

**WESTCHESTER/PUTNAM CHAPTER**

New York State Society of Professional  
Engineers, Inc.

**CONSTITUTION**

**AND**

**BY-LAWS**

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## **CONSTITUTION**

### **Article I -- NAME**

This organization shall be known as the Westchester/Putnam Chapter of the New York State Society of Professional Engineers, Inc.

### **Article II -- OBJECTIVES**

Concerned with the public welfare of the State of New York; and more particularly with that of Westchester and Putnam Counties; and realizing that such welfare is, in a large measure, dependent upon proper design, execution and operation of engineering projects, the conduct of which must be such as to safeguard life, health and property; and furthermore, realizing that such conduct and direction can be best furnished by trained men and women, of high ideals, recognizing their responsibilities to the public and respected by that public; this Organization dedicates itself and its members to:

1. Restricting the Practice of Engineering to properly qualified, Natural Persons; or if Corporate Practice is allowed by New York State Law, to such practice only by Corporations entirely and completely controlled by Professional Engineers licensed in New York State.
2. Advancing the Engineering Profession by establishing and observing high ethical standards of conduct for its members.
3. Advocating and supporting the creation and enforcement of adequate license Laws and practice Acts, and the placement of the control of engineering projects within the scope of such Laws and Acts.
4. Focusing public attention upon the professional standing, functions, abilities and accomplishments of Professional Engineers.
5. Sponsoring and promoting honorable procedure tending toward fees, salaries and working conditions commensurate with the dignity and responsibility of this profession.
6. Co-operating with other public-spirited organizations to the end that the welfare of the public shall be improved, promoted and upheld to the benefit of Westchester and Putnam Counties and the State of New York at large.

7. Engaging in such other activities as may be appropriate for advancing the Engineering profession.

### **Article III — MEMBERSHIP**

1. Membership categories in this Chapter shall consist of Licensed Member, Member and Student Members. These categories are as defined in the NYSSPE Constitution and By-Laws. All members other than Student Members shall have voting privileges in this Chapter. Only members licensed and registered to practice engineering in the State of New York may hold elective offices.
2. Every engineer member of this Chapter shall also become a member of the New York State Society of Professional Engineers, Inc. and the National Society of Professional Engineers.
3. Any Licensed Member in good standing of another Chapter in New York State may be entitled to Joint Membership in this Chapter. Membership in the State and National Societies shall stem thru the Chapter of which he/she was first a member. Joint Members shall be entitled to all prerogatives and privileges of membership including the right to vote but they shall not hold simultaneous office in more than one NYSSPE Chapter.
4. Membership in this Chapter shall cease when membership in the State Society is terminated.
5. Any member may be suspended or recommended for expulsion as provided in the By—Laws of this Chapter.
6. A member may resign by written communication to either the Chapter or State Headquarters. If all dues and other indebtedness have been paid the resignation shall be accepted, and the member shall be deemed to have resigned “in good standing”, unless formal charges have been proffered.
7. Any member having left the Chapter in good standing shall be eligible for reinstatement.

### **Article IV — OFFICERS**

1. The Officers of this Chapter shall be a President, a President—elect, a Vice—President, a Secretary, a Treasurer and an Assistant Secretary—Treasurer; each of which shall serve for a term of ONE year, or until their successors are duly elected.
2. Also there shall be elected Nine (9) Directors; who shall serve three-year terms, three being

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- elected each year.
3. The President, President-elect and vice-president shall serve for not more than two consecutive one-year terms.
  4. The President, President-elect, the Vice—President, Secretary, Treasurer, Assistant Secretary—Treasurer, two (2) immediate Past Presidents and Nine (9) Directors shall constitute the “Board of Directors”.
  5. All Officers and Directors shall be Professional Engineers licensed and registered to practice engineering in the State of New York..
  6. Any vacancy shall be filled by the Board of Directors until the next Annual Election, except that a vacancy in the unexpired term in the office of President shall be filled by the immediate succession thereto of the President—elect, and a vacancy in the office of President— elect shall be filled at the next regular election, or by special election of the membership called for this purpose by the Board of Directors.
  7. Any member of the Board of Directors who shall have been absent from three consecutive regular Board meetings, without permission of the presiding officer shall, at the option of the Board, be deemed to have resigned from that body.

