



Pittsburgh Chapter

Pennsylvania Society of Professional Engineers

February 20, 1997

Leonard K. Bernstein, P.E.
Chair, Constitution and Bylaws Committee
Pennsylvania Society of Professional Engineers
2040 Linglestown Road, Suite 200
Harrisburg, PA 17110

Rear Mr. Bernstein:

The Pittsburgh Chapter has revised our Bylaws to implement needed changes to the internal structure of the Chapter. Due mostly to a shrinking "talent pool" of active individuals, the Chapter is finding it increasingly difficult to support its relatively cumbersome hierarchy. To relieve this distress and provide for a more efficient Chapter, our Long Range Planning committee recommended restructuring the Chapter as follows

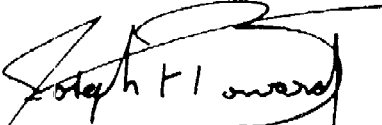
1. Eliminate one director position in each of three years,
2. Eliminate the Second Vice President position,
3. Combine the Meetings and Engineers Week committees,
4. Combine the Public Relations, Speakers Bureau, and Resolutions committees.
5. Assign the Sustaining Associates committee functions to our office secretary, to be overseen by a Chapter Director.

To implement this plan - which has been approved by the Chapter Board - revisions to the Chapter Bylaws were required. Therefore, please find enclosed a marked-up set of Bylaws for your review. Additions are shown in bold-face type and deletions are indicated. Please be aware that these revisions - limited to changes necessary to implement the above plan - no way conflict with the PSPE Constitution and Bylaws. However, as these changes have already been approved by the Chapter Board and membership, and are required to allow the Chapter to function, we are operating under these revised Bylaws.

This is an interim step to over-all review and revision of the Bylaws. As discussed with Lisle Williams, P.E., L.S., PSPE President, during his recent visit to our **Chapter** Board meeting, at least some Board members **feel** that we should reconsider your request for our Bylaws to conform to **the** PSPE Model Bylaws. It is anticipated that the Chapter will reconsider Model Bylaws during the next year.

Please feel free to contact me with any questions regarding this matter.

Respectfully submitted,



Joseph F. Boward, P.E.
President
Pittsburgh Chapter, PSPE

JFB/acf

copies to: L. Russell
E. McCabe
E. Permar
R Bauer
L. Williams

CONSTITUTION

PITTSBURGH CHAPTER OF PENNSYLVANIA SOCIETY OF PROFESSIONAL ENGINEERS

PREAMBLE

Recognizing that service to the public and to the profession is a **fundamental** obligation of the professional engineer, the Pittsburgh Chapter of the **Pennsylvania Society of Professional Engineers** does hereby dedicate itself to the promotion and protection of the profession of engineering as a social and economic influence vital to the **welfare** of the community, the **Commonwealth of Pennsylvania**, the United States of America and all mankind.

ARTICLE I - NAME AND SEAL

Section 1. The name of this organization shall **be** the “*Pittsburgh Chapter, **Pennsylvania Society of Professional Engineers**”, **hereinafter** called the Chapter.

Section 2. The Chapter **shall be** a member of the **Pennsylvania Society of Professional Engineers**, hereinafter called “**PSPE**”, which is incorporated as a nonprofit **organization under** the laws of the **Commonwealth** of Pennsylvania.

Section 3. **PSPE** and its chapters are members of the National Society of Professional Engineers, a national **organization of like** aims and purposes, hereinafter **called** “**NSPE**”.

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

Section 5. The Chapter may pass **any** rules of government or engage in any activity provided such rules and such activities do **not** conflict with **the** spirit or letter of the **PSPE** and **NSPE** Constitution or Bylaws.

Section 6. The Chapter is **entitled** to use the **seal** loaned with its charter, or **a** representation of the Chapter seal as a mark or emblem. The seals or marks or emblems shall be used only on official Chapter publications.

Section 7. **Articles of Incorporation** for **PSPE** were: recorded on April 4, 1934, by the recorder of deeds, County of Philadelphia, Charter Book No. 124, page **564**, and also recorded in **the** County of Allegheny, Charter Book No. 67, page **441**.

The Chapter Charter **was recorded** on May 24, 1938, **in** the County of **Allegheny**, **Charter** Book No. 67, page **443**.

