

**New Hampshire Society of Professional Engineers  
State Operating Procedures**

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### OP No. 1 - MEMBERSHIP

Section 1. Membership applications may be received at either the State Society or NSPE. If submitted to the State Society, the Secretary will review the application for national eligibility and, if eligible, the application will be forwarded to NSPE.

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 Bylaws, NSPE Bylaws, or of the Code of Ethics, or criminal conviction shall be considered as just cause for discipline as hereinafter provided.

### OP No. 2 - DUES

Section 1. Dues become due and payable January 1<sup>st</sup> of each year, or as otherwise determined by the NSPE Board of Directors.

Section 2. The Society Board shall set the annual dues for membership in the Society, as well as the annual dues for membership in chapters. Once a year prior to the Annual Meeting of the Society, the Society Board shall:

- a. Review the current dues for all membership levels, and
- b. Set the dues for all membership levels to become effective in the upcoming calendar year.

Section 3. Members admitted for the first time and paying full dues shall receive services as follows:

- a. Members admitted between January 1<sup>st</sup> and June 30<sup>th</sup> – for the remainder of the current calendar year.
- b. Members admitted between July 1<sup>st</sup> and December 31<sup>st</sup> – for the remainder of the current calendar year and for the following calendar year.

Section 4. NSPE shall collect annual dues, unless directed otherwise by the Board of the State Society. If the Society or chapter collects dues, the appropriate state official shall transmit to NSPE the national dues collected for that organization, on a monthly basis.

Section 5. If the dues of any member remain unpaid on the due date, said member shall be listed as "delinquent" and shall be dropped from the membership rolls of the Society if unpaid for a period of 90 days. Payment of delinquent dues must accompany the request of such person for readmission for the current year.

Section 6. A member shall become eligible for Life or Retired membership status, with waiver or reduction of dues after meeting the requirements as set forth by the NSPE Bylaws.

Section 7. Dues may be waived for a period of one year in hardship circumstances, including unemployment. The Society Board and the NSPE Executive Director shall approve application for a waiver of dues. Such application, if approved by the Society, shall be submitted to NSPE for approval of the waiver of any NSPE dues.

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.

### OP No. 3 - FISCAL AND ADMINISTRATIVE YEARS

Section 1. The fiscal year of the Society shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

Section 2. The administrative year of the Society shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

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### **OP No. 4 - STUDENT CHAPTERS**

Section 1. A student chapter may organize within the provisions of the Bylaws of the Society and may, upon application, receive a charter from the Society and then be known as a student 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. In advance of the Society's Annual Meeting, each student chapter shall elect officers and directors as required. The Secretary of each student chapter shall send a report of such election results to the Secretary of the Society at least 30 days prior to the date fixed for the Annual Meeting.

Section 4. Rules and regulations for the organization and operation of student chapters shall be determined by the Board, within any guidelines provided by NSPE.

- a. Each student chapter shall have a faculty adviser who shall wherever possible be a member of the Society. The student chapter adviser shall be appointed by the Society on the recommendation of the dean of the college or school involved.
- b. Each student chapter shall have a liaison officer who shall not be directly affiliated with the college or school involved. The Board shall appoint the liaison officer.

### **OP No. 5 - AFFILIATED GROUPS**

Section 1. Affiliated groups may be established with approval of the Board. The purpose of such affiliations shall be to assist in promoting the best interests of the professional engineer and the Society and shall be defined in a charter agreement establishing the affiliation. The affiliated group shall be responsible to the Board for fulfilling the actions defined in the charter.

### **OP No. 6 - BOARD OF DIRECTORS**

Section 1. The Board of Directors 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 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 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. The Board shall invest the reserve fund only in such investment vehicles that a prudent person would purchase for his or her own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived there from. A three-fourths vote of the Board shall be required to authorize expenditures (other than for investment or reinvestment) from this fund.

Section 4. Board designees shall attend student chapter meetings for the purpose of improving the communication between the student chapter membership and the Society.

Section 5. The Board shall hold a regular meeting at least once each quarter.

Section 6. A notice of each meeting of the Board shall be transmitted in writing to each Officer at the Officer's last recorded address at least 10 days prior to the scheduled date thereof. Or a notice of each meeting of the Board shall be transmitted via electronic mail to each Officer's last recorded email address at least 5 days prior to the scheduled date thereof. An agenda and copy of each report and resolution that are to be considered at such meeting shall accompany the notice of the meeting and no other matters shall be considered at such meeting without the consent of the majority of the Officers in attendance.

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Section 7. The act of a majority of the Officers present at a meeting at which a quorum is present when the vote is taken shall be the act of the Board of Directors unless applicable law or the Articles of Agreement require a greater percentage. Any or all Officers may participate in a regular or special meeting by, or conduct the meeting through the use of, any means of communication by which all Officers participating may simultaneously hear each other during the meeting. An Officer participating in a meeting by this means is deemed to be present in person at the meeting.

### **OP No. 7 - 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 or electronic ballot.

Section 2. 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. The Secretary shall notify all members of the Board of the results within three weeks of the date of the original action.

### **OP No. 8 - ELECTIONS**

Section 1. A Nominating Committee shall be constituted on or before December 1<sup>st</sup> of the administrative year. The committee shall be proposed by the President and approved by the Board. The Nominating Committee shall solicit candidates for office from the membership-at-large.

Section 2. Any member can submit nominations to the Nominating Committee for consideration. Nominations may be submitted to the Secretary or directly to the Nominating Committee. The nomination shall contain the name of the member being nominated along with a brief description of the member's biography. Endorsements and testimonials of the member's capabilities to fulfill the duties of the office for which they are being nominated for shall be encouraged. A member may be self-nominated for an office.