**Article V -- NOMINATION AND ELECTION OF OFFICERS**

1. Prior to the March meeting the President shall appoint a nominating committee consisting of the immediate past president, the past president and one other past president. If the immediate or past president is not available to serve, the current president shall appoint a replacement. At the March Board of Director’s meeting the Nominating Committee shall submit a slate presenting at least one candidate for each vacancy in all offices except that of President. The office of President shall be filled by succession of the President-elect. The President after receiving the report of the nominating committee shall receive other nominations from the floor. Nominees must be proposed, seconded, and must receive not less than 5 votes from the floor in order to be placed on the ballot. No nominee shall be balloted upon who is not in good standing.
2. The Chapter shall mail a letter ballot to each member in good standing within two weeks after the nominations are made. The letter ballot shall have the names of the nominees thereon and after each name a space in which the voting member may write in the name of any other

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member in good standing whom he/she may prefer. These ballots shall be returned to the Chapter not later than two weeks before the May Board of Directors meeting. The Secretary shall refer the unopened ballots, with his/her certification that all ballots are from members eligible to vote, to a committee of three or more tellers appointed by the President. The tellers shall receive, tabulate and certify same, the result being announced by the Chairperson of the tellers committee at the May Board of Directors Meeting.

3. The candidate(s) receiving the greatest number of votes for an office shall be declared elected. In the case of a tied vote the office shall be filled from the tied candidates by a majority vote of members of the incoming Board of Directors.
4. After the tellers committee report has been submitted and it has been accepted by the Board of Directors, the president shall declare the successful candidates elected and announce the succession of the Presidency.
5. The incoming Officers and Directors shall be installed by the President (or in his/her absence by his/her designee or by an Officer of the State or National Society) at the June meeting.
6. In the case of any question or disagreement in relation to elections the Board of Directors shall act as Judges of Election.

**Article VI -- ADMINISTRATION**

1. The Board of Directors shall have complete supervision of the affairs of the Chapter and shall have the power to act for the Chapter whenever an emergency arises.
2. The President shall preside at all meetings of the Chapter and shall direct the affairs of the Organization. He/She shall act as Chair of the Board of Directors but shall vote only in case of a tie. He/She shall appoint all committees and name the chair and shall be an ex—officio member thereof. He/She shall appoint Tellers for the purpose of tabulating votes.
3. The President—elect or Vice—President, in order of sequence, shall in the absence of the President act in his/her place and perform all the duties and functions of that office. They shall also perform such other duties as may be delegated to them by the President or by vote of the Board of Directors.
4. The Secretary shall keep the Official Membership Rolls of the Chapter. He/She shall keep a complete and accurate record of all proceedings at the Board of Directors' Meetings and any special proceedings. He/She shall conduct official correspondence and be the Official

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Custodian of Records of the Chapter. He/She shall attend to all the usual duties of his/her office not specifically assigned to others by vote of the Board of Directors. He/She shall perform such other duties, as may be required of him/her from time to time, by orders of the President or by vote of the Board of Directors. . At the expiration of his/her term of office he/she shall turn over all documents, books, records and other property of the Chapter to his/her successor.

5. The Treasurer shall receive all money paid to the Chapter and make all disbursements when properly authorized. Reimbursements shall be made by check or draft, upon receipt of a voucher approved by the President. The treasurer shall make a full financial report to the Chapter membership at the May Meeting or when requested by the Board of Directors. . He/She shall record all Chapter dues received and shall reconcile State and National monthly dues transmittals. Upon the expiration of his/her term of office, he/she shall make a final report of the financial condition of the Chapter, including a statement of moneys due the Chapter and from whom due, also the moneys owed by the Chapter and to whom owed. He/She shall turn this report together with all money, records, books and other property belonging to the Chapter over to his/her successor, taking a receipt for it.
6. The Treasurer and/or the Secretary may receive such compensation as the Board of Directors may determine.
7. The Assistant Secretary—Treasurer shall assist the Secretary and the Treasurer and in the absence of either perform such duties as are set forth herein or are assigned to him/her by the President or by vote of the Board of Directors. In case of the incapacitation of the Treasurer, the Assistant Secretary— Treasurer may be permitted to sign checks or drafts when authorized by vote of the Board of Directors.
8. The Treasurer and the Assistant Secretary—Treasurer shall be covered by bond in the amount fixed by the Board of Directors, the cost thereof to be paid out of Chapter funds.
9. The Board of Directors shall prepare and adopt a series of By—Laws, which shall govern all procedures not specifically set forth in this Constitution. These By—Laws shall specifically cover the appointment and action of all committees, regular and special; the conduct of meetings and such other matter as may appear pertinent. Such By—Laws shall be adopted or may be amended by not less than two-thirds vote of the entire Board of Directors. Any proposed By—Law or amendment thereto shall be furnished to each member of the Board of Directors at least ten days prior to the date set for voting on it. If any action on By-Laws is