ARTICLE 11 - OBJECTIVES

Section 1. The objectives of the Chapter shall **be** in harmony with, and support those of, PSPE and NSPE and include, but not be limited to, the following:

- a. Advance and promote the public **welfare**.
- b. Strive throughout the profession to make registration 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 registration.
- c. Unite all qualified **engineers** in the Chapter area **in** one organization.
- d. Stimulate and develop professional **concepts** among all engineers.
- e. Advance self-education and self-improvement by motivating practicing engineers to update and **expand** their competence by continuing study.
- f. Develop the civic consciousness of members of the engineering profession, and serve the public good by support of, and **cooperation** with, local and other public officials.
- g. Represent the engineering profession in civic matters in the interests of the Chapter, the Commonwealth and **the** profession.
- h. Promote high standards of engineering education.
- i. 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.
- j. Assist well-qualified and properly-motivated young people in obtaining reliable information concerning the profession of **engineering**.
- k. Establish and preserve high **standards** of ethical conduct and practice by members of the profession.

ARTICLE & CHARTER

Section I. The PSPE Board of Directors has authorized and chartered this Chapter, defining its geographical boundaries as the County of Allegheny and such other area as may be allotted by PSPE.

Section 2. The Chapter shall engage **only** in such activities as are **consistent** with professional ideas and ethics. Such activities shall be restricted to the area for which this Chapter is chartered, except as PSPE may authorize.

Section 3. In all matters of local concern the Chapter shall retain **full** autonomy, but may call upon PSPE and NSPE for advice, counsel and assistance.

Section 4. The Chapter shall not contract any debt or obligation on behalf of PSPE unless expressly authorized by the PSPE Board of Directors.

Section 5. **The** Chapter shall be represented on **the** PSPE Board and on PSPE committees as provided in the PSPE Constitution and Bylaws.

ARTICLE IV - MEMBERSHIP

Section 1. Criteria for membership shall

be prescribed by the Constitution and Bylaws of PSPE, and any additional Chapter membership grades provided in the Chapter Bylaws.

ARTICLE V - DUES

Section 1. The dues of the Chapter shall be the amount determined by the Chapter Board of Directors.

Section 2. The schedule and conditions for dues payment, delinquency, chopping from membership and reinstatement shall be determined by PSPE, taking due cognizance of both PSPE and NSPE fiscal policy.

ARTICLE V-1 - ADMINISTRATION

Section 1. The Chapter shall be administered by a Board of Directors, hereinafter called the "Board", which shall consist of the most recent living Past President holding current membership in the Chapter, the officers of the Chapter, ~~nine~~ six Chapter Directors, the State Director, and the Alternate State Director. An affirmative vote of a majority of the Board members present at any regular or duly called meeting shall be required to pass any motion consistent with this or any other provisions of the Chapter Constitution or Bylaws. No person shall be nominated, elected or allowed to serve on the Board unless he or she holds membership in the Chapter, PSPE, and NSPE.

Section 2. Within the provisions of the Constitution and Bylaws, the Board shall have full authority to carry on the business of the Chapter. The Board will normally meet during June and on the first Thursday of each month (except July and August) at a time and place established by the President and approved by the Board. A quorum shall be declared present when 50 percent or more of the individuals constituting the Board are in attendance. All meetings are open to any Chapter members in good standing who may wish to attend as observers.

Section 3. The Chapter shall transition from nine Directors to six Directors starting with the 1997 Board elections and ending with the 1999 elections. This Section will be self-canceling upon reaching six Directors.

ARTICLE VII - OFFICERS

Section 1. The Chapter shall have as elected officers a President, a President-Elect, and a First Vice President, ~~and a Second Vice President~~, all of whom, except the President, shall be elected annually. The President-Elect shall assume the office of President upon the completion of his/her term of office as President-Elect and shall serve as President for one year.

Section 2. The appointed officers shall be an Executive Secretary, a Recording Secret-. a Financial Secretary, and a Treasurer. These appointments are made by the President subject to the approval of the Board.

section 3. The **Officers** shall assume their duties at the beginning of the administrative year and serve for one **year**. The President, ~~President-Elect~~, Vice ~~President~~, and Directors may not succeed themselves in the same **elect**ed office.

