



## LAKE COUNTY CHAPTER BYLAWS

Adopted October 12, 2019

### **PREAMBLE**

Recognizing that service to the public and to the profession is a fundamental obligation of the professional engineer, the Lake County Chapter of the Illinois Society of Professional Engineers, Inc., 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 Illinois, the United States of America and all people.

### **BYLAW 1 – NAME**

**Section 1.** The name of this organization shall be the Lake County Chapter of the Illinois Society of Professional Engineers, Inc., hereinafter called the Chapter.

**Section 2.** The Chapter is incorporated as a nonprofit organization under the laws of the state of Illinois.

**Section 3.** The Chapter is an Affiliated Chapter of the Illinois Society of Professional Engineers, Inc., hereinafter called the ISPE, and of the National Society of Professional Engineers, hereinafter called the NSPE, a national organization of like aims and purposes.

**Section 4.** The Chapter subscribes to and supports the NSPE Code of Ethics for engineers.

### **BYLAW 2 – OBJECTIVES**

**Section 1.** The objectives of this Chapter shall be to:

- a. Advance and promote the public health, safety and welfare.
- b. Advance the professional, social and economic interests of its members and the profession.
- c. 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 encourage all qualified engineers to seek legal status through licensure.
- d. Unite all qualified engineers of the state in one organization.
- e. Stimulate and develop professional concepts among all engineers.
- f. Advance self-education and self-improvement, motivating practicing engineers to upgrade and expand their competence by continuing study.
- g. Develop the civic consciousness of members of the engineering profession, and serve the public good by support of, and cooperation with public officials.
- h. Represent the engineering profession in legislative matters in the interests of the state and the profession.

- i. Promote high standards of engineering education.
- j. Establish and preserve high standards of ethical conduct and practice by members of the profession.
- k. 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.
- l. Foster development of future generations of engineers via scholarship opportunities, assisting young people in obtaining reliable information concerning the profession of engineering and mentoring young engineers and assist them in their career track toward licensure.

**BYLAW 3 – MEMBERSHIP**

**Section 1.** ISPE has entered into a NSPE-ISPE Agreement with NSPE under which the ISPE has selected to be an Integrated Affiliated State Society.

- a. The Chapter complies with the agreement as defined in the ISPE Bylaw 3 –Membership.
- b. Chapter dues shall be as set forth in ISPE Bylaw 3 – Membership, Section 1, d and ISPE Operating Procedures 7, Dues.

**Section 2.** Membership of this Chapter shall consist only of persons who are members of the ISPE. Membership categories of the ISPE shall be as follows:

- a. Licensed Member
- b. Engineering Intern (EI) Member
- c. Graduate Member
- d. Student Member
- e. Affiliate Member
- f. Honorary Member
- g. Others as set forth in ISPE Bylaw 3

**Section 3.** Licensed Members and Engineering Intern (EI) Members shall have voting privileges. Only Licensed Members may hold a Chapter office.

**Section 4.** Any member of the ISPE may become a member of this Chapter upon payment of the annual dues of the Chapter. A member’s dues shall be current for the member to receive the privileges and benefits of membership.

**Section 5.** Should the licensure of a member be revoked for any reason, other than retirement from active practice, the person shall automatically cease to be a member of this Chapter.

**BYLAW 4 - OFFICERS**

**Section 1.** The officers of the Chapter shall consist of the President, Vice President, Secretary, Treasurer, Chapter Representatives and alternate Chapter Representative. The number of Chapter Representatives shall be determined by the number of paid-up dues members in the chapter as of October 31<sup>st</sup> for the following administrative year. These officers shall constitute the Chapter Board.

**Section 2.** The Treasurer and other officers or staff authorized to receive or disburse Chapter funds may be bonded as determined by the Chapter Board.

**Section 3.** No member of the Chapter shall receive compensation except for expenses incurred on behalf of the Chapter as approved by the Chapter Board.

**Section 4.** Should the office of President become vacant prior to the conclusion of the term for which the President was elected, the Vice President shall assume the office of President immediately, without further action by either the Board or the membership. Other vacancies in the elected offices of the Chapter shall be filled for the unexpired term by appointment by the Chapter Board.

**Section 5.** Duties of Officers.

a. The President shall:

- 1) Be the principal elective officer of the Chapter.
- 2) Preside at all Chapter meetings, except as may be provided in this Section.
- 3) Serve as a member ex-officio, with right to vote, of all committees except the Nominating Committee.
- 4) Make appointments to committees.
- 5) Make appointments of Chapter representatives to other formally constituted bodies outside of the Chapter.
- 6) Make appointments to fill vacancies in accordance with these Bylaws.
- 7) Keep the membership appropriately informed.
- 8) Perform such other duties as are necessarily incident to the office of President or may be prescribed by the Chapter Board.
- 9) Be a member in good standing of the National Society of Professional Engineers.

b. The Vice President shall:

- 1) Assist the President in the performance of the duties of his/her office.
- 2) Serve in the absence or inability of the President.
- 3) Perform such other duties as assigned by the Chapter Board as may be required that are not specifically assigned to others.
- 4) Be a member in good standing of the National Society of Professional Engineers.