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challenged by a majority of members present at a regular meeting within three months of such action the By—Law or amendment in question shall be submitted to letter ballot of the membership of the entire Chapter. The action of the Board of Directors may be rejected by a majority vote of eligible members voting within the time allowed in the ballot, which time shall not exceed 30 days. A particular section of the By-Laws may be suspended (for a single stated purpose), by majority consent of the members present at any meeting.

**Article VII -- DELEGATES**

1. After the call for the State Society meeting has been officially received by the Chapter, voting delegates to represent this Chapter at that meeting shall be nominated and elected by a majority vote of the Chapter members present at the next regular meeting . In the event no such regular meeting is scheduled the Board of Directors shall designate the Delegates.
2. All Delegates shall be Professional Engineer Members in good standing in the Westchester/Putnam Chapter.
3. The President, President—elect, Vice President, immediate Past President or Directors in the order named who may be present with the delegates shall be considered the leader of the delegation. Any Delegate may cast any part or all the votes to which this Chapter is entitled as authorized by the leader of the delegation, but no delegate present at the meeting shall be deprived of his/her (one) vote.
4. Delegates shall act and vote in accordance with the instructions and directions of the membership of the Chapter as expressed by a majority vote at a regular meeting, or as directed by the Board of Directors, in the absence of such other instructions. In case no instructions have been received, they shall vote in accordance with their own best judgment as to what is best for the Chapter and the Society as a whole.

**Article VIII -- AMENDMENTS TO CONSTITUTION**

An amendment to this Constitution may be proposed by a resolution adopted by a majority vote of the Board of Directors or by majority vote of the members in good standing, eligible to vote, at any regular meeting or at a meeting duly called for such purpose. The proposed amendment shall be mailed with a letter ballot to the current roster of members in good standing. This letter Ballot shall specify the date of election; NOT LESS than two weeks nor more than four weeks from the date of mailing of



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ballots. To become part of this Constitution the Amendment must receive a two-thirds vote of eligible voting members who cast valid ballots, but no amendment shall become effective unless twenty-five percent of the members entitled to vote shall have expressed their opinion by the return of a valid ballot on or before the time specified in the ballot.

*Amended by majority vote of the Board of Directors on February 19, 2003*

*Amended by majority vote of the Chapter membership on*

## **BY-LAWS**

### **By-Law I FISCAL YEAR**

The Fiscal year of this Chapter shall be from July First to June Thirtieth of the succeeding year.

### **By -Law II MEMBERSHIP MEETINGS**

1. Regular Meetings shall be held throughout the year, at the time and place designated and approved by the Board of Directors.
2. Special meetings of the Chapter shall be called with ten days written notice by the President at the request of the Board of Directors or at the request of ten or more members, all in good standing, who shall sign such request giving reason for such meeting. Only such items as are enumerated in the call may be acted upon in such a meeting.
3. The regular meeting held in May of each year shall be designated as the annual meeting when the Report of Officers and Committee Chairs shall be received, and the results of the election for Officers and Directors shall be announced. Regularly Elected Officers and Directors shall be installed at the June Meeting.
4. For the purpose of transacting business at any Chapter meeting, a quorum, consisting of at least twenty members eligible to vote, shall be present. At least ten of the members shall NOT be members of the Board of Directors.
5. The Order of Business for Regular meetings shall be as set forth by the presiding officer and may be suspended or modified at any announced time by the presiding officer.

### **By-Law III BOARD OF DIRECTORS MEETINGS**

1. Regular meetings of the Board of Directors shall be held monthly,
2. Special Board meetings may be held at the call of the President or a majority of the Board membership.
3. Nine members of the Board shall constitute a Quorum to transact business.
4. All meetings of the Board of Directors shall be held at the time and place stated in a notice of

such meeting, to be mailed by the President or Secretary not less than ten days before regular meetings and not less than 1 week before special meetings.

