

CONSTITUTION AND BYLAWS
THE MONTANA SOCIETY OF ENGINEERS
OCTOBER 2019

**Reviewed and recommended for amendments by a
A majority of the Board of Directors
May 6, 2019**

**Adoption by Membership Vote
October 28, 2019**

CONSTITUTION AND BYLAWS

PREAMBLE

Recognizing that service to the public, to the state and to the profession is a fundamental obligation of the professional engineer, the Montana Society of Engineers does hereby dedicate itself to the promotion and protection of the professional engineer as a social and economic influence vital to the health, safety and welfare of the community, the state of Montana of the United States of America and all mankind.

ARTICLE I – NAME

Section 1: The name of this organization shall be “The Montana Society of Engineers”, hereinafter called the Society.

Section 2: The Society is incorporated as a nonprofit (501c (6)) under the laws of the state of Montana and administrated by the Board of Directors as determined in Article VI.

Section 3: The Society is affiliated Non-Integrated State Society with the National Society of Professional Engineers, a national organization of like aims and purposes, hereinafter called the NSPE.

Section 4: The Society subscribes to and supports the Code of Ethics of the National Society of Professional Engineers.

ARTICLE II – OBJECTIVES

Section 1: The objectives of this Society shall be:

1. Advance and promote the public health, safety and welfare.
2. Advance the professional, social and economic interests of the profession.
3. Strive throughout the profession to make licensure more meaningful in terms of acknowledgment of individual achievement in engineering as reflected by education and practice, and encouraging all qualified engineers to seek legal status through licensure.
4. Unite all qualified engineers of the state in one organization.
5. Simulate and develop professional concepts among all engineers.
6. Advance self-education and self-improvement, motivating the practicing engineer to upgrade and expand his competence by continuing study.
7. Develop the civic consciousness of members of the engineering profession, and serve the public good by support of, and cooperation with, the governor and other public officials.
8. Represent the engineering profession in legislative matters in the interests of the state and the profession.
9. Promote high standards of engineering education.

10. Cultivate public appreciation for the work of the engineer through improved public relations, and provide a forum for effective exchange and advancement of knowledge of matters of concern to the profession.
11. Assist young people in obtaining reliable information concerning the profession of engineering.
12. Establish and preserve high standards of ethical conduct and practice by members of the profession.
13. Mentor young engineers and assist them in their career track toward licensure.

ARTICLE III – CHAPTERS

Engineers

Section 1: The membership of the Society may be organized into chapters. The Board of Directors may authorize and charter such chapters, defining geographic boundaries as may best serve the members of the Society.

Each chapter thus formed shall have a minimum of 10 voting members. All qualified members of each chapter shall be members of the Society.

Section 2: The Board of Directors shall have authority to make rules and regulations for and decisions affecting the chartering, combining or dissolving of chapters.

Section 3: Each chapter chartered by the Society shall adopt such bylaws for its operation as it may deem proper; provided that nothing contained therein shall conflict with or contravene the Constitution and Bylaws of the Society.

Section 4: Chapters shall engage only in such activities as are consistent with professional ideals and ethics. Such activities shall be restricted to the area for which the chapter is chartered, except as the Board may authorize.

Section 5: In all matters of local concern not covered by the Constitution and Bylaws, chapters shall retain full autonomy, but may call upon the state and national societies for advice, counsel, and assistance.

Section 6: Each chapter shall be represented on the Board and on the committees of the Society as provided in the Constitution and Bylaws of the Society.

Section 7: No chapter shall in any way contract any debt or obligation on behalf of the Society unless expressly authorized by the Board.

Section 8: The fiscal and administrative years of the chapters shall be concurrent with those of the Society.

Students

Section 1: Student members in engineering college and universities may be organized into student chapters, as provided in the Bylaws.

ARTICLE IV – MEMBERSHIP

Section 1: The membership shall consist of Licensed Member; Member; Student Member; and Allied Member who shall abide by the Constitution and Bylaws and the NSPE Code of Ethics and who shall be subject to election, discipline, suspension or termination as provided in the Bylaws.

