

BY-LAWS
CAPITAL DISTRICT CHAPTER
OF THE
NEW YORK STATE SOCIETY OF PROFESSIONAL ENGINEERS

BY-LAW 1 - MEMBERSHIP

Section 1. Membership applications may be received at either the National, 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 Chapter 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 Chapter's policies and procedures relative to handling alleged violations.

Section 3. Violation of the Chapter Constitution and By-laws, the Code of Ethics, or for conviction of a felony, shall be considered as just cause for discipline as hereinafter provided.

BY-LAW 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 By-laws shall be filed by a member in good standing. Each member is responsible to render written reports of factual knowledge he/she has of alleged violations of the Code of Ethics. Such charges may be filed with the

Chapter Secretary or with the Chair of the Ethical Practices Committee of the State Society.

Section 2. The Chapter will make an initial informal investigation of alleged violations. When such informal investigations indicate that a formal investigation is advisable, the matter shall be directed to the attention of the State Society President for appropriate action.

BY-LAW 3 - AFFILIATE 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 by-laws.

BY-LAW 4 - FISCAL AND ADMINISTRATIVE YEARS

Section 1. The fiscal and administrative years of the Chapter shall be from July 1 through June 30.

BY-LAW 5 - DUES

Section 1. The annual dues shall be as determined by NSPE, the State Society and the Chapter. Collection of Chapter dues shall be in accordance with the procedures established and approved by the State Society and NSPE.

Section 2. The Chapter's portion of the dues collected by the collecting agents shall be returned to the Chapter Treasurer.

BY-LAW 6 - BOARD OF DIRECTORS

Section 1. The Board of Directors shall have the direction and general supervision of all matters pertaining to the Chapter. It shall adopt and monitor a

budget and cause the accounts of the Treasurer to be audited not less than once a year.

Section 2. The Board shall provide for and superintend the publication and distribution of all proceedings or transactions of the Chapter and shall have authority to appoint an editor and publish an official periodical for the Chapter.

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 and reinvestment.

Section 4. Each State Director shall attend the meetings of the State Society for the purpose of inquiring into the condition of the profession and to improve the communication between the Chapter membership and the Society. State Directors are chosen by the Board of Directors.

Section 5. The Board shall hold regular scheduled meetings. It shall hold special meetings at the call of the President, Board or other Chapter members as provided for in By-Law 11.

Section 6. Each member of the Board shall be notified of each meeting of the Board prior to the scheduled date thereof. A meeting agenda and copy of the minutes of the last meeting shall be available for the Board members.

BY-LAW 7 - LETTER BALLOTS OF THE BOARD

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

BY-LAW 8 - OFFICERS' DUTIES

Section 1. The Officers of the Chapter shall have oversight responsibilities as described below, subject to the President's discretion.

The President shall have the following duties:

Preside at the meetings of the Chapter and the Board of Directors.
Be, ex officio, a member of all committees.
Appoint the chair and members of all committees.
Provide general direction of the business of the Chapter.

Committees reporting directly to the President are:

Audits	Constitution & By-laws
Nominating	Awards

Section 2. President-Elect - The President-Elect shall have the following duties:

Shall act as President in the President's absence.
Shall undertake assignments at the request of the President or the Board of Directors.
Committees reporting directly to the President-Elect are

E-Week	Mathcounts
--------	------------

Section 3. Vice-President - In the absence of, or in 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.

Committees reporting directly to the 1st. Vice-President are

Directory	Membership
Meetings Programs	

Committees reporting directly to the 2nd. Vice-President are

Publications	Meeting Arrangements
--------------	----------------------

Section 4. Treasurer - It shall be the duty of the Treasurer to protect all money and records of accounts of the Chapter, making an annual report of the

receipts and disbursements to the Chapter. If required by the Board, the Treasurer shall 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 Chapter. At the expiration of the term of office, the Treasurer shall turn over to the successor all books, papers and money belonging to the Chapter, taking a receipt therefor.

Section 5. Secretary - The Secretary shall perform such duties as are required by law or as assigned by the Board. The Secretary shall prepare a written record of the proceedings of the Chapter and the Board.

Section 6. State Directors - The State Directors shall attend, as delegates of the Chapter, all State Society meetings and all meetings of the Board of Directors of the Society. The State Directors shall report to the Chapter on activities of the State Society.

Section 7. Directors - Each Director is encouraged to attend all Chapter and Board meetings and shall be prepared to present progress reports on the following assigned activities but not limited to those listed:

- :
 - Legislative Liaison
 - Public Relations
 - Young Member/Student Liaison
 - Future Cities
 - Ethical Practice
 - Internet Publicity/"Web Master"
 - ENYTC/STEM Representative

Section 8. Past-Presidents - The Past-President, an ex officio member of the Board, shall serve in any advisory capacity to the President and the Board, and shall preside at the Chapter and Board meetings in the absence of the President, President-Elect and Vice-Presidents.

BY-LAW 9 - COMMITTEES

Section 1. The standing committees of the Chapter may have the same names and duties as those of the State Society and NSPE and may include:

- Audit

- Awards
- Directory
- Membership
- Constitution & By-laws
- Publications (newsletter)
- Meeting Arrangements
- Nominating

Section 2. Each of the standing committees shall consist of members who shall be 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 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 or the responsible Chapter officer, per By-law 8, Section 1.

Section 4. The President shall appoint such other special committees as may be desirable for the conduct of the business of the Chapter.

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

BY-LAW 10 - PRACTICE DIVISIONS

Section 1. Practice divisions, comprised of members having common professional problems and interests, shall operate under the Constitution and By-laws of the Chapter. Operating Rules and changes thereto must have the approval of the Board before becoming effective. The Board may dissolve a practice division after conducting a hearing on the need for such action.

Section 2. All actions by practice divisions shall be consistent with the policies of the Chapter, State Society and NSPE.

Section 3. Practice divisions serving the Chapter may 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)

BY-LAW 11 - MEETINGS

Section 1. Six regular monthly meetings shall be held each year at a time and place to be determined by the Meeting Arrangements Committee. The May meeting of the administrative year shall be the Annual Meeting.

Section 2. Special meetings may be held at the call of the President upon the request of a majority of the Board or upon a petition signed by 10 or more members of the Chapter in good standing and eligible to vote. The purpose of such meetings shall be set forth in the notice to the members. Notices shall be mailed at least 10 days prior to the date of the meeting. No business, other than that for which the meeting was called, shall be transacted.

Section 3. For all business prescribed for the purpose of transacting business of the Chapter, a majority of the Board shall be considered a quorum.

BY-LAW 12 - ORDER OF BUSINESS

Section 1. The order of business at meetings of the Board shall be:

Roll Call
Reading of Minutes of Previous Meeting
Treasurer's Report
Reading of Communications
Reports of Officers
Reports of Committees
Unfinished Business
New Business
Adjournment

Section 2. The order of business at the Annual Meeting shall be at the discretion of the President:

Section 3. Robert's Rules of Order shall govern matters of Parliamentary Procedure of the Chapter.

BY-LAW 13 - OFFICIAL PERIODICAL

Section 1. The Chapter shall publish an official periodical.