

**CONSTITUTION AND BYLAWS
OF
BEXAR CHAPTER
TEXAS SOCIETY OF PROFESSIONAL ENGINEERS**
(Reflecting all Amendments through Nov 16, 2000)

PREAMBLE

The Bexar Chapter subscribes to the aims and purposes as set forth in the Preamble, Constitution and Bylaws of the Texas Society of Professional Engineers.

In order to aid in advancing these ideals, Bexar Chapter herewith sets forth its Constitution and Bylaws of which this Preamble is a part.

ARTICLE I
NAME

Section 1. This Chapter shall be known as the Bexar Chapter of the Texas Society of Professional Engineers.

ARTICLE II
HEADQUARTERS

Section 1. The principal office shall be located in Bexar County, Texas; the place of meeting shall be selected by the Executive Board.

ARTICLE III
MEMBERSHIP

Section 1. Membership qualifications, grades, obligations and privileges shall be as provided in the Constitution and Bylaws of the Texas Society of Professional Engineers. EIT Members shall be eligible to vote at the Chapter level and may hold any Chapter office except the office of President, President-Elect or State Director.

ARTICLE IV
OFFICES, DIRECTORS, STATE
DIRECTOR AND EXECUTIVE BOARD

Section 1. The Officers of the Chapter shall consist of a President, President-Elect, Vice President, Secretary and Treasurer.

Section 2. There shall be five Chapter Directors elected by the Chapter at least one of whom shall be an EIT member.

Section 3. There shall be one State Director elected by the Chapter.

Section 4. There shall be an Executive Board of the Chapter consisting of the Officers of the Chapter, the immediate Past-President, the Chapter Directors, the State Director and the

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Chairmen of all active local Practice Divisions as outlined in the Constitution and Bylaws of the Texas Society of Professional Engineers. The President shall act as Chairman of the Executive Board.

**ARTICLE V
COMMITTEES**

Section 1. The standing Committees shall be: Attendance and Reception, Budget and Finance, Education, Engineer's Week, Ethical and Employment Practices, Membership, Public Affairs and Public Relations, Registration, Awards and Young Engineers.

Section 2. Each standing Committee shall consist of not less than three members.

Section 3. The Chairman and Chairman-elect shall be appointed by the President and President-elect, respectively, with the advice and consent of the majority of the Executive Board attending any Meeting of said Executive Board, said Meeting being properly constituted by the presence of a quorum. The Chairman, Chairman-elect and members of the standing Committees shall be designated as early as practical after the annual installation of new Officers and Directors.

Section 4. A Nominating Committee of three members shall be nominated and elected from the floor at the January Meeting of the chapter. No Officer or Director shall be eligible for membership on the Nominating Committee; however, the Nominating Committee should seek the advice of the President, President-Elect and immediate Past President in recommending nominees for the various offices.

Section 5. An Audit Committee of three members shall, each year, be appointed by the newly installed President no later than the first month of the fiscal year.

Section 6. Special Committees shall be appointed by the President as required, or as directed by action of the Chapter or the Executive Board.

Section 7. An Engineer-of-the-Year Nominating Committee shall consist of the three most recent previous Engineers-of-the-Year. The chairman shall be the Engineer-of-the-Year of the most distant date.

Section 8. Actions of the Committees shall be submitted to the Executive Board for their consideration and approval. Each committee shall submit a year-end report to the Executive Board.

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ARTICLE VI
PRACTICE DIVISIONS

Section 1. Practice Divisions shall be as provided in the T.S.P.E. Constitution and Bylaws.

Section 2. The Chairman of local active Practice Divisions shall serve on the Executive Board of the Chapter.

ARTICLE VII
CODES OF ETHICAL CONDUCT

Section 1. The Professional conduct of Chapter Members of all grades shall be governed by the Code of Ethics subscribed to by all applicants for Texas Engineering Registration and to those adopted by the Texas Society of Professional Engineers.

Section 2 Members' conduct shall also be governed by other canons, rules and policies adopted by the Texas Society of Professional Engineers.

ARTICLE VIII
ELECTION OF OFFICERS AND DIRECTORS

Section 1. All Officers shall be elected annually and shall hold office for one year or until their successors are installed.

Section 2. Chapter Directors shall be elected annually and shall hold office for one year or until their successors are installed.

Section 3. The State Director shall be elected for a term of two years and shall serve such term or until his successor is installed.

Section 4. All elections shall be by secret letter ballot. Ballots shall be mailed to the membership at least three weeks prior to the April meeting, and must be returned so as to be received by the Secretary before or at the April meeting in order to be counted. The Secretary shall certify the eligibility of the Voting Members and turn the sealed ballots over to a Tellers Committee of three members appointed by the Executive Board (at its March meeting) who shall count the ballots and certify the results to the April meeting of the Executive Board.