Section 4. The State Director and Alternate State Director **shall** be elected for **three-year** terms.

section 5. ~~Three~~ **The** Chapter Directors **will** each ~~shall~~ be **elect**ed ~~each year~~ for a three-year term

Section 6. A vacancy in the office of President will be filled **by** the President-Elect, to complete the current administrative year and then his/her scheduled. year as President, the office of **President-Elect** remaining vacant until the next election. If a vacancy occurs in the office of President-Elect, **other** than by filling the unexpired term of the **Presidency**, the office: **shall** remain vacant until the next regular election, at **which** time **both** a President **and** a **President-Elect** will, **be** elected. If a vacancy occurs in the **offices** of **both** ~~the~~ President and President-El& the First ~~Vice~~ **President will serve** as President to **complete** the current administrative year. **Any** other vacancy **occurring** on the Board during the year shall be **filled** by the Board of Regents who **shall** recommend candidates to complete: the **unexpired** term subject to the approval of the Board.

ARTICLE VIII - BOARD OF REGENTS

Section 1. The Board of Regents is composed of ~~the~~ nine most **recent** past presidents still residing in the Pittsburgh area. Its second most recent member shall serve as **chairman**.

Section 2. The Board of Regents shall, at the request of the Board, recommend an eligible member to **fill**, for the unexpired portion of the term. any vacant office except those of President and President-Elect.

section 3. **The Board** of Regents shall, at ~~the~~ request of ~~the~~ Board **rule** on tie votes, resolve any questions of Bylaws interpretation, and **shall** rule on any question which appears to be seriously dividing ~~the~~ Board, ~~the~~ Chapter, or one from ~~the~~ other.

ARTICLE IX - NOMINATIONS AND ELECTIONS

Section 1. Nomination for officers **shall** be made by a **Nominating** Committee. This committee shall be appointed by the President early in the administrative year, and shall consist of one member of the Board of Regents. who shall serve as chairman of the Committee, one representative from the **Board**, **and** at least three members of the Chapter, in good standing, not on either Board.

Section 2. The Nominating Committee **shall** meet and report the names of its nominees at the March meeting of the Board. No persons serving **on** ~~the~~ Nominating Committee shall be eligible for nomination. **Other** nominations may be made by petition of ten members in good standing, providing the nominee's acceptance and the petition **reaches** the Chapter **office** by March 15 so as to permit inclusion on the ballot. Acceptance of nomination must be made by a nominee before his/her name may be placed on ~~the~~ ballot. The total list of nominees is to be circulated for letter balloting.

section 3. One or more nominations shall be made for ~~the offices~~ of President-Elect **and** ~~First Vice~~ **President**, and two or more nominees for **all other** offices to be filled. ~~Six names shall be chosen for the three~~ **Director positions**. The Alternate State Director **shall** be ~~the candidate~~ for State Director receiving the second

highest tally of votes for that office. **There shall be two nominees for each Director position to be elected. The total pool of nominees will run for each position with the nominees receiving the highest tally of votes for each office being elected to fill the open positions.**

Section 4. AU nominees must be eligible Chapter members in good standing, No elected officer may be nominated to succeed himself.

Section 5. Letter ballots, bearing the names of all nominees by office in alphabetical order, shall be mailed with proper voting instructions by the Executive Secretary to all members at least three weeks before the May Board meeting. Election returns announced at the May meeting shall be the result of the mail ballot which shall be delivered to the Tellers Committee by noon of the date stipulated in the ballot, but not later than the day preceding the May Board meeting. Election results shall be determined by a simple majority of eligible votes cast; the three two nominees for Director receiving the highest number of votes shall be deemed elected.

Section 6. The Tellers Committee shall consist of four Chapter members in good standing and shall be appointed by the President to count all ballots received in the Chapter Office by noon on the day the polls close. Tie votes shall be referred to the Board of Regents for a decision.

Section 7. The Nominating Committee shall endeavor to maintain on the Board a balance among the various branches of engineering and types of employment.

ARTICLE X - MEETINGS

Section 1. Regular Meetings - All Chapter meetings shall be held at the time and place determined by the Board.