Section 3. The Nominating Committee shall review the nominations for each office and consider whether candidates are qualified. They may contact the candidate or others who may be familiar with the candidate's qualifications and capabilities to determine whether they are capable of serving in the office for which they are nominated. The Nominating Committee shall report all qualified candidates for each office to the Secretary for inclusion on the official ballot for voting, not later than April 1<sup>st</sup>.

Section 4. A valid ballot shall be one that is returned to the Secretary in an envelope bearing a postmark date on or before June 1<sup>st</sup>.

Section 5. The Secretary shall promptly deliver unopened valid ballots to the Nominating Committee, which shall open and count the ballots and report the number of votes cast for each nominee to the Board on or before June 15<sup>th</sup>. The Secretary shall then transmit such information to the officers, officers-elect, and student chapters as soon as available, but no later than June 15<sup>th</sup>, and publish the results in the next issue of the Society publication.

Section 6. The election of student chapter officers shall be completed on or before June 1<sup>st</sup> 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. The procedures for electing student chapter officers shall be established in the chapter bylaws.

Section 7. The Young Engineers' Advisory Council shall elect a chair and chair-elect. The procedures for nomination and election to these positions shall be established in the Young Engineers' Council Operating Procedures. These positions shall constitute the officers of the Young Engineers' Advisory Council.

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### **OP No. 9 - OFFICERS**

Section 1. President – The President shall preside at all meetings of the Society and of the Board of Directors; shall be, ex-officio, a member of all committees; shall appoint chairs and members of all committees; and have general direction of the business of the Society.

Section 2. President-Elect – The President-Elect shall act as President in the President's absence, and shall undertake assignments at the request of the President or the Board. The principal activity of the President-Elect shall be an assessment of the Society, and the development of plans for the following year.

Section 3. Vice President – The Vice President shall have such duties as the President or Board may assign. In the absence of, or in case of the inability of the President and President-Elect to serve, it shall be the duty of the Vice President to perform all the duties of the President.

Section 4. Treasurer – It shall be the duty of the Treasurer to protect all money and records of account of the Society, make an annual report of receipts and disbursements to the Society, and give such security or bond to secure the faithful discharge of duties as may be determined from time to time by the Board. The fee for such security or bond shall be paid out of the treasury of the Society. At the expiration of the term of office, all books, papers, and money belonging to the Society shall be turned over to the successor Treasurer, who shall give the preceding Treasurer a receipt therefore.

Section 5. Secretary – The Secretary shall record proper proceedings of meetings and perform such duties as are required by law, or assigned by the Board.

Section 6. State Directors – The State Directors shall have duties as the President or Board may assign.

Section 7. NSPE Delegate – The Delegate to the House of Delegates shall attend and represent the Society at the NSPE House of Delegates Assembly and represent the Society in all other matters of the House of Delegates. The Delegate shall report actions taken by the House of Delegates to the Society Board of Directors and shall consult with the Board of Directors on a regular basis to properly represent the wishes of the Society before the House of Delegates.

Section 8. Past President – The most recent, available past-president of the Society shall be a voting member of the Board and shall serve to advise the President on administrative and procedural matters of the Board.

### **OP No. 10 - COMMITTEES**

Section 1. The Standing Committees of the Society shall be as set forth by the Board. The following committees should be considered:

- Engineers Week
- Legislative and Government Affairs
- MATHCOUNTS
- Math and Science Teacher's Awards
- Membership
- NHSPE Governance
- NHSPE Observer
- NHSPE Web Site
- Nominating
- Scholarship
- Student Chapter Activities

Section 2. Each of the standing committees shall consist of members appointed annually by the President, who shall also designate the chair of each committee.

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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 any funds of the Society without specific authorization from the Board.

### **OP No. 11 – YOUNG ENGINEERS’ ADVISORY COUNCIL**

Section 1. All Society members who are 35 years old or younger at the beginning of the administrative year shall be members of the Young Engineers’ Advisory Council (hereafter referred to as YEAC). Only those members who are voting members of the Society shall be voting members of the YEAC.

Section 2. The YEAC shall provide effective forums for discussion and united action for issues related to the professional employment and development of young engineers. The goal of the YEAC shall be improved professional development and recognition, improved conditions of employment, and other matters of mutual benefit for its members.

Section 3. The YEAC shall establish Operating Rules that shall govern their activities. These Operating Rules and any changes thereto shall receive approval by the Board before becoming effective.

Section 4. The officers of the YEAC shall include a chair, chair-elect, the immediate past chair, and such other officers as determined by the YEAC and approved by the Board.

Section 5. Officers shall assume the duties usually performed by officers in like positions, subject to rules, which may be adopted by the YEAC and approved by the Board.

Section 6. The officers shall constitute the YEAC’s executive board.

Section 7. When considered necessary for promoting or forwarding its special objectives, the YEAC 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 funds, the expenditure of which shall be subject to the approval of the officers of the YEAC.

Section 8. Minutes shall be kept and filed for all meetings of the membership and the executive board. An annual report outlining the YEAC's activities for the year, including financial statement and officers, shall be made to the Board.

Section 9. All actions by the YEAC shall be consistent with the policies of the Society.

### **OP No. 12 - MEETINGS**

Section 1. The Annual Meeting of the Society shall be held as ordered by the Board for receiving the annual reports and the transaction of any other business to properly come before the meeting. All members of the Society are welcome at this meeting.