Section 5. A plurality of all votes cast by ballot shall be necessary to elect to any office, except in the case of a tie vote which shall be broken by casting lots.

Section 6. Upon the death, resignation or removal of any Officer or Director, the Executive Board may fill an Officer vacancy for the unexpired term from among their own elected

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members who are qualified for the office and may fill a Chapter Director vacancy by selecting a Member in good standing.

Section 7. Any Officer, Chapter Director or State Director may be removed from office by a two-thirds affirmative vote with not less than 30% of the membership voting.

**ARTICLE IX
AMENDMENTS**

Section 1. This Constitution may be amended by letter ballot provided that such amendment shall have first been approved by a majority vote of the Executive Board at least four weeks prior to the date set for the closing of ballots. Notice of such amendment shall be mailed to all members of the Chapter not less than two weeks prior to the date set for close of Ballots. A two-thirds affirmative vote of the members voting shall be required to amend the Constitution for any part thereof.

Section 2. Amendments to the Constitution shall be submitted to the Board of Directors of the Texas Society of Professional Engineers and shall become effective immediately after approval of said Board of Directors.

**ARTICLE X
DISSOLUTION**

Section 1. Upon the dissolution of the Chapter the assets remaining after the payment of the debts of the Chapter shall be turned over to the Texas Engineering Foundation for its exclusive use in carrying out its objectives and purposes.

BYLAWS

**ARTICLE I
FISCAL YEAR**

Section 1. The fiscal year of the Chapter shall be from July 1st through June 30th.

**ARTICLE II
MEETINGS**

Section 1. **REGULAR MEETING.** The Chapter shall regularly convene monthly, on a date selected by the Executive Board. At the discretion of the Executive Board, any or all of the three summer Meetings (June, July and August) may be omitted. Notices of each meeting shall be mailed in advance thereof.

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Section 2. SPECIAL MEETINGS. Special Meetings shall be called at the discretion of the President, upon request of the Executive Board, or upon written request of ten members of the Chapter. The purpose of such Meetings shall be set forth in a notice sent to the Members, said notice shall be mailed at least five days prior to date of Meeting. No business, other than that for which the Meeting was called, shall be transacted.

Section 3. ANNUAL MEETING. The last Meeting of the Fiscal year shall be designated as the Annual Meeting.

Section 4. QUORUM. For the purpose of transacting business of the Chapter, 40 members shall be required.

Section 5. ORDER OF BUSINESS. The order of business for Regular Meetings shall be:

1. Reading of the Minutes
2. Treasurer's Report
3. Presentation of reports of Executive Board, State Director and Committees.
4. Unfinished business
5. New business
6. Adjournment

The order of business for the Annual Meeting shall be:

1. Roll call of Officers and Directors
2. Reading of Minutes of previous regular Meeting
3. Presentation of Report of Executive Board
4. Annual Reports of Officers and Committees as appropriate
5. Unfinished business
6. New business
7. Installation of New Officers and Directors (whose official term of office beings July 1st)
8. Adjournment

ARTICLE III

Section 1. PRESIDENT. The President shall preside at all Meetings of the Chapter and of the Executive Board. The President shall be, ex-officio, a member of all Committees, except the Nominating and Tellers Committee, and shall appoint Chairmen and members thereof except as otherwise provided. Subject to approval of the Executive Board, the President shall have general direction of the business of the Chapter.

Section 2. PRESIDENT-ELECT. In the absence of the President or in the case of the President's inability to act, the President-Elect shall perform all the duties of the President. The President-Elect shall automatically succeed to the office of President at the beginning of each administrative year.

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Section 3. VICE-PRESIDENT. The Vice-President shall serve as Activities Committee Chairman. In the absence of the President or President-Elect or in case of inability of the President or President-Elect to act, the Vice-President shall perform the duties of the President. In the absence of the President, President-Elect and Vice-President from a Meeting, the Chairman for that Meeting shall be elected from the floor.

Section 4. SECRETARY. The Secretary shall keep an accurate record of all proceedings of the Chapter and shall have custody of all official papers and records. At the end of the fiscal year the Secretary shall submit a written report covering the activities of the office and shall turn over to his/her successor all books, documents and other property in his/her custody. The Secretary shall transmit to T.S.P.E. notices of all meetings and elections, and the names, addresses and telephone numbers of newly elected, expelled, suspended or deceased members promptly.