Section 2. Special Meetings - Special meetings shall be called by the President upon the President's own volition, upon request by the Board or upon the written request of ten members, in good standing, of the Chapter. The purpose of such meetings shall be set forth in the notice to the members, and notices shall be mailed at least 5 days prior to the date of the meeting. **No business, other than that for which the meeting was called, shall be transacted.**

section 3. Quorum - For the purpose of transacting business of the Chapter, a quorum of 35 members in good standing, of whom 25 must not be members of the Board. shall be required.

ARTICLE XI - HEADQUARTERS

section 1. Headquarters of the Chapter shall be established by the Board.

ARTICLE XII - COMMITTEES

section 1. Such committees as may be appropriate shall be established as provided in the Bylaws.

Section 2. The duties of the committees shall be defined by the Board.

ARTICLE XIII - PRACTICE DIVISIONS

Section 1. Upon written petition of a reasonable percentage of persons holding membership in the Chapter who **have** common professional **problems** and interests, the Board may **grant** permission to such persons to organize as a Practice Division **corresponding** to that of PSPE and operate under the Constitution and Bylaws of the Chapter,

Section 2. Practice divisions may elect as officers a **Chairman**, Vice Chairman and Secretary. The Chairman of **any** practice division may appoint committees to promote **the** activities of the division **The Secretary** of **any** practice division shall file with the **First Vice** President of the Chapter the minutes **of any** meeting of such division or of **the officers** thereof. The activities of any practice division **shall be in** accord with the objectives, Constitution and Bylaws of the Chapter,

ARTICLE XIV - AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by: (a) a majority vote of the Board; (b) a petition signed by not less than five of the Board members present, provided that the text of the proposed amendment **shall have been mailed** to the members of the Board not less than 30 days prior to the day when **the** amendment shall be considered. Amendments **submitted** by petition shall be **reviewed** by **the** Board before being **submitted** to the Executive **Secretary** for ballot. The findings of this review may be **transmitted** to the members at **the** discretion of the Board.

Section 2. Proposed amendments to the **Constitution**, together with a **letter** ballot, shall be **mailed** by the Executive **Secretary** to each member eligible to vote. **Ballots** shall be returned to **&he Executive** Secretary not later than 20 days after their mailing by the Executive Secretary.

Section 3. An amendment shall become **effective only** upon the **affirmative** vote of two-thirds of the votes cast by the **qualified** members, provided that at least 20 percent of the **qualified** members have voted.

ARTICLE XV - SAVINGS CLAUSE

Section 1. Any article or section of the **Constitution** or Bylaws found to be in conflict with the PSPE or NSPE Constitution or Bylaws shall be **null** and void. **However**, this shall in no way invalidate the remaining articles and sections of **the** constitution and **Bylaws**.

ARTICLE XVI - BYLAWS

Section 1. The Board shall prepare and adopt a series of Bylaws which **shall** govern all **procedures** **under this Constitution, including those** of the Board **and of the committees**.

Section 2. The Bylaws may be amended by an **affirmative** vote of a majority of the Board present at a **meeting** at which a quorum is present provided that **the** text of the proposed amendment shall be mailed to the Board at least 20 **days** before **the** meeting at which **the** vote on the amendment will be taken **and shall** become **effective as** of the date of passage.

ARTICLE XVII - EFFECTIVE DATE

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

Adopted JUNE 19, 1986

Last Amended JAN 30, 1997

BYLAWS

PITTSBURGH CHAPTER OF PENNSYLVANIA SOCIETY OF PROFESSIONAL ENGINEERS

BYLAW 1 - MEMBERSHIP AND ASSOCIATION

Section 1. Membership applications may be received at **either the** NSPE, PSPE, or Chapter level and reviewed for **eligibility** by the respective Membership Committee. If deemed to be eligible by the Chapter Membership Committee, the applicant shall be added to the rolls and PSPE and NSPE notified. If deemed to be eligible by the PSPE Membership Committee, the applicant will be added to the rolls and the Chapter and NSPE notified subject to **review** by the Chapter Membership Committee,

Section 2. Membership in the **Chapter** 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 Chapter's policies and **procedures** relating to handling alleged violations.

Section 3. Association is by invitation of the Board restricted to individuals, organizations: and other legal entities who the **Board** feels are interested in furthering the Chapter's objectives **by their financial** support. They **shall be termed Sustaining** Associates, and shall, be listed whenever practical in Chapter publications. They shall receive from the Chapter **all** Chapter publications, the PSPE Annual Roster, and an annual certificate **bearing** the Chapter's **seal** and signature of the President. Their representatives are welcome to **all** Chapter meetings.