Section 2: A member may be disciplined by the Society for cause as provided in the Bylaws. In disciplinary matters, the Board may request the assistance of the State of Montana Professional Engineer Licensing Board where in the Board's judgment the circumstances warrant.

Section 3: All members other than Student Member; or Allied Member shall have voting privileges. Only Licensed Member may hold offices of president and president-elect; and Licensed Member and Member may vote on Constitutional changes.

Section 4: Licensed Member: Licensed Member shall be defined as a person holding a valid license or certification of Registration as a professional engineer, issued under the laws of any state, territory, possession or district of the United States, or a province, or territory of Canada.

Section 5: A Member shall be defined as a person of high moral character who is:

1. A certified engineer-in-training; or
2. A graduate engineer actively pursuing an engineering career or engaged in postgraduate study.

Section 6: Student Member: A Student Member shall be defined as an undergraduate or graduate engineer.

Section 7: Allied Member: A person representing an industry, company or service that supports professional engineers and/or their practice. This membership can prove a mutual beneficial relationship for both entities.

ARTICLE V – DUES

Section 1: The dues of the Society shall be determined by the Board of Directors and stated in the Bylaws.

Section 2: The procedure for billings and collecting of dues shall be determined by the Board of Directors and stated in the Bylaws.

Section 3: The schedule and conditions for dues payment, delinquency, dropping from membership and reinstatement shall be determined by the Board of Directors and stated in the Bylaws.

ARTICLE VI – ADMINISTRATION

Section 1: The Society shall be administered by a Board of Directors, hereinafter referred to as the Board. The Board shall determine all questions of policy and shall administer the affairs of the Society under this Constitution and the general provisions of the law under which it is incorporated.

Section 2: The Board shall consist of the state officers consisting of the president, president-elect, vice president, immediate past president, and secretary and/or treasurer.

Section 3: Fifty percent of the Board members shall constitute a quorum. An affirmative vote of majority of the Board members present at any regular or duly called meeting shall be required to pass any motion not inconsistent with the Constitution and Bylaws of the Society.

Section 4: The Board shall have authority to decide upon any questions by means of a letter ballot directed to all members of the Board. Procedures for determining a vote by a letter ballot shall be specified in the Bylaws, and a majority of the votes cast within the stipulated time shall decide the question submitted to ballot.

Section 5: The Board shall direct the investment and care of the funds for the Society and shall adopt an annual budget and make appropriations for other specific purposes.

Section 6: No members of the Board shall receive a salary or compensation from the Society, except for expenses incurred in behalf of the Society as approved by the Board.

Section 7: The Board shall consider all questions brought forth before involving the rights and standing of members, and all questions of ethics.

ARTICLE VII – OFFICERS

Section 1: The officers of the Society shall consist of the president, president-elect, vice president, secretary and/or treasurer, and the immediate past president.

Section 2: The president-elect, vice president, and secretary and/or treasurer shall be elected for a term of one year. The president-elect shall automatically assume the presidency for the year following his election.

Section 3: The Board may appoint an executive secretary, when the financial and other conditions warrant, and fix compensation and define duties.

Section 4: Eligibility to nomination, election or retention of a position as an elective officer of the Society shall be contingent upon residence or employment in the state.

Section 5: The duties of the officers shall be as defined in the Bylaws.

Section 6: The executive secretary shall be bonded or insured, at the expense of the Society, for such an amount as may be determined by the Board.

Section 7: The officers and directors shall take office, and the president-elect elected the previous year shall become president on the first day of the Administrative Year following their election, and shall hold office until their successors have been duly elected and installed.

Section 8: In the event the president becomes unable to serve, he shall be succeeded by the president-elect. The office of president-elect shall remain vacant until the next annual election. A vacancy occurring in any other position shall be filled at the discretion of the president. Such vacancies shall be filled for the un-expired term of the officer being replaced and shall stand for election on the next ballot.

