

SEAW POLICY & PROCEDURES MANUAL

Introduction

The purpose of this manual is to consolidate in writing the policies of the Structural Engineers Association of Washington (SEAW). This manual will supplement the association's bylaws, and therefore the bylaws of the association and of each chapter are included.

The manual is designed to be updated as the policies and procedures of the organization are modified or deleted.

The manual is divided into sections which represent operations and procedures of intent of the organization.

The manual will be available on the SEAW website for Director access.

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ARTICLE I – LOCATION AND OBJECT

- 1) Location
 - a) The business office of the Association shall be located in Seattle or another city as agreed by the State Board.
- 2) Object
 - a) The purposes and aims of the organization are set forth in Article 1 of the Bylaws. Each Board Member should be aware of these and guided by them when serving on the Board.

ARTICLE II – MEMBERSHIP

- 1) Certificates
 - a) Each new member of the association shall be presented a certificate.
 - b) Each Life member shall be presented a certificate. (Seattle Chapter issues plaques to its Life Members)
 - c) New certificates shall be issued for change in membership grade.
 - d) The Executive Director shall prepare member certificates prior to each State Board meeting. Certificates shall be dated the day of membership or membership grade change. The president and secretary of the State Board shall sign the certificates which can be given to each chapter's representative to the State Board for distribution or mailed by the Executive Director. The secretary shall also sign certificates.
 - e) All costs connected with the certificates shall be paid by the State Association.
- 2) Membership Records
 - a) The Executive Director will send each new member a welcome letter with instructions for accessing/updating their personal membership profile and the statewide membership directory. The Executive Director will notify the chapter president of each new member application.
 - b) Chapter and State bylaws shall be available online.
 - c) The Executive Director will maintain an updated roster of all members of all chapters.
 - d) Members are encouraged to maintain current contact information in their online membership profile.
- 3) Reports
 - a) A summary report of each chapter's membership shall be presented at each State Board meeting. This report shall contain, at a minimum, the current number of members in the chapter along with a reporting of the number of members with paid dues.

ARTICLE III - BOARD OF TRUSTEES AND OFFICERS

- 1) The May meeting is chaired by the President serving for the current year.
- 2) Election and installation of the new Board is at the end of the agenda of the May meeting.
- 3) New officers begin their terms after the installation of the new Board.
- 4) The Presidency rotates according to the following schedule and thereby establishes rotation for the position of Vice President who will become President the following year. This rotation will repeat until any chapter ceases existence, or a new chapter is formed, or the size of any chapter changes significantly enough that the State Board finds cause for revision.

State Presidency rotation:

- | | |
|-----------------------|---------------------------|
| (1) 2013-14 Seattle | (6) 2018-19 Spokane |
| (2) 2014-15 Southwest | (7) 2019-20 Seattle |
| (3) 2015-16 Spokane | (8) 2020-21 Southwest |
| (4) 2016-17 Seattle | (9) 2021-22 South Central |
| (5) 2017-18 Southwest | repeat |

- 5) Although the bylaws state that the President, Vice President, Secretary and Treasurer are elected by the board of Trustees, standard practice is that the President is the immediate past president of his/her chapter in the State Presidency rotation, and that the Vice President is current president of his/her chapter. The President usually nominates the President of his/her own chapter as Secretary, and the Board concurs.
- 6) The Treasurer is elected by the board for an unspecified term and is then replaced and confirmed only upon the resignation of the previous treasurer.

ARTICLE IV - MEETINGS OF THE BOARD

- 1) Board meetings are usually held in January, March, May, September, and November of each year. (Usually the last Friday of the month. The May and/or November meetings may be rescheduled if they conflict with holidays.)
- 2) Items for the agenda should be sent to the President about one month before the meeting.
- 3) Agendas should be e-mailed to all Board members about one week before the meeting.
- 4) Meetings are usually held in Seattle, but the President is free to arrange for Board meetings elsewhere, or to conduct meetings by tele- or web-conferencing.
- 5) For meetings in Seattle, the Spokane and South Central Board members are reimbursed their airfare or mileage expense only, **Ground transportation, parking**, and meals other than the board luncheon are up to the individual or chapter.
- 6) Action by the Board requires a majority vote, but this majority must include at least one Board member from 75% of the chapters. Per the bylaws, the immediate Past President is a non-voting member of the board.
- 7) Incoming and outgoing Board Members attend the May meeting at which the incoming President takes office.