c. The Secretary shall:

- 1) Assure the proper recording of the proceedings and discussions of the meetings of the Chapter.
- 2) Present minutes of previous Chapter meetings for Chapter Board approval and retain these minutes for seven years.
- 3) Send any minutes of Chapter meetings, requested by the ISPE, to them.
- 4) Be the custodian of all property and records.

d. The Treasurer shall:

- 1) Oversee the financial affairs of the Chapter.
- 2) Present a report of the income and expenses of the Chapter for Board approval and retain the reports for seven years.
- 3) Have an annual audit of the financial records showing the receipts and disbursements of the Chapter.
- 4) Submit an IRS Form 990 to the Federal Internal Revenue Service annually as required by law.
- 5) Send any financial documentation, requested by the ISPE, to them.

e. The Chapter Representatives and the Alternate Chapter Representative shall:

- 1) Attend the meetings of the Board of Direction of ISPE.

- 2) Ensure their actions reflect the views of the Chapter.
- 3) Bring before the ISPE Board of Direction any matters directed by the Chapter.
- 4) Report the activities of the ISPE Board of Direction to the Chapter after each meeting.
- 5) Provide Chapter written or verbal activity reports as part of each ISPE Board of Directors meetings.

#### **BYLAW 5 –ELECTIONS**

**Section 1.** Nominations for elective offices shall be made by the Nominating Committee which consists of the current chapter officers.

**Section 2.** Election of officers shall be made annually by a plurality vote of members in good standing at the first chapter meeting of the fiscal year (Fiscal Year begins June 1). In the event that the positions are uncontested, the Secretary shall declare the slate of candidates elected.

#### **BYLAW 6 - ADMINISTRATION**

**Section 1.** The Chapter Board shall determine all questions of policy and shall administer the affairs of the Chapter under these Bylaws, Operating Procedures and the general provisions of the law under which it is incorporated.

**Section 2.** The latest version of Robert's Rules of Order shall be the parliamentary authority for conducting votes and administering the Chapter.

**Section 3.** The Chapter shall meet upon the call of the President at such time and place as the President may designate. The Chapter shall meet at least four times each year.

Notice of meetings of the Chapter shall be sent by appropriate communication to each member at least ten (10) days in advance of such meetings. Appropriate communication methods include mail, e-mail, or other common technology. Inclusion of a planned meeting on a Chapter published annual calendar of meeting dates fulfills the meeting notice requirement.

**Section 4.** A majority of Chapter Board members shall constitute a quorum. An affirmative vote of a majority of the Chapter Board members present at any regular or duly called meeting shall be required to pass any motion consistent with the Bylaws of the Chapter. The president shall vote only when necessary to break a tie.

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

**Section 6.** The administrative and fiscal year of the Chapter shall be June 1 to May 31.

**Section 7.** The Chapter Board shall develop written Operating Procedures, which shall become effective, be amended or be rescinded upon a majority vote of the Chapter Board.

**Section 8.** The Chapter shall engage only in such activities as are consistent with the objectives of the ISPE. Such activities shall be restricted to the geographical area, for which the Chapter is chartered, except as authorized by the ISPE Board of Directors.

**Section 9.** In all matters of local concern not covered by these Bylaws, the Chapter shall retain full autonomy, but may call upon the ISPE and the NSPE for advice, counsel and assistance.

**Section 10.** The Chapter shall not contract any debt or obligation on behalf of the ISPE unless expressly authorized by the ISPE Board of Directors.

**Section 11.** Student members in engineering colleges and universities may be organized into student Chapters, as

provided in the Operating Procedures.

**Section 12.** The Chapter dues shall be determined by the ISPE Board of Directors as set in the Operating Procedures.

**BYLAW 7 – ADMISSION AND EXPULSION**

**Section 1.** Each new member shall be assigned to the Chapter in which the applicant resides, unless that member requests a different Chapter.

**Section 2.** A person who has been dropped from the ISPE because of delinquent dues may be readmitted, subject to payment of any fees required by the NSPE or the ISPE.

**Section 3.** Any violation of the moral, civil or criminal law, tending to bring the ISPE into disgrace or disrepute, or any violation of the Constitution or Bylaws of the NSPE, or the Code of Ethics of the NSPE, may subject said violating member to discipline by the ISPE Board of Directors as defined in the ISPE Bylaw 9 – Admission and Expulsion, Section 5 and 6.

**BYLAW 8 - AMENDMENTS**

**Section 1.** Amendments to these Bylaws may be proposed by (a) the Chapter Board; or (b) a petition signed by not less than 10 percent of the members of the Lake County Chapter.

**Section 2.** An amendment to these Bylaws shall become effective upon the affirmative vote of two-thirds of the Chapter Board. A minimum of 7 days must pass between the presentation of the amendment proposal to the Chapter Board and the vote to approve or disapprove the amendment proposal.

**BYLAW 9 - DISSOLUTION**

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

**BYLAW 10 - EFFECTIVE DATE**

**Section 1.** These Bylaws shall become effective upon adoption in the manner prescribed for voting on amendments and thereupon the previous Constitution and/or Bylaws and prior amendments thereto are repealed.