ARTICLE VIII – NOMINATION AND ELECTION OF OFFICERS

Section 1: Nominations for elective offices shall be made by the Nomination Committee or may be made by petition signed by 10 percent of the members eligible to vote.

Section 2: The Nomination Committee shall be appointed by the President.

Section 3: After canvassing each chapter for suggested nominees, the Nominating Committee shall offer one or more nominations for each office.

Section 4: The Nominating Committee shall report the names of nominees, together with a brief biographical sketch of each nominee, to the secretary who shall transmit the same to the members as outlined in the Bylaws.

Section 5: Additional nominations by petition must be in the hands of the secretary by the date specified in the Bylaws.

Section 6: Election of officers shall be made annually by a plurality vote on individual letter ballots sent to all voting members of the Society in good standing as outlined in the Constitution and Bylaws.

ARTICLE IX – MEETINGS

Section 1: The Society shall hold an Annual Meeting at such time and place as may be selected by the Board, which meeting shall be open to all members and their guests.

Section 2: Special meeting of the Society shall be called by the president on a two-third vote of the Board or upon petition by 50 members of the Society, or 10 percent of the membership, whichever is the smaller number.

ARTICLE X – HEADQUARTERS

Section 1: The location of the Headquarters of the Society shall be determined by the Board.

ARTICLE XI – COMMITTEES

Section 1: Such committees as maybe appropriate shall be established as provided in the Bylaws.

Section 2: The duties of committees shall be defined by the President and approved by the Board.

Section 3: Appointments to committees shall be set forth in the Bylaws.

ARTICLE XII – AMENDMENTS

Section 1: Amendments to this Constitution may be proposed by: (a) a majority vote of the entire Board; (b) by a petition signed by not less than 15 percent of the members of this Society who are eligible to vote; or (c) by a majority vote of the members present at an annual meeting, provided that the text of the proposed amendment shall have been mailed to the members not less than 30 days prior to the day when the amendment shall be considered. Amendments submitted by petition shall be reviewed by the Board before submitted to the secretary for ballot. The findings of this review may be transmitted to the members at the discretion of the Board.

Section 2: Proposed amendments to the Constitution, together with a letter ballot, shall be mailed by the secretary to each member eligible to vote. Ballots shall be returned to the secretary not later than 20 days after their mailing to the secretary.

Section 3: An amendment shall become effective only upon the affirmative vote of two-thirds of the votes casted by the qualified members, provided that at least 20 percent of the qualified members have voted.

ARTICLE XIII – BYLAWS

Section 1: The Board shall prepare and adopt a series of Bylaws, which shall govern all procedures under this Constitution, including those of the Board and the committees.

Section 2: The Bylaws may be amended by an affirmative vote of the majority of the Board present at a meeting provided that the text of the proposed amendment shall be mailed to the Board at least 20 days before the meeting at which the vote of amendment will be taken.

ARTICLE XIV – DISSOLUTION

Section 1: The Society shall use its funds only to accomplish the objectives and purposes specified in the Constitution and Bylaws, and no part of said funds shall inure, or be distributed, to the members of the Society. On dissolution of the Society, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board.

ARTICLE XV – EFFECTIVE DATE

Section 1: This Constitution shall become effective upon its adoption in the manner prescribed for voting on amendments and thereupon the previous Constitution and prior amendments thereto are repealed.

Last Considered for Amendment by Board:	July 14, 2011
Adopted Amendment by Board:	May 6, 2019
Last Amended:	October 28, 2019

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. If deemed to be eligible by the state Membership Committee, the applicant will be added to the rolls.

Section 2: Membership in the 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 Society's policies and procedures relating to handling of alleged violations.

Section 3: Violation of the Society's Constitution and Bylaws, the Code of Ethics, or for conviction of a felony shall be consideration 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 he has of alleged violations of the Code of Ethics. Such charges may be filed with the Secretary 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 Practices 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 Practices 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.

Section 5: A two-thirds vote of the Hearing Commission, or the Board in an appeal, shall be necessary to a finding sustaining a charge or charges. Thereafter the penalty shall be determined by majority vote.

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.