Section 4. Violation of the Chapter Constitution and **Bylaws**, the Code of Ethics, or for conviction of a felony, **shall be** considered as just cause for discipline as hereinafter provided.

BYLAW 2 - DISCIPLINE

Section 1. Charges or complaints or **alleged** violations of the Code of Ethics or of laws and **regulations** governing the profession **may** be filed in writing by anyone having factual knowledge of the matters; charges concerning the Constitution **and Bylaws** shall be **filed by a** Chapter member in good standing, Each member is **responsible** to render written reports of factual **knowledge** he/she has of alleged violations **of the** Code of Ethics. Such charges may be filed with the **Executive Secretary** or with the chairman of the Ethical Practices Committee of the Chapter or **PSPE**.

Section 2. An initial informal investigation of **alleged** violations will **be** made by the Ethical. Practices Committee of the Chapter. When such informal investigations indicate that a formal investigation is **advisable, the** matter shall be reponed with the Ethical Practices Committee's recommendation to the Board **for appropriate** action.

BYLAW 3 - AFFILIATED GROUPS

Section 1. An Auxiliary may be established **with** approval of the Chapter membership. The purposes of an **auxiliary** shall be to assist in promoting the best interests of the professional **engineer** and PSPE. The **Auxiliary shall** be responsible for the Chapter and **its** policies including ratification of Bylaws.

BYLAW 4 - FISCAL AND ADMINISTRATIVE YEARS

Section 1. The **fiscal** and administrative **years** of the Chapter shall be **from** July 1 through June 30 of the next **year**.

BYLAW 5 - FINANCES

Section 1. The annual dues shall be as determined by **NSPE**, PSPE, and the Board. Collection of Chapter dues **shall** be in accordance with the procedures established and approved by PSPE and NSPE.

Section 2. The Chapter's portion of the dues collected by the collecting agents shall be returned to the Chapter Treasurer

Section 3. Chapter dues and special assessments shall be established by affirmative vote of $2/3$ of the Board.

Section 4. Transferred members shall be credited with **any** payment of dues to their former Chapter.

Section 5. Chapter dues may be waived upon request for members from civilian life called to duty in the armed forces or serving in the Peace Corps.

Section 6. Any contribution shall be subject to review by the Board **before** acceptance.

Section 7. Disbursements must have specific approval of the Board before payment is made unless the Board has previously authorized the Executive Secretary to approve payment of routine **bills**.

Section 8. Every obligation of Chapter **funds** must have specific approval of the Board. Approval of any activity does not carry with it an inferred approval to obligate money. Obligations extending beyond the **administrative** year require approval by a majority of the **entire** Board.

Section 3. The Treasurer is the prescribed **custodian** for **all** monies whether Chapter **funds**, practice section funds or **special** funds, unless the Board has specifically authorized different arrangements. Special funds may be established **only** by the Board and then only for specific short term purposes. Any balance in a special fund at its termination shall be transferred to the Chapter Treasury by Board action. All bank withdrawal slips or checks shall **require** two signatures. The President, President-Elect, Treasurer, Financial **Secretary**, and Executive Secretary are **authorized** to sign, any two being adequate.

BYLAW 6 - BOARD OF DIRECTORS.

Section 1. The Board shall have the direction and general **supervision** of all matters pertaining to the Chapter. 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 Chapter **and** shall have **authority** to appoint an editor and publish an official periodical for the Chapter.

Section 3. The Board shall be empowered to invest and reinvest such funds as may be available for the creation of a reserve **fund**.

Section 4. The State Director shall attend the meetings of the State Society for the purpose of inquiring into the condition of the profession and to improve the communication **between** the Chapter membership and the Society.

Section 5. The Board shall hold regularly scheduled meetings. It **shall** hold special meetings at **the** call of the **President** or other **officers**, as provided for in the Constitution.

Section 6. A notice of each meeting of the Board **shall** be mailed to each member of the Board at least 5 days prior to the scheduled date thereof. An agenda and copy of each report and resolution which is to be considered at such meetings **shall accompany the** notice of the meeting and no other matters **shall** be considered at such meetings without the consent of the majority of the members of the Board in attendance.