ARTICLE V - DUTIES OF THE BOARD

- 1) No member of the Board can take action which is inconsistent with the aims of the Board
- 2) The outgoing State and Chapter Presidents shall prepare a written annual report for publication in the summer statewide newsletter.
- 3) Each Chapter President shall provide a membership report at each board meeting.

ARTICLE VI - POWERS AND DUTIES OF OFFICERS

- 1) The President shall:
 - a) Preside at all Association Board meetings
 - b) Set time and place for meetings.
 - c) Receive copies of all correspondence directed to the Association
 - d) Receive copies of all correspondence written by other Board members or Committee chairs on behalf of the Association
 - e) Make appointments to positions and committees with a 2/3 approval by the board.
 - f) Answer correspondence and direct copies of all correspondence, etc. to the Executive Director.
 - g) Inform other Board members of actions on matters other than routine.
 - h) Attend one meeting minimum of each chapter, generally in the spring. Travel (airfare or mileage) is reimbursed by the State Association.
- 1) The Vice-President shall act on behalf of the President if the President is otherwise unavailable.
- 3) The Secretary shall:
 - a) Record and publish minutes of meetings within one month after the meeting. The Executive Director fulfills this function.
 - b) Sign all membership certificates along with the President.

- 4) The Treasurer shall:
 - a) Ensure that the Association's checkbook and finances are up to date
 - 2) All income should be deposited in the association's account
 - 3) All bills should be paid by check. Two signatures will be required for all checks. The Treasurer, the President, and the Executive Director will be empowered to sign checks.
 - 4) Normal budgeted items shall be paid by the Treasurer when invoices or bills are presented.
 - b) Present a Treasurer's report to each Board meeting. This report shall contain a breakdown of the year-to-date expenses into their budgeted categories.
 - c) Prepare an annual budget and submit it to the Board at the January meeting.
- 5) The Executive Director shall:
 - a) Maintain a file of all State Association correspondence.
 - b) Maintain a current roster of the Association members, broken down into each chapter.
 - c) Maintain the Association's checkbook. Assist the Treasurer in preparing his reports to the State Board.
 - d) Maintain a current copy of the bylaws of the State Association as well as the chapters.
 - e) Receive all State correspondence. Direct all correspondence to person(s) responsible for action. A copy of all correspondence will be sent to the President.
 - f) Provide all required stenographic, secretarial, printing, and mailing services required by the Board of Trustees.

ARTICLE VII - REVENUE

1) The State Association shall collect dues from members according to the following schedule:

	Seattle	Southwest	Spokane	South Central	State Portion
MEMBER	\$160.00	\$105.00	\$105.00	\$105.00	\$70.00
Professional Associate	\$140.00	\$100.00	\$95.00	\$95.00	\$60.00
Affiliate	\$160.00	\$105.00	\$105.00	\$105.00	\$70.00
Associate	\$110.00	\$90.00	\$77.50	\$77.50	\$45.00
Student (Free)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Life Member	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Retired Member	**	**	**	**	**

** 1/2 of the class of membership at time of retirement

New Member dues shall be prorated by calendar quarter.

The Chapters' fiscal year shall be as follows:

Seattle	January 1 to December 31
South Central	January 1 to December 31
Southwest	January 1 to December 31
Spokane	January 1 to December 31

The State shall retain its portion of dues collected and distribute each Chapter's portion at least quarterly for the current year's dues. The State shall pay all credit card fees associated with dues collection.

- 2) By board action, additional assessments may be levied against the Chapters on a pro rata basis, based on Chapter membership.
- 3) The State will share 50/50 with its Chapters on all funds gained or lost from conferences or seminars sponsored by the State or Chapter. State Board approval is required if the State contribution to cover a Chapter's losses exceeds \$250.00.

- 4) Proceeds from Chapter seminars from the previous year shall be paid to the Association at the May meeting of the Board. If any seminar or conference losses are to be covered by the State, these will also be paid to the Chapter at the May meeting.
- 5) All conferences or seminars from the previous year by the Chapters shall have a “special event” report submitted at the May meeting of the Board. (see Appendix A) This report can be obtained electronically from the SEAW website.