#### **By-Law IV ELECTION OF MEMBERS**

1. Applicants for membership in this Chapter shall fill out the NSPE application form. All applications for membership shall be through NSPE.
2. The Membership Chair shall promptly welcome the new member to the chapter and NYSSPE.
3. Any member whose status may change shall request a change in member category from NSPE.

#### **By-Law V SUSPENSION OR EXPULSION OF MEMBERS**

1. Any charge of improper or unethical conduct by a member shall be made in writing to the Board of Directors and referred by them to the Ethical Practices Committee for investigation. The Ethical Practices Committee shall report its findings to the Board of Directors in closed meeting.
2. Until such time as a formal determination shall have been made by a two-thirds majority vote of the Board of Directors, and subject to further restrictions as outlined below, all such proceedings shall be treated as confidential and shall not be divulged by any member, including the accused. Failure to observe such secrecy may be cause for the suspension of the member or such other disciplinary action as the Board of Directors may determine.
3. The Board of Directors, upon receipt of findings of the Ethical Practices Committee shall determine by a majority vote, what action, if any, shall be taken and may direct such closed hearings as it may determine to be proper and sufficient, at which meetings the accused shall have full opportunity to be heard with or without counsel, as he/she wishes.
4. The Board of Directors shall appoint a hearing officer who may or may not be a member of the Chapter and who shall conduct a closed hearing to hear competent evidence and who shall then report his/her findings and recommendations to the Board of Directors. Such hearing officer shall have taken no part in any prior hearings or investigations. The accused shall have the right to refute the charges forthwith or to request an adjournment to obtain counsel, or for such other reason considered good and sufficient by the hearing officer.

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5. Upon failure of the accused to appear after service of notice of the hearing by personal service or by registered mail directed to his/her last known address, he/she shall be notified that his/her membership is suspended until he/she shall respond to the charges by appearing before the Board of Directors.
6. Action to expel a member shall be taken only following such a hearing. A two-thirds majority vote of the entire Board of Directors shall be required for disciplinary action following such a hearing and report with recommendations by the hearing officer, or dismissal of charges. In the event that the Board does not vote disciplinary action, the charges shall be deemed to have been withdrawn without prejudice and no publication shall be made by any person concerning the determination of the Board of Directors.
7. If disciplinary action consists of admonishment or censure, the Board of Directors shall instruct the Secretary to advise the member in writing of its determination.
8. If expulsion from membership is recommended the Board of Directors shall instruct the Secretary to send a certified transcript of the findings to the President of the NYSSPE for approval by the Board of Directors of the NYSSPE. No publication of the action of the Board of Directors of this Chapter shall be made until after the matter has been referred to and approved by the Board of Directors of the NYSSPE.
9. A member whose membership shall remain suspended pursuant to the provisions of this By—Law for a period of more than six months shall be dropped from the membership rolls.
10. Due notice of the results of action taken by the Board of Directors following a hearing or otherwise, pursuant to this By-Law shall be promptly sent by the Secretary to the member.
11. Actions under this By-Law shall not be reported in the minutes of Board meetings but shall be noted in a CONFIDENTIAL file kept for such purposes by the Secretary. Access to such file shall only be by order of the Board of Directors.

**BY-Law VI DUES AND REINSTATEMENT OF MEMBERS**

1. The membership dues for the Chapter shall be such an amount per annum as shall be fixed by the Board of Directors and approved by the membership, plus the dues fixed for membership in NYSSPE and in the NSPE where applicable. Dues are payable in advance of the first of each calendar year.
2. The increase in Chapter dues shall be waived for the remainder of the year for any Member

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who receives his/her License during the Calendar year. State and National Society dues shall be collected as required in their constitutions.

3. A Member shall advance to the Licensed Member category as soon as eligible by licensure.
4. A member who meets the requirements for Life Membership as set forth by the National or New York State Society may be exempted from payment of all or such part of his/her dues as may be determined by the Boards of Directors of the NSPE., NYSSPE and the Westchester/Putnam Chapter.