BYLAW 7 - LETTER BALLOTS OF THE BOARD

Section 1. The President may at, **any** time direct the Executive Secretary to submit **any** questions to the members of the **Board** by means of a letter **ballot**.

Section 2. Upon direction of the majority of the members of the Board present at **any** meeting, where less than all members of the Board members are present, **the** Executive **Secretary** shall submit any question to the members of the **Board** by means of a letter **ballot**.

BYLAW 8 - OFFICERS

Section 1. President - The President shall have the following duties:

- Preside at the meetings of the Chapter and the Board.
- Be **ex officio**, a member of all committees.
- Appoint the chairman and members of **all** committees, except as specified otherwise in the Constitution and **Bylaws** or the **Definition of Committee Duties developed by** the Board.
- Have general direction of the business of the Chapter.
- Prepare a **written** report to be **presented** at the June Board meeting.

Section 2. President-Elect - The President-Elect shall have the following duties:

- Shall act as President in the President's absence.
- Shall undertake assignments at the request of the President or the Board.
- Shall serve as **ex officio** and non-voting member of Long Range Planning Committee.
- Assist the Chairman of the Meetings **Committee in** preparing programs for the next administrative year.
- Be the Chapter's **contact** with the Auxiliary.

Section 3. ~~First Vice President~~ - In the absence of, or in case of the inability of the President and **President-Elect**, it shall be the duty of the First Vice President to perform all the duties of the President. ~~The First Vice President shall assist the Chairman of the Finance Committee and be responsible for formulating any desirable changes in the financial procedures of the Chapter. The First Vice President shall also serve as Chairman of the Long Range Planning Committee.~~

~~Section 4. Second Vice President - The Second Vice President, the fourth ranking officer, shall assist the Chairman of the Membership Committee, serve as "Official Greeter" at Chapter meetings, and serve on the Long Range Planning Committee.~~

Section 5. Treasurer - It shall be the duty of the Treasurer to protect all money and records of accounts of the Chapter, making an annual report of the receipts and disbursements to the Chapter, The Treasurer **shall** give such bond to secure the **faithful** discharge of duties as **may** be determined **from time** to time by the Board. The fee for this bond shall be paid out of the treasury of the **Chapter**. At the expiration of the term of **office**, the **Treasurer** shall turn over the to the successor **all** books, papers, and **money belonging** to the Chapter, taking a receipt for same. The **Treasurer shall** serve on the Finance Committee.

Section 6. Executive Secretary - The Executive **Secretary**, under the direction of the President and Board, shall handle the day-to-day routine business of **the** Chapter. The Executive **Secretary shall**: prepare the **agenda** for Board meetings; **have** custody of all **property** other than funds; supervise **all employees**; conduct **all correspondence**, and maintain a record of same; admit, suspend and reinstate **members** in the prescribed **manner**; and perform such other duties as are assigned by the Board or **an** elected **Chapter Officer**. The Executive Secretary shall submit a report to the June: Board meeting, **including current** membership statistics. **At the expiration** of the term of **office**, the Executive Secretary shall turn **over** to the successor **all** Chapter property, taking 3 receipt for same.

Section 7. Recording **Secretary** - The Recording Secretary shall perform such duties **as** are required by law or as assigned **by** the Board. The Recording **Secretary** shall prepare a written record of the proceedings of the Chapter and the Board.

Section 8. Financial Secretary - The Financial **Secretary**, acting under the direction of the Executive Secretary, shall make sure that members are billed. that a record of dues payments is maintained, and that delinquent members are suitably notified of their suspensions The Financial Secretary shall serve on the Finance Committee.

Section 9. State Director - The State Director shall **attend**, as a delegate of the Chapter, **all PSPE** meetings and all meetings of the Board of Directors of PSPE, and report to the Chapter on PSPE activities. The State Director **shall** be reimbursed for **expenditures** to the extent approved by the Board. The State Director shall adequately **notify** the Alternate State Director whenever unable to attend a PSPE meeting.

Section 10. Alternate State Director - The Alternate State Director shall serve as State Director **whenever** the latter cannot attend a PSPE meeting.

Section 11. Directors - Each Director shall attend **all** Chapter and Board meetings and **shall** be prepared to present progress reports on assignments.