Section 5. TREASURER. The Treasurer shall keep an accurate record of moneys and financial transactions and shall submit financial reports and pay all bills as ordered by the Executive Board. At the end of the fiscal year the Treasurer shall submit a written report covering the activities of the office, including a complete financial statement of all moneys received and disbursed, and an inventory of property owned by the chapter. At the expiration of his term of office, he shall turn over to his successor all books, documents and other property of the Chapter, which are in his custody, and shall obtain a receipt thereof. The Treasurer shall cooperate with the Audit Committee in the preparation of its reports.

The Executive Board may require the Treasurer to be bonded, and shall fix the amount of the bond. The fee for the bond shall be paid out of funds of the Chapter.

Section 6. CHAPTER DIRECTORS. It shall be the duty of each Chapter Director regularly to attend the Executive Board Meetings, and to contribute to its deliberations. Each Director shall have coordinating responsibilities with committees assigned to him/her by the President.

Section 7. STATE DIRECTOR. The State Director shall serve as a member of the Board of Directors of the State Society and of the Chapter and shall represent the Chapter at State level. The State Director shall report to the Chapter on actions of the State Society and the State Board of Directors and whenever practical shall obtain the consensus of the Chapter on matters to be brought before the State Board of Directors.

**ARTICLE IV
EXECUTIVE BOARD**

Section 1. The Regular Meetings of the Executive Board shall be held each month. Special Meetings shall be at the call of the President or upon written request of three of its members. A simple majority shall constitute a quorum of any Executive Board Meeting.

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Section 2. The Executive Board shall have general supervision of all matters pertaining to the Chapter. It shall act in any emergency demanding the immediate attention of the Chapter and shall attend to the transaction of all matters, which usually devolve upon a body of this kind.

Section 3. The order of Business for Executive Board Meetings shall be:

1. Reading of Minutes of previous Board meeting
2. Report of Treasurer
3. Reading of Communications
4. Reports of Officers
5. Report of State Director
6. Reports of Committees
7. Unfinished business
8. New business
9. Adjournment

Section 4. The action of the Executive Board shall be reported for approval to the Membership not later than the next regular Meeting of the Chapter.

**ARTICLE V
COMMITTEES**

Section 1. THE ACTIVITIES COMMITTEE shall be chaired by the Vice-President and shall plan the program for each regularly scheduled Meeting and function of the Chapter except those arranged by the Engineer's Week Committee.

Section 2. THE ATTENDANCE AND RECEPTION COMMITTEE shall furnish means for identifying members at Meetings, shall keep a record of those attending Meetings, shall greet and welcome new members and visitors and shall be responsible for the display of the Chapter Banner at each meeting.

Section 3. THE AUDIT COMMITTEE shall report in writing at the second Meeting of the Executive Board of the fiscal year on the condition of the books and records of the previous year's Treasurer.

Section 4. THE AWARDS COMMITTEE shall, subject to Executive Board approval and without infringing on the awards responsibilities of other committees, prepare criteria for bestowing awards in behalf of the Chapter; shall recommend the type of award and after approval obtain the award; shall inform the members of the awards offered and the criteria for each; and shall recommend the recipient for each award. The committee shall insure that timely submittals are made of Chapter entries for T.S.P.E. and N.S.P.E. awards and shall encourage Chapter members to enter competition for State and National awards.

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Section 5. THE BUDGET AND FINANCE COMMITTEE shall prepare a budget, which shall be reported in writing not later than the second Meeting of the Executive Board of the fiscal year. During the fiscal year the Committee shall report any serious deviation in the expenditures of the Chapter from those budgeted, and recommend changes deemed necessary.

Section 6. THE EDUCATION COMMITTEE shall confer and cooperate with the faculties of local high schools and colleges and take part in as many counseling activities as possible so that students will be introduced to the Engineering Profession. It shall sponsor or cooperate in awards and scholarships for prospective engineering students; and sponsor or cooperate in all activities calculated to bring the Engineering profession to the attention of high schools and colleges and their students. The chairman of this Committee shall serve as an ex-officio member of the Professional Engineers Scholarship Fund.

Section 7. THE EMPLOYMENT AND ETHICAL PRACTICES COMMITTEE shall investigate and report on all matters pertaining to the employment of Engineers, and shall nominate firms for the N.S.P.E. Employer Recognition Award. The Committee shall also interpret N.S.P.E. and T.S.P.E. Rules of Practice, Codes of Ethics, and Guide of Procedure for the membership and shall promote a continuing program for obtaining a better understanding and acceptance of the Engineers' concept of Professionalism and Ethics.

Section 8. THE ENGINEER'S WEEK COMMITTEE shall have complete charge of the activities accompanying the celebration of Engineer's Week, subject to Board approval.