**By-Law VII COMMITTEES**

1. Committees shall be of two classes: Standing Committees, which shall have a continuing function and Special Committees, which shall be appointed by the President or Board of Directors for the execution of a particular task; going out of existence upon the completion of said task and acceptance of its final report.
2. All Committees are charged with a task that requires them to report back to the Board of Directors who will then evaluate the report and revise as necessary or accept as presented. Final approval shall be with the Board of Directors. Committees are permitted to discuss their subject with prospective persons or activity but they shall not make a commitment for the Chapter in advance of proper approval and/or authorization to proceed.
3. All Standing Committees shall maintain close liaison with the appropriate committee in the NYSSPE. The following Standing Committees and their functions are hereby established.

CONSTITUTION AND BY-LAWS (special committee): This committee shall maintain a continuing study off the Chapter Constitution and By-Laws together with the interpretation and application of provisions therein. It shall receive and study or review suggestions for and formulate amendments thereto, recommending action. It shall act in an advisory capacity to the officers, Board of Directors and Committees as to the interpretation of these documents.

ETHICAL PRACTICES COMMITTEE: This committee shall make the necessary investigations relating to alleged violations of the Education Law as it applies to the engineering profession.

FINANCE COMMITTEE: This committee shall advise the Board of Directors on financial matters. It shall suggest and upon approval by the Board of Directors direct a financial program for the Chapter. It shall make and submit a budget for the control of normal expenditures to the Board of Directors at

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the May meeting. The Treasurer shall be a member of this committee.

LEGISLATIVE COMMITTEE: This committee shall investigate and report on all matters relative to legislation, law enforcement and interests of the Professional Engineer as it may be affected by such legislation.

MEMBERSHIP COMMITTEE: This committee shall recommend ways to develop and retain Chapter members.

PUBLICITY COMMITTEE: This committee shall have for its object the continuing education of the public as to the aims, functions and accomplishments of the Chapter, its members and the Engineering Profession in general. It shall arrange for the prompt release and dissemination of all information to the press or other communication media. All such information shall be cleared through the committee.

PUBLICATIONS COMMITTEE: This committee shall collect, collate and distribute pertinent data of specific Professional Engineering interest; general meeting dates, locations, and subject matter; and other information of social and professional interest to the Chapter. It shall also arrange for a suitable bi-monthly publication, establish format, provide direction and establish financial policy selling advertising consonant with the character of the publication all to be approved by the Board of Directors.

CAREER GUIDANCE COMMITTEE: This committee shall be responsible for the guidance of students towards the profession of Engineering via programs and activities for Primary, Secondary and College Students, including an endorsement of Student Chapters.

ENGINEER'S WEEK COMMITTEE: This committee shall be responsible for the arrangements associated with the Engineer's week celebration, including the selection of awards. The committee shall be appointed by the president and will report back to the President and the Board of Directors for final approval and confirmation of its selections. The committee is permitted to discuss awards with prospective nominees however the Board of Directors has the final decision. Following is a list of available awards:

- Engineer of the Year
- Outstanding Service to the Chapter
- Outstanding Engineer in Government
- Outstanding Engineer in Education
- Outstanding Engineer Construction
- Outstanding Engineer in Private Practice

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- Young Engineer of the Year
- Outstanding Engineer in Public Service
- Outstanding Engineer in Community Service
- Outstanding Engineer in Industry
- Outstanding Service to the Profession

Once a person receives the highest award of "ENGINEER OF THE YEAR" this person will no longer be eligible for any of the above listed awards. The Chapter can award all, or a portion of the above-listed awards.

MATHCOUNTS COMMITTEE: This committee shall be responsible for the Chapter MathCounts Program.

PROGRAMS & MEETINGS COMMITTEE: It shall be the duty of this committee to be responsible for organizing Chapter Programs and Meetings.

MEMORIALS COMMITTEE: This committee shall be responsible for securing and forwarding appropriate Chapter memorials.

GOLF OUTING COMMITTEE: It shall be the duty of this committee to be responsible for the Chapter Golf Outing.

SCHOLARSHIPS COMMITTEE: This committee shall be responsible for the Chapter Scholarship program.

4. SPECIAL COMMITTEES may be appointed by the President or as directed by the Board of Directors as may be deemed necessary and desirable for the proper functioning of the Chapter.

*Amended by majority vote of the Board of Directors on February 19, 2003.*