

BYLAWS  
PITTSBURGH CHAPTER  
OF THE  
PENNSYLVANIA SOCIETY OF PROFESSIONAL ENGINEERS

BYLAW 1 – MEMBERSHIP AND ASSOCIATION

Section 1. Membership applications may be received at 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, 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 referred by the Ethical Practices Committee 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 to 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 NSPE and PSPE.

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 Treasurer 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 9. 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, Immediate Past President 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 and 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 or e-mailed at least 3 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 are present, the Executive Secretary shall submit any question to the members of the Board by means of a letter ballot.

Section 3. Letter ballots may be submitted to members of the Board by mail or by e-mail.

## BYLAW 8 – OFFICERS

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

- Preside at the meetings of the Chapter and 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. Vice President – In the absence of, or in the case of the inability of the President and President-Elect, it shall be the duty of the Vice President to perform all the duties of the President. The 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 Vice President shall also serve as Chairman of the Long Range Planning Committee.

Section 4. 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 be bonded 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 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 5. Executive Secretary – The Executive Secretary, under the direction of the President and the 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 required by law, assigned by the Board or an elected Chapter Officer. The Executive Secretary shall prepare a written record of the proceedings of the Chapter and Board and 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 a receipt for same.

Section 6. 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 payment is maintained, and that delinquent members are suitably notified of their suspensions. The Financial Secretary shall serve on the Finance Committee.

Section 7. State Director – The State Director shall attend, as a delegate of the Chapter, all PSPE meetings and all meetings of the Board 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.

Section 8. Directors – each Director shall attend all Chapter and Board meetings and shall be prepared to present progress reports on assignments.

Section 9. 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 10. Any Chapter officer or director may be removed for failure to perform the duties of 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 1. The standing committees of the Chapter may have the same name and duties as those of PSPE and NSPE and shall include:

- Apprenticeship
- Awards
- Budget and Finance
- Constitution and Bylaws
- Legislative
- Long Range Planning
- Mathcounts
- Meetings
- Membership
- Newsletter
- Nominating
- Public Relations
- Refresher Course
- 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 duties, if necessary.

Section 3. Each of the standing committees shall consist of members who 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 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 activities 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 may 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 1. Regular meetings will normally be held on the third Thursday of each month except July and August. The 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 Meetings Committee, subject to Board approval.

Section 2. Special meetings may be 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
- Approval of Minutes of Previous Meeting
- Approval of Treasurer’s Report
- Review 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 FEBRUARY 12, 2009

President Thomas P. Weber  
THOMAS P. WEBER, P.E.

Last Amended \_\_\_\_\_