ARTICLE VIII - CHAPTERS OF ASSOCIATION

- 1) Each Chapter shall have its own bylaws (see Appendix B). Chapter and State bylaws shall be available online.
- 2) The delegates from each Chapter to the State Association and term shall be as follows:

Chapter	Term (State Fiscal Year)	No. of Directors
Seattle	June 1 - May 31	3
South Central	June 1 - May 31	2
Southwest	June 1 - May 31	2
Spokane	June 1 - May 31	2

Trustees:

Seattle	Past President, President, Vice President
South Central	Past President, President
Southwest	Past President, President
Spokane	Past President, President

ARTICLE IX—LIFETIME SERVICE AWARD

Guidelines for the SEAW “Lifetime Service Award:

- 1) Name of award
 - a) Lifetime Service Award
 - b) Perhaps named for an individual (at some point in the future)
- 2) Purpose
 - a) Recognize the contributions made
 - b) Encourage others to contribute
 - c) Generate good publicity for the awardee, SEAW, and the profession
- 3) Qualifications of Awardee
 - a) Service to SEAW on a statewide level (service, not visibility) (with additional consideration of service to the SE profession in general)
 - b) SEAW member (not necessarily MEMBER)
 - c) Sustained, significant, multiple contributions
 - d) Committee service
 - e) Nurturing
 - f) Posthumous okay
- 4) Nomination
 - a) At large (by SEAW members)
 - b) State Board of Trustees (which includes representation from the various chapters)
 - c) By selection panel (including previous awardees)
- 5) Selection Panel

The current State President convenes the Panel and the Panel may selected a chair as required

 - a) Panel consists of:

- 1) Four most recent awardees (if possible), and
 - 2) One representative of each chapter (recommended to be immediate past presidents of each chapter, or the current State President and the last three State Past Presidents)
 - 3) Each panelist must be an SEAW member who is credible
- b) The selection panel can forward a list of possible candidates for future consideration
- 6) Quantity/frequency
- a) Considered annually
 - b) Awarded occasionally (not necessarily each year)
 - c) Multiple, simultaneous awardees okay (especially in the beginning)
- 7) Timeline
- a) Call for nominations in the June Equilibrium
 - b) Selection panel appointed at the September State Board of Trustees meeting
 - c) Nominations are due November 1st
 - d) Nominations sent to selection panel by December 1st
 - e) Selection panel meets one-hour before the January State Board of Trustees meeting
 - f) Selection panel will determine who will present the award
 - g) Award will be presented at the appropriate chapter May meeting or a NW Conference Meeting
 - h) Award article appears in the June Equilibrium and press releases sent to other publications as appropriate (ATC, EERI, ASCE, NCSEA, BSSC, University Alumni Office, ENR, DJC, local newspaper)
- 8) Award
- a) Unique "trophy" (perhaps crystal); not simply a certificate or plaque
 - b) Gift or gift certificate (that is unique to Washington) (budget: \$500.00)
 - c) Contribution to SEAW endowment fund (future) in name of awardee (\$500.00)
- 9) Administration of the award
- Written guidelines (but not strict rules); judges may exercise considerable discretion

ARTICLE X - SCHOLARSHIP

- 1) The SEAW Scholarship Fund is a cooperative effort between SEAW and the Structural Engineers Foundation of Washington (SEFW) with the intent to award at least one scholarship in an amount established by the SEFW board to a college or university student studying Structural Engineering and who plans to make his or her professional career in the practice of Structural Engineering. SEAW State Association typically provides budget for a \$3,750 annual contribution to the scholarship fund.
- 2) SEAW Scholarship
 - a) The Scholarship Fund is maintained by SEFW, which is registered as a charitable organization. Scholarship applicants are solicited and vetted by the SEAW Scholarship Committee of at least 3 members with the Chair appointed by the President of the Association with a 2/3 approval by the Board.
 - b) The SEAW Scholarship Committee administers all aspects of solicitation and communication with applicants through the following process:

SEFW will communicate the maximum available funds to the committee and state president prior to receipt of applications. No further communication is necessary with SEFW until SEAW announces the results and requests the award.

The Scholarship Committee will review applications and make its recommendation to the State Board President. The State Board President should approve the recommendation immediately unless there is a procedural issue or potential conflict of interest in which case the State Board shall be asked to approved the recommendation.

The Scholarship Committee shall then inform SEFW of the recipients and award amounts. The Scholarship Committee will also inform the successful applicants.

An SEFW representative would like to make the award at the Seattle Chapter Spring Social and/or other Chapter event in proximity to the scholarship winner. SEFW will pay for the recipient and their guest's tickets.

- c) The requirements of the scholarship applicants considered by the Scholarship Committee are as follows:
 - i. United States citizen and an official resident of the State of Washington. Residents of this state attending schools in other states are eligible. Students attending in-state schools on a nonresident basis are not eligible.
 - ii. A senior or graduate student at the time of application.
 - iii. Enrolled in a program of study majoring in Structural Engineering
 - iv. Having a commitment to making a professional career in the practice of Structural Engineering
- 3) Contributions to the Scholarship Fund shall be encouraged and solicited from the Foundation, the State Association, Chapters of the Association, members, estates of members, and any others interested in the aims of the Association.

ARTICLE XII - STATE ASSOCIATION COMMITTEES AND LIAISONS

Committees listed in alphabetical order, followed by Liaisons

COMMITTEES

Building Engineering Committee

The committee addresses and interprets engineering code language referencing buildings and building components. The committee also facilitates building code discussions with the membership and develops consensus opinions for local building enforcement agencies.

Code Advisory Committee

The Code Advisory Committee (CAC) is an oversight committee comprised of a chair plus the chairs or representatives of the following committees: Building Engineering Committee, Earthquake Engineering Committee, Existing Buildings Committee, Professional Practices Committee, and Wind Engineering Committee. The Committee scope is to organize SEAW's participation/representation in codes and standards development.

The following issues are to be addressed by the CAC:

1. SEAW's image and careful stewardship of SEAW's expenditures.
2. SEAW's image will depend on how SEAW interfaces with NCSEA and other organizations on codes and standards development
3. CAC will act as SEAW's correlating committee to resolve conflicting positions between the SEAW committees listed above.

Each member of the CAC will have a vote and decisions will be made on a majority basis.

Disaster Preparedness/Response Committee

The term of the chair is not specified at this time. The committee is charged with the responsibility of communicating and interfacing with the public agencies responsible for reacting to earthquake and other emergencies, as well as organizing and conducting appropriate emergency responder trainings such as ATC-20 and ATC-45.

Earthquake Engineering Committee

The term of the chair is not specified at this time. The committee monitors seismic related code provisions through participation on various code committees around the country. The committee also researches seismic design issues and disseminates this information to SEAW members.. The expenses for the committee are considered a budgeted item and are paid by the State Association. Currently, the committee meetings are held in Seattle and all correspondence is conducted by email.

Education Committee

The term of the chair is not specified at this time. This committee provides logistical support of seminars and other continuing education opportunities. In addition, the Education Committee provides input to the State and Chapter Boards of Directors with regards to sponsorship of outside seminars and also provides guidance for future SEAW-developed trainings.

See Seminar Policy, Appendix C

WCSEA members receive member pricing on SEAW seminars

Existing Building Committee

The committee addresses code development and practical design issues related to existing buildings with a primary focus on seismic evaluation and rehabilitation. Committee members participate on major national committees developing codes and standards for existing buildings including the NCSEA CAC Existing Building Subcommittee and the ASCE Rehabilitation Standards Committee. The committee also serves as a resource for local jurisdictions and SEAW members.

Legislative Committee

The purpose of the committee is to monitor government affairs as related to the structural engineering profession. The chair is selected and approved by the State Board and either serves as or appoints the SEAW delegate (and alternate when possible) to the Architects and Engineers Legislative Council (AELC). The SEAW delegate meets with AELC biweekly throughout the year and weekly during the legislative session. The Legislative Committee reports to the State Board and Seattle Chapter. The term of the Committee chair is not specified at this time.

The goal of the AELC council is to work cooperatively on legislative objectives and issues for the improvement of business conditions through a joint legislative council. Historically AELC has listed the following topics as priority items for review: infrastructure funding; government contracting; A&E selection; liability reform; taxes; licensing; and regulatory reform. The participation agreement is enclosed as Appendix D.

Newsletter

The Annual Statewide Newsletter is published by the SEAW Executive Director. The newsletter shall be distributed electronically, to all Association members, as well as uploaded to the SEAW website, annually in July. The issue shall contain the State President's year-end report, Chapter Presidents' year-end reports, state committee reports, scholarship award announcement, NW Conference or Western Council Roundup schedules, introduction of the new President, and other items of interest.

The costs of the Newsletter will be paid by the State Association.

Professional Practices Committee

The term of the chair is not specified at this time. The committee is charged with the responsibility of improving or increasing the level of professionalism as practiced by our members in the State of Washington. The committee shall investigate methods to achieve that goal and evaluate those methods to determine the most effective program. If necessary, an organization shall be established to implement, disseminate and administer the program.

Public Information Committee

The term of the chair is not specified at this time. The committee is charged with the responsibility of disseminating information to the General Public through media contacts, the SEAW Webpage, and other means such as social media.

Scholarship Committee

The term of the chair is not specified at this time. The committee is in charge of determining the recipient of the Scholarship award.

The Committee will process all applications, select qualified applicants for interviewing, and recommend an appropriate number of applicants to the State Board worthy of receiving the Scholarship Award. The actual recipient(s) of the award will be approved by the State President (also see Article X – Scholarship Fund).

Snow Loads Committee

The committee reviews and evaluates the current ASCE 7 Snow Load provisions by working through snow load example problems and submits the results to the membership as a reference guide. The committee

also maintains the SEAW Snow Load Manual and determines the interpretation of this document including developing methodologies for estimating snow loads in Washington.

Sustainability Committee

The committee promotes the participation and practice of sustainable design by structural engineers working in the construction industry. This includes collaboration and coordination with other engineering disciplines to achieve as an integrated team sustainable design principles without compromising life-safety. The committee provides educational opportunities to encourage solutions that incorporate the three pillars of sustainability: environment, economy and society.

Wind Engineering Committee

The term of the chair is not specified at this time. The committee monitors wind load provisions through participation on various code committees around the country. The expenses for the committee are considered a budgeted item and are paid by the State Association. Currently, committee meetings are held at the chair's preference, usually by tele-conference, and all correspondence is conducted by email.

LIAISONS

Building Seismic Safety Council Liaison

The Building Seismic Safety Council (BSSC) is primarily funded through FEMA to develop seismic codes. Since the organization has the potential of setting policies and design limitations, SEAW has maintained a membership in the BSSC for several years. The policy adopted by SEAW was to continue membership on a year by year basis. If it ever is found to be of little value to the Association, then the membership would be dropped. The SEAW delegate to the BSSC is the Earthquake Engineering Committee chair or an assigned delegate who will attend the BSSC meetings. Expenses for attending these meetings are a budgeted item and are paid by the State Association.

SEAW Delegate to the Washington State Building Code Advisory Council (BCAC)

This position has a three year term. The delegate's name is submitted to the Governor for appointment to the Washington State Building Code Advisory Council. If not appointed to an official position, the delegate usually attends the meetings as a member of the public. The delegate is also responsible for maintaining contact with the SEAW Board of Trustees and the Code Committee Chairs of the various chapters.

SEAW Liaison to the Washington State Seismic Safety Committee

This position provides a link to the Washington State Seismic Safety Committee and keeps SEAW abreast of issues that affect the structural engineering profession in Washington.

ARTICLE XIII - AFFILIATION WITH OTHER ORGANIZATIONS

Northwest Conference

The Structural Engineers Associations of Washington, Oregon , Idaho, and British Columbia rotate sponsorship of Northwest Conferences. The conferences are held annually unless replaced by a Western States Roundup Conference. The schedule for the next several years is:

Year	Conference	Host
	38 th Northwest Conference	Washington (Tacoma)
2010	11 th Western States Roundup	British Columbia
2011	39 th Northwest Conference	Washington (Spokane & South Central)
2012	40 th Northwest Conference	Oregon
2013	12 th Western States Roundup	Hawaii
2014	41 st Northwest Conference	Washington (Seattle)
2015	42 nd Northwest Conference	Idaho <i>{to be confirmed}</i>
2016	13 th Western States Roundup	??

The Northwest Conference Council assigns the major part of the conference hosting duties to one of its six chapters on a rotating basis. For Northwest Conference purposes, Spokane and South Central will be treated as a single chapter. The host chapter appoints a conference chair and a conference committee.

The agreement with the Northwest Conference Council is as follows:

- 1) Each Chapter; British Columbia, Oregon, Idaho, Seattle, Southwest and Spokane/South Central; has two votes for any issue that might come to a council vote.
- 2) Voting delegates from each chapter include the Chapter President and a permanent delegate, except that Spokane/South Central shall be the two Chapter Presidents
- 3) SEAW shall reimburse the State President's registration, travel, and lodging to the Northwest Conference if he/she is not attending as a representative of his/her local chapter.
- 4) NW Conferences are usually held during the last three weeks of July but the last two Seattle conferences have been in mid-September; special situations should be reviewed by the NW Council on an as-needed basis.
- 5) A NW Council meeting is to be held at each Conference, and chaired by the next Conference host.
- 6) Speakers expenses are to be paid out of conference income.
 - a. Each Chapter is allowed a total of \$900 for speaker travel expenses and one night's lodging for each speaker.
 - b. Speakers are to be given Conference basic registration
 - c. Speakers are to be given lