

Florida Engineering Society

B Y L A W S

ARTICLE I-MEMBERSHIP PROCEDURE

1. Membership Application. All applications for membership in the Society shall contain the signature of one member of the Florida Engineering Society who shall be identified as the applicant's "sponsor." All applications shall be processed at State Headquarters by the staff to determine if the applicant is qualified for membership in accordance with the membership requirements set forth in the Florida Engineering Society Charter.

2. The Board shall have the power to accept or reject an applicant, to elect qualified persons to any grade, to transfer a person from one grade to another, and to waive dues provided just cause is shown.

3. Resignations. Members of any classification resigning from membership shall be liable for payment of the current year's dues unless such resignation is received within thirty days following the annual billings for dues.

4. Discipline. Members of any classification may be expelled, suspended for a stated period of time, censured, or reprimanded by the Board. For any cause other than nonpayment of dues, such discipline shall occur only after the member charged has been advised of the complaint and has been given reasonable opportunity for defense and appeal. Disciplinary actions of the Board shall be published in the official magazine of the Society.

5. A member shall be considered in good standing if his/her annual dues are paid within the first four (4) months of the current fiscal year.

6. A delinquent member whose annual dues are not paid within the first two quarters of the current fiscal year shall be dropped from the membership rolls.

7. A member dropped from the rolls for nonpayment of annual dues cannot be reinstated prior to the beginning of the next fiscal year except by payment of annual dues required of a new member.

8. After 10 years of continuous membership, a member in any grade may apply to the Board in writing for waiver of State Society annual dues because of disability of a total and permanent nature. Corporate members may apply for a waiver of NSPE annual dues subject to current NSPE regulations.

ARTICLE II - DUES

1. State Society annual dues for all classes of membership shall be determined by the Board of Directors. There shall be no State Society dues for Life Members.

2. Annual dues shall be payable on the first day of the fiscal year, established by the Board of Directors, for which they are due. Dues for persons admitted to membership after the first day of the fiscal year shall be prorated to the quarter of the fiscal year nearest the effective date of their membership.

3. Annual dues shall include a one-year subscription to the JOURNAL, official publication of the State Society.

4. A part of each member's annual dues may be allocated to his/her Practice Section in support of the activities of the Section at the discretion of the Board of Directors. No such allocation will be made to Practice Sections which have received the delegation of government and management under the Charter.

5. A member shall be considered in good standing if his/her annual dues are paid within the first four (4) months of the current fiscal year.

6. A delinquent member whose annual dues are not paid within the first two quarters of the current fiscal year shall be dropped from the membership rolls.

7. A member dropped from the rolls for nonpayment of annual dues cannot be reinstated prior to the beginning of the next fiscal year except by payment of the current year's dues. Reinstatement after the beginning of the next fiscal year may be made by payment of annual dues required of a new member.

8. After 10 years of continuous membership, a member in any grade may apply to the Board in writing for waiver of State Society annual dues because of disability of a total and permanent nature.

Corporate members may apply for waiver of NSPE annual dues subject to current NSPE regulations.

ARTICLE III-ADMINISTRATION

1. The Society's administrative year shall begin at the time and date the Society's officers are installed during the Society's annual Meeting, and the administrative year shall end at the time and date the Society's subsequent annual Meeting.

2. The President shall have general supervision of the affairs of the Society; preside at all meetings of the Society and Board at which the President may be present.

3. The President-Elect shall take office as President-Elect at the close of the administrative year during which the President-elect was elected. The President-elect shall automatically become President at the close of the succeeding administrative year. In addition the President-elect shall serve as the Secretary of the Society.

4. There shall be seven Regional Vice Presidents representing the seven geographical regions of the state, and one Vice President of Finance, who shall also serve as the Society Treasurer. The seven regions shall consist of the following chapters:

- (a) Region 1—Panhandle: Big Bend, Emerald Coast, Gulf Coast, Northwest
- (b) Region 2—North Central: Forest, North Central and Northeast
- (c) Region 3—East Central Region: Central, Daytona, and Indian River
- (d) Region 4—West Central Region: Nature Coast, Tampa, Pinellas and Ridge
- (e) Region 5—Treasure Coast: Palm Beach and Treasure Coast
- (f) Region 6—Southwest Florida: Calusa and Myakka
- (g) Region 7—Florida's Gold Coast: Miami and Broward

5. Each Regional Vice President shall reside in their represented region. The Vice President of Finance may reside in any one of the seven geographical regions.

6. The President-Elect shall preside at meetings in the absence of the President.

7. In the event of a vacancy in the office of President, the President-Elect shall serve as President for the remainder of the administrative year in which the vacancy occurs in addition to the administrative year for which the President-elect was elected. If the President-Elect, while acting as President, is unable to serve for the remainder of the administrative year in which the vacancy occurs, the Executive Committee shall select one of the vice presidents as acting President for the remainder of the administrative year.

8. In the event of a vacancy in any other office, the President shall appoint a qualified person as "acting" to the vacant office, to serve for the remainder of the administrative year in which the vacancy occurs.

9. Duties of Officers. The duties of the President and President-Elect, shall be such as their titles by general usage would indicate. The duties of the Vice President of Finance, the FBPE Liaison, and the Regional Vice Presidents shall be as described in the latest version of the FES Administrative Policies.

10. All officers and employees shall be bonded.

ARTICLE IV-MEETINGS

1. An Annual Meeting shall be held each year at a time and place to be designated by the Board.

2. Special meetings of the membership may be called by a majority vote of the Board and/or by the President upon written request of 5% of the corporate members in good standing. Such meetings shall be called within thirty days after appropriate request has been filed. No business shall be transacted at a special meeting except that stated in the notice of the meeting, which shall be mailed to all members fifteen days prior to the meeting date.

3. The Board shall hold at least three regular meetings a year, one of which shall be held at the Annual Meeting of the Society. The two other meetings may correspond with the Legislative Forum and the FES Leadership Conference. Special meetings of the Board may be called by the President, or by a majority of the Board by letter ballot. Board may also meet by teleconference by direction of the President.

4. Robert's Rules of Order (Revised) shall govern matters of parliamentary procedures at all meetings of the Society and of the Board.

ARTICLE V-CHAPTERS

1. The Board may authorize and charter one Chapter in any county, portion of a county, or group of counties in the state, provided evidence is given that there is a sufficient number of members residing in the area. Each Chapter thus formed shall have a majority and a minimum of ten Professional Engineers.

Each Chapter shall elect its own officers and establish its own operating rules, provided that no provision thereof shall be incompatible with the Charter or the Bylaws of the Society. All Chapter Charter and Bylaws and/or operating rules shall be approved by the Board of Directors.

ARTICLE VI-ELECTION OF OFFICERS

1. Officers shall be elected as follows: The Nominating Committee hereinafter provided for shall submit to the Society Secretary at least ninety (90) days prior to the date of the Annual Meeting names of nominees for each office to be filled. The list of nominees shall be sent to the members, or published in the official publication of the Society at least sixty (60) days prior to the Annual Meeting and giving them thirty (30) days in which to file additional nominations after the list is released. Additional nominations may be made by letter addressed to the Society Secretary containing the name of the nominee and the signature of the endorsers. The endorsers shall be members of the Corporate Division of the Society in good standing, and the number of endorsers shall not be less than (1) percent of the corporate membership of the Society as published in the most recent Yearbook, from a minimum of three Chapters and at least with ten (10) endorsers from each Chapter. If there are no additional nominees, the list of nominees as submitted by the Nominating Committee shall be declared the new officers by acclamation. If there are additional nominees, letter ballots of the Society containing the names of the official nominees and the additional nominees shall then be sent by the Society Secretary to all qualified voters at least thirty (30) days before the date of the Annual Meeting.

2. Each ballot shall be returned to the Society Secretary in a single envelope, endorsed on the back with the member's signature. The Tellers Committee shall canvass all ballots submitted by members in good standing and the result shall be announced at the Annual Meeting.

3. The candidate for any office having the largest number of votes by letter ballot shall be elected. Should there be a failure to elect any officer because of a tie, members at the Annual Meeting or at a specially called meeting shall proceed to elect such officer by ballot from among the members in good standing at the meeting, voting on only the candidates so tied, with a majority of votes cast being required to elect.

ARTICLE VII-PRACTICE SECTIONS

1. The Board may recognize as many Practice Sections as it may so desire. There must be sufficient participation from members of similar employment before authorization for Practice Sections is given. Groups of similar employment may petition the Board for a Practice Section by submitting to the Board a set of operating rules and procedures to guide the activities of the Section. No provision of the operating rules will be incompatible with the Society Charter and Bylaws.

2. The Practice Sections shall be so conducted as to provide effective forums for discussion and joint action on the part of members grouped according to type of employment for achieving the objectives of the Society and the Practice Sections.

3. Practice Sections' programs or statements of policy shall not be inconsistent with the programs and policies of the Society. Programs or policies proposed by Practice Sections which are not covered by Society policies shall be submitted to the Society's Board of Directors for approval.

4. The financial affairs of each Practice Section shall be administered as an integral part of the Society's financial management system.

5. Nothing in this article shall prohibit a Practice Section from rendering informed opinions on matters of interest to it, provided such opinions are not represented as being official policy of the Florida Engineering Society.

ARTICLE VIII-COMMITTEES

1. The Board shall create, dissolve, appoint, and assign duties to as many committees as it deems necessary to conduct the affairs of the Society, except the Nominating Committee as herein constituted.

2. Nominating Committee. The Nominating Committee shall consist of the most recent living Past President, the President-Elect, the most senior NSPE Director, and two additional members not presently serving on the Board to be appointed by the President with the approval of the Board. The most recent living Past President shall serve as Chairman.

ARTICLE IX-AMENDMENTS

These bylaws may be amended as provided in Article XII of the Charter.

Adopted December 23, 1916
Amended May 20, 1933, by letter ballot
Amended May 19, 1934, by letter ballot
Amended April 24, 1937, by letter ballot
Amended April 13, 1940, by letter ballot
Amended June 26, 1944, by letter ballot
Amended June 27, 1951, by letter ballot
Amended July 22, 1953, by letter ballot
Revised May 8, 1954, by letter ballot
Amended June 15, 1956, by letter ballot
Amended June 15, 1957, by letter ballot
Amended June 15, 1958, by letter ballot
Amended June 23, 1960, by letter ballot
Amended June 20, 1961, by letter ballot
Revised June 12, 1964, by letter ballot
Amended January 1, 1966, by letter ballot
Amended April 25, 1968, by letter ballot
Amended November 11, 1968, by letter ballot
Amended April 30, 1969, by letter ballot
Amended July 1, 1971, by letter ballot
Amended October 20, 1971, by letter ballot
Amended March 13, 1972, by letter ballot
Amended March 15, 1973, by letter ballot
Amended October 9, 1973, by letter ballot
Amended April 1, 1975, by letter ballot
Amended September 20, 1978, by letter ballot
Amended September 12, 1979, by letter ballot
Amended July 31, 1980, by letter ballot
Amended August 5, 1982, by letter ballot
Amended August 4, 1983, by letter ballot
Amended August 2, 1988, by letter ballot
Amended November 15, 1990, by letter ballot
Amended November 13, 1996, by letter ballot
Amended January 12, 2001,
by letter ballot
Amended November 7, 2003
By letter ballot
Amended August 4, 2005, by all member vote.
Amended February 5, 2008, by all member vote

In addition to the Charter and Bylaws, the Florida Engineering Society has adopted a variety of Administrative and Professional Policies to guide operations. These policies are listed below and are available from FES headquarters.

AP NO. ADMINISTRATIVE POLICIES

- 2H Financial Management of the Society
- 5B Financing FES Annual Conferences
- 8 Use of FES Mailing List
- 9F Board of Directors Meeting Procedures and Records
- 10D FES Membership Reinstatement Procedures
- 12A Coordination of Recommendations for Appointments to State Boards, Committees, and Offices
- 13C Qualifications to Establish and Operate FES Student Chapters
- 16E Election and Duties of State Directors
- 17B Duties of Board-Committee contact member

- 18D FES Committee Appointments
- 19E Communications
- 21E Procedures for the Management of Live or Distance Learning Events
- 22A Annual Conference Site Selection
- 27D *FES Journal* Subscriptions for Non-Members
- 28D Supplemental Payments to Members and Officers Attending National Meetings of NSPE
- 30 Proxy for Members of the Board of Directors
- 31 FES Executive Committee Authority
- 32 Maximum Number of Terms of Office of FES Vice-Presidents
- 37D New Member Enrollment Fee
- 38C Financing Live or Distance Learning Events Sponsored By a Society Committee or Practice Section
- 39 Membership Pins and Certificates for New Members
- 40C Refund on Registration Fees for Conferences, Meetings, Seminars, etc.
- 42A Definition and Administration of an Inactive Student Chapter
- 43D Appointment of FES Student Chapter Faculty Advisors
- 44E FES Life Investment Program
- 46D Practice Section Funding
- 47D Headquarters Operations and Executive Director Performance Evaluation
- 49C President's, Past President's and President Elect's Travel Fund
- 50A FES Logo, Rules for Use
- 51A Selection Procedure for Student Board Member
- 52 FES Reserve Fund
- 53B Duties of the Vice Presidents
- 54A Annual Conference – Host of FES Functions
- 55 Youth Interaction Policy
- 56A FES Chapter Finance Policy
- 57 Duties of the FBPE Liaison
- 58 Emergency Recovery Plan
- 59 Joint Venture between The Florida Engineering Society and For-Profit Entities
- 60 Objective Compensation
- 61 Document Retention And Destruction
- 62 The Florida Engineering Society Fraud and Commercial Crime Prevention Policy
- 63 Whistleblower Policy
- 64 Policy Requiring the Establishment of Internal Financial Management Practices and Procedures

PP NO. PROFESSIONAL POLICIES

- 1A Excellence in Engineering Education
- 4P Procedures for the Florida Engineering Society's Handling of Professional Misconduct Complaints
- 9C Educational Requirement for Engineering Registration in Florida
- 10B Collective Bargaining
- 11E Rights of Florida Professional Engineers to Practice Engineering
- 13C Society Code of Ethics
- 17C Professional Registration of Engineering Educators in Florida
- 19B Designation of the Month of March as Florida Professional Engineers in Industry Month
- 20A FES Chapter Participation with Other Professional Organizations in Community Advisory/Service Projects
- 21B Encouraging the Use of Florida Consulting Firms by Governmental Agencies in Florida.
- 22B FES Energy Policy
- 27B Encouragement of Graduating Seniors to Take and Pass the Fundamentals of Engineering Exam
- 28 Review of Engineering Documents
- 30B Open Competition of Engineering Services
- 31 Recommended Procedure for Selection of Geotechnical and Materials.