Section 7: If a professional engineer is charged who is not a member he will be advised of the charges and offered the service of the Society in investigating and adjudicating the charges. If he consents, the case will be handled in the established manner.

Section 8: The person who filed the charges will be notified of the final decision and it shall be published in the official publication of the Society unless the Executive Committee or the Board shall have determined that the ends of justice would be better served by withholding publication.

Section 9: The Board shall adopt and publish a policy and procedures to govern the handling of such matters. The procedures shall provide for due process, for representation by counsel, for cooperation and exchange of information with and recommendations to the State Registration Board, for recording and disposition of records, for use of advisory council by the Society and for cooperation with other state societies and the National Society.

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 and the secretary of the Society.

Section 3: Each chapter shall elect officers and directors as required. The secretary of each chapter shall send a report of such election results to the secretary of the Society by June 15.

Student Chapters

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 wherever possible be a member of the Society.

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.

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.

BYLAW 6 – DUES

Section 1: Dues become due and payable January 1 of each year.

Section 2: The dues for membership in the Society shall be as deemed by the Board. Dues included a year's subscription to the official publication of the Society.

Section 3: Members admitted after April 1 but before September 30 of any fiscal year shall pay 50 percent of annual dues for the un-expired portion of the year. Members admitted after September 30 shall not pay any dues for the remainder of the year upon payment of 100 percent of annual dues for the following year.

Section 4: Statements for annual dues shall be mailed to each state only member before the beginning of the fiscal year.

Section 5: If the dues of any member remain unpaid three months after due date, said members shall be listed as "delinquent" and he shall be removed from the mailing list to receive all publications issued by the Society. If the dues of any member remain unpaid nine months after due date, said member shall be dropped from the rolls of the Society as a member. The request of such person for readmission must be accompanied by dues for the current year.

Section 6: A member shall become eligible for other membership grades with waiver or reduction of dues after meeting the requirements as set forth by the National Society.

Section 7: After five years of continuous membership, an application for waiver of one-half dues and after 10 years, an application for waiver of full dues, because of disability of a total and permanent nature, may be made by a member in writing. Such application, if approved by the chapter (if any) and this Society shall be submitted to the National Society for final approval.

Section 8: 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 Society.

BYLAW 7 – BOARD OF DIRECTORS

Section 1: The Board 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 reviewed 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: The Board shall hold a regular meeting at the time of the Annual Meeting and at least one 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: A notice of each meeting of the Board shall be mailed 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 meetings 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 6: A quorum of the Board for the conduct of business shall be 50% of the members entitled to cast votes.

BYLAW 8 – LETTER BALLOTS OF THE BOARD

Section 1: The president may at any time direct the secretary to submit a question to the members of the Board by means of a letter ballot. The Board may determine the best method of issuing ballots.

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 shall submit any question to the members of the Board by means of a letter ballot.

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, any member of the Board may direct the secretary to submit the question to all members of the Board by means of a letter 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 shall record as a part of the minutes of the appropriate meeting the data 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. He shall notify all members of the Board of the results within three weeks of the data of the original action.

BYLAW 9 – ELECTIONS

Section 1: The Society Nominating Committee shall canvass each chapter for suggested nominees for the offices of president-elect, vice president, and secretary and/or treasurer.

Section 2: The Nominating Committee's report of its nominees, together with a brief biographical sketch of each nominee, shall be sent by mail to the membership by April 1 or as directed by the Board.

Section 3: Nominations by petition must be delivered to the secretary on or before April 15 or as requested by the Board 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 registration which shall provide space for the signature and address of the member voting to be affixed thereon, shall be mailed by the secretary to each voting member in good standing on or before May 1 or as directed by the Board. The official ballot shall contain a listing of all officers to be filled and the nominations therefore.

Section 5: A valid ballot shall be one, which is returned to the secretary bearing date on or before May 15 or as directed by the Board, which date shall be specified on the ballot.