Section 12. **Immediate** Past-President - The Immediate Past President shall assist the chairman of the Awards Committee in performance of his/her duties, The Immediate Past President **shall** be a voting member of the Board of Regents as well as the Board.

Section 13. Any Chapter offices or director may be removed for failure to perform the **duties** of his/her **office** or for the unethical **practice** of engineering A **2/3** vote (**by** written ballot) of the entire Board is required to remove an officer or director.

BYLAW 9 - COMMITTEES

Section I The standing **committees** of the Chapter may have the same name and duties as those of PSPE and NSPE and shall include,

- Awards
- Budget and Finance
- Constitution and Bylaws
- Editorial Board
- ~~Engineers Week~~
- Ethical Practices
- Legislative
- Long Range **Planning**
- Mathcounts
- Meetings
- Membership
- Newsletter
- Nominating
- Public Relations
- Registration** Advice
- Scholarship
- Sustaining Associates**

Section 2. The specific duties of each **committee** shall be developed in **writing** by the Board in a Definition of Committee **Duties**. These duties may be changed **from** time to time as the Board deems necessary. The President shall review the charge of each committee **on a yearly** basis and **report** to the Board **the** need for revision of **any** committee's duties, if necessary.

Section 3. Each of **the** standing committees shall consist of members u-ho shall be appointed annually by the President, who **shall** also designate the chairman of each committee, unless specified otherwise in the Definition of Committee Duties. **The** practice divisions may appoint such committees as are **necessary** to **carry** on their activities.

Section 4. Each standing committee shall inform the Board of its activities at least once each **year**, or as **otherwise directed** by the President.

Section 5. The President, with the concurrence of the Board shall appoint such other special committees as may be desirable for the conduct of the business of the Chapter. Such committees should be discharged when no longer needed.

Section 6. No committee shall commit the Chapter without specific authorization from the Board.

BYLAW 10 - PRACTICE DIVISIONS

Section 1. Practice divisions, comprised of members having common professional problems and interests, **shall** operate under the Constitution and Bylaws of the Chapter. Operating **Rules** and changes thereto must have the approval of the Board before becoming effective. The Board may dissolve a practice division after conducting a hearing on the need for such action.

Section 2. All actions by practice divisions **shall** be consistent with the policies of the Chapter, PSPE, and NSPE.

Section 3. Practice divisions serving the Chapter **shall** be as follows:

- Professional Engineers in Construction
- Professional Engineers in Education
- Professional Engineers in Government
- Professional Engineers in Industry
- Professional Engineers in Private Practice

BYLAW 11 - MEETINGS

Section I. Regular meetings will **normally** be held on the third Thursday of each month except July and **August**. The **Auxiliary's** Christmas party in **December**, a banquet during Engineers Week in **February**, and **an** installation meeting in June take the place of the regular meeting for these months. Time, place, and program for **all** meetings **shall** be developed by the Meetmgs -Committee , ~~s~~ubject to Board approval.

Section 2. Special meetings may bc held at the **call** of the President or **other officers** as **provided** for in the Constitution.

BYLAW 12 - ORDER OF BUSINESS

Section 1. The order of business at meetings of the Board shall be:

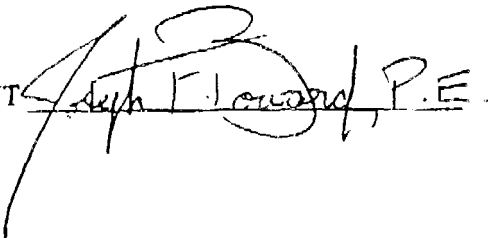
- Call to Order
- Roll Call
- Reading of **Minutes** of Previous Meeting
- Reading of Treasurer's **Report**
- Reading of Communications
- Reports of Officers
- Reports** of Committees
- Unfinished Business
- New Business
- Adjournment

Section 2. Robert's Rules of **Order**, Latest Edition, shall govern matters of Parliamentary Procedure of the Chapter. **The** Executive Secretary shall be **the** official **Parliamentarian** and shall settle **any** disputes relating to the application of these rules.

BYLAW 13 - OFFICIAL PERIODICAL

Section 1. **The** Chapter shall publish an **official** periodical to be known as "The Pittsburgh Professional Engineer".

Adopted JUNE 19, 1986

PRESIDENT  P.E.

Last Amended JAN 30, 1997