the Chairman of all other committees to secure information of interest to the membership. All issues of the Chapter publication shall be mailed to reach the membership at least one week before the meeting.

j. Young Engineers (EIT) Committee: The Young Engineers Committee shall promote and encourage the development of professional concepts in young engineers. They shall meet with groups of young engineers to learn their problems, study Society policies and activities with relation to the EIT and young engineers; suggest and aid in special studies and problems facing young engineers. They shall advise the Executive Board regarding all comments, suggestions and recommendations received by the Chapter as related to Engineers in Training or Young Engineers.

ARTICLE VII--MEMBERSHIP AND DUES

a. The admission of members and the membership will be as set forth in the Bylaws. The Chapter does not recognize the grade of introductory member as defined by the State Society.

b. Registered members are encouraged to use the abbreviation P.E. or R.S. to indicate their registration. Associate members may use the abbreviation E. I. T. to indicate their certification. A member should use the appropriate grade when indicating his membership in the society.

c. A member shall become eligible for Life Membership with waiver of dues if the person has been a member above the Student grade for a period of 40 years or if the member has retired from a full-time employment and/or active practice of engineering and:

1. Is at least 58 years of age and has been a member for a continuous period of 30 years; or
2. Is at least 65 years of age and has been a member for a continuous' period of years in accordance with the following table:

Year Joining Continuous <u>NSPE</u>	Year Life Membership <u>Begins</u>	Years of NSPE Dues <u>Payment</u>
1955	1979	24
1956	1981	25
1957	1983	26
1958	1985	27
1959	1987	28
1960	1989	29
1961	1991	30

Application for Life Membership may be made personally, by the member's chapter, or by the member's state society.

Each Life Member shall be given an option in writing annually to contribute to NSPE.

d. Privileged member status is available to those fail to qualify for life member status, due only to an inadequate period of membership, but who have been members of a State Society for five (5) years. Should the membership requirements for life member status be attained, a privilege member will be automatically reclassified. Dues and assessments for privileged members are 50 percent of the registered member dues and assessments.

e. The National Society bills each member for his National, State and Chapter dues and remits the proper amounts to the State society and the Chapter. Changes in the amounts of Chapter

dues must be reported to NSPE by June 30 to insure proper billing.

- f. Members elected after March 1 of any year shall pay dues for the unexpired portion of the year as follows:

March 1 through May 31	75%
June 1 through August 31	0%
September 1 through November 30	25%

- g. After ten (10) years of continuous membership, an application for waiver of dues because of disability of a total permanent nature may be made by a member. Such applications shall be subject to approval--first by the Chapter and second by the State and National Societies.
- h. The Chapter Executive Board shall consider proceedings looking toward the expulsion of any member (1) upon information coming to its notice; or (2) upon the written request of ten or more active members that for cause set forth, a person belonging to the Chapter may be expelled. Such proceedings shall be referred to the Ethics and Practice Committee for investigation and report. The Chapter Executive Board shall consider such cases and, if the circumstances warrant further action, it shall advise the accused of the charges preferred against him. He may, if desired, present a defense, in person, in writing, or through counsel, which shall be considered at a meeting of the Executive Board, of which he shall receive due notice. Expulsion of a member shall require Chapter Executive Board action as set forth in the Bylaws.

ARTICLE VIII--OBLIGATIONS

No obligations, except incidentals or current expenses, shall be incurred and no continuing entered into without approval of the Chapter Executive Board and an affirmative vote of the majority of the members voting at any meeting of the Chapter. b. The payment of all obligations shall be approved by the Chapter Executive Board and all checks shall normally be signed by the Treasurer and countersigned by the President of the Chapter. When circumstances require, checks may be signed by any tow of the following three chapter officers; the President, the Secretary and the Treasurer.

ARTICLE IX--ELECTION OF OFFICERS

Election by letter ballot may be waived by the Chapter Executive Board in accordance with the requirements of the Bylaws. When the election is held by letter ballot, the provisions of this article shall apply.

At least two weeks before the Annual Election, at the April meeting, the Secretary shall mail to each member of the Chapter entitled to vote, a printed ballot containing the names of all nominees.

The ballots may be sent to the Secretary by mail or handed to him prior to the closing of the polls which shall occur at the April meeting. They must be enclosed in two (2) sealed envelopes, the inner envelope being free from distinguishing marks and the outer envelope endorsed with the name of the voter.

The ballots shall be counted by three tellers appointed by the President. The nominee or nominees receiving the greatest number of votes for the office for which he has been nominated shall be declared elected. In the event of a tie, vote for any office, the Chapter Executive Board shall, by a majority vote of that body, at the April Chapter Executive Board meeting, select the successful nominee for the contested office. Results of the balloting shall be announced on or before the May meeting.

ARTICLE X--SEALS

Seals: The Secretary may obtain and keep in his possession for his use seals of the Chapter as authorized by the Executive Board.

Chapter Seal: The Chapter Seal consists of a white keystone with gold edging bearing the shield only of the coat of arms of the Commonwealth of Pennsylvania (without wreath, crest of supporters) over the motto of the Society "UNITUS", superimposed on a circular plate or disc of green surrounded with a red band or ring, surrounded with the inscription in gold, "Pennsylvania Society of Professional Engineers, Harrisburg Chapter," on the blue band or ring, all surrounded with an endless gold cable or scroll.

Colors: The colors used in the seals are represented heraldically by conventional signs: the vertical lines represent red, transverse or horizontal lines, blue; the dots or points, gold and the oblique lines inclined down from the left, green.

Mark: A representation of the Chapter Seal is used as a mark or emblem for the Chapter.

Use: The seals, marks, emblems, or badges of the Chapter or any representations of them should be used only on official stationery and publications of the Chapter which are issued by definite or inferred authorization by the Executive Board.

Dimensions: The Chapter Seal is two and one-half inches in diameter.

ARTICLE XI--AMENDMENTS

- a. These Regulations may be amended by the Chapter executive Board at any meeting of the Board, provided official notice of the proposed amendment shall have been submitted in writing by the Secretary with notice of the meeting to members of the board.
- b. Any Registered Member in good standing may propose amendments to these Regulations. A proposed amendment shall be presented to the Secretary in writing for the approval of the chapter Executive Board.
- c. A copy of the Bylaws and Regulations shall be given to each member of the Chapter.