Section 6: All valid unopened ballots shall be promptly delivered by the executive secretary to the Election Committee, which shall canvass the ballots and report the number of votes cast for each nominee to the officers, officers-elect and chapter on or before May 31 or on the date specified by the Board and 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 of which elected with the suffix "elect" until they assume the duties of their respective offices on the first day of the administrative year.

Section 9: The election of chapter officers and the selection of the chapter representatives on the Board shall be completed on or before June 1 or as specified by the Board of each 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 may elect a chairman and chairman-elect. The procedures for nomination and election to these positions shall be contained in Bylaw 12.

BYLAW 10 – OFFICERS

Section 1: President. It shall be the duty of the president to preside at all meetings of the Society and of the Board. He shall be, ex officio, a member of all committees, and shall appoint chairmen and members of all committees. He shall have general direction of the business of the Society.

Section 2: President-elect. He shall act as president in the president's absence and shall undertake assignments at the request of the president, or the Board. His principal activity shall be an examination of the Society and the development of his plans for the year in which he will serve as president.

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 the vice president to perform all of the duties of the president.

Section 4: Treasurer. It shall be the duty of the treasurer to protect all money and records of accounts of the Society, making an annual report of the receipts and disbursements to the Society. At the expiration of his term of office, he shall turn over to his successor all books, papers and money

belonging to the Society, taking a receipt therefore. He shall exercise supervision over the operations of the executive secretary and keep the Board apprised concerning that office. This office may be combined with the office of secretary.

Section 5: Secretary. The secretary shall perform such duties as are required by law or are assigned him by the Board. He shall exercise supervision over the operations of the executive secretary and keep the Board apprised concerning that office. This office may be combined with the office of treasurer.

Section 6: Immediate Past President. The immediate past president is the latest living resident past president. The duty of the past president is to insure continuity and shall undertake assignments at the request of the president or the Board.

Section 7: Executive Secretary. The executive secretary shall be Board appointed and not a voting member of the Board. The executive secretary shall keep an accurate record, and have custody, of all official papers and records. In the absence of the president, president-elect and vice presidents, he shall call the meeting to order and call for a motion for the election of a president pro tempore. He shall issue all calls and notices ordered by the president or Board. He shall have such other duties and prerogatives as the Board may assign. At the Annual Meeting he shall submit a written report covering the duties and activities of his office including a statement of the membership of the Society. He shall receive such salary, as the Board shall determine. At the expiration of his term of office, he shall turn over to his designated successor all books, documents and other property of the Society in his custody, receiving a receipt therefore. He shall give such bond or insurance, to be paid out of the treasury of the Society, to secure the faithful discharge of his duties as may be determined from time to time by the Board.

BYLAW 11 – COMMITTEES

Section 1: The standing committees of the Society shall have the same names and duties as those of the National Society and may include:

- Election
- Education
- Engineering Preparation
- Registration and Qualification for Practice
- Student Professional Development
- Young Engineers
- Legislative and Government Affairs
- Engineering Technicians
- Ethical Practices
- Inter-professional Relations
- Engineering Week
- Government Professional Development Award
- Industrial Professional Development Award
- Awards
- Public Relations
- Publications (official magazine or newsletter)
- Membership

Chapter Activities
Budget
Constitution and Bylaws
Nominating
Organization and Functions
Policy Review

Section 2: Each of the committees shall consist of members who shall be appointed by the president, as society business shall require. The president 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 12 – 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 becoming effective. The Board may dissolve a practice division after conducting a hearing on the need for such action.

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 practice division shall include a chairman, and may include such other officers as determined by the division and approved by the Board.

Section 5: Officers shall assume the duties usually performed by the 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 other means, which are authorized by the Board. The treasurer of the Society shall be the custodian of all practice division funds, the expenditure of which shall be subject to the approval of the officers of the division.

Section 8: Minutes shall be kept and filed for all meetings of practice divisions and the division executive board. An annual report outlining the division's 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 may include the following:

- Professional Engineers in Construction
- Professional Engineers in Education
- Professional Engineers in Government
- Professional Engineers in Industry
- Professional Engineers in Private Practice

BYLAW 13 – 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.