Section 9. THE MEMBERSHIP COMMITTEE shall bring the purposes and program of the Society before the Profession in order to enlist support, endorsement and affiliation and shall seek to expand the membership of the Chapter. It shall encourage the payment of dues by those members who become delinquent in an effort to minimize membership losses.

Section 10. THE NOMINATING COMMITTEE shall have its report in the hands of the President in time to be read at the February Meeting of the Chapter. The membership shall receive notice that nominations other than those of the Committee will be in order at the February Meeting of the Chapter. Previous to nomination the nominee's agreement to serve shall have been obtained. Nominations submitted and approved by a majority of the Members present at the Chapter Meeting or supported by a written request of not less than 5% of the Members shall be placed on the official ballot, with no designation being made to distinguish them from nominations made by the Nominating Committee.

Section 11. THE PUBLIC AFFAIRS AND PUBLIC RELATIONS COMMITTEE shall investigate and report on Public acts affecting the engineering profession, shall serve as a contact between the Chapter and the general public, the press and other groups, and shall endeavor to focus the public attention on Engineers and the Engineering Profession and their contribution to society.

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Section 12. THE REGISTRATION COMMITTEE shall assist in the administration of the Texas Engineering Practice Act, assist in improving that law, and shall report on all matters relative to law enforcement affecting the profession. The committee shall encourage the registration of qualified engineers and shall encourage graduates in their progress toward registration by making information readily available to them through programs and seminars.

Section 13. THE YOUNG ENGINEERS COMMITTEE shall safeguard and advance the interest of the Young Engineer and assist him in his efforts to qualify for registration as a professional engineer. It shall nominate, for Executive Board consideration, the "Young Engineer of the Year" from among those members who will not be thirty-six years of age by the end of the calendar year in which such nomination takes place. Such nomination should be made to the Executive Board for their action at the February meeting of such Board so that the award can be made at the April or May regular Chapter Meeting.

Section 14. THE ENGINEER OF THE YEAR NOMINATING COMMITTEE shall nominate for Executive Board consideration a member 35 years old or over to be selected as Engineer of the Year. Such nomination should be made to the Executive Board for their action at its January meeting so that the award can be made during Engineer's Week.

Section 15. SPECIAL COMMITTEES shall meet at the earliest possible date after appointment, study their special assignment thoroughly, and report promptly.

**ARTICLE VI
ELECTION OF MEMBERS**

Membership in the Chapter is through assignment by the T.S.P.E. of its members to the Chapters nearest their residence.

**ARTICLE VII
DISCIPLINE OF MEMBERS**

Section 1. Discipline of members shall follow the guidelines, procedures and provisions of Article XVI of the Constitution of the Texas Society of Professional Engineers. The initial authority to discipline members is vested solely in the chapter.

**ARTICLE VIII
DUES AND ASSESSMENTS**

Section 1. Dues shall be payable in accordance with the schedule established by the T.S.P.E.

Section 2. Assessments to be collected and retained for use by the Chapter shall be entirely discretionary with Members, shall be voted upon by letter ballot, and shall be considered only

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upon written recommendations of the Executive Board or of 25 members. The details of such assessments shall be determined at the time the matter is presented for consideration and shall be set forth in the letter ballot. A two-thirds affirmative vote of the members voting shall be necessary to authorize levying of Assessments.

Section 3. A Member who has not paid his dues shall be dropped from the Chapter Roster by the secretary in accordance with the practice of the Texas Society of Professional Engineers.

Section 4. A Member who has been dropped for non-payment of dues shall be reinstated only by meeting the requirements of the T.S.P.E. for reinstatement.

**ARTICLE IX
OBLIGATIONS**

Section 1. No obligations, other than budgeted operating or incidental expenses, shall be incurred and no continuing obligations entered into except by a majority affirmative vote of the members at a Meeting of the Chapter.

Section 2. The payment of all obligations shall be approved by the Executive Board, and all checks or vouchers shall be signed by the Treasurer or President.

**ARTICLE X
AMENDMENTS**

Section 1. These Bylaws may be amended at any meeting of the Chapter, provided official notice of the proposed amendment shall have been mailed to each Member of the Chapter by the Secretary at least one week in advance of the meeting date. A two-thirds favorable majority vote of those assembled (provided a quorum of 40 members is present) shall be necessary to amend.

Section 2. A particular section of these Bylaws may be suspended for a single stated purpose by unanimous consent of the Members present at any Meeting.

Section 3. Any amendment to these Bylaws, complying with Section I of this ARTICLE, shall become effective immediately after approval of the Board of Directors of T.S.P.E.

**ARTICLE XI
RULES OF ORDER**

Section 1. All meetings shall be conducted in accordance with Robert's Rules of Order, Revised, except as herein otherwise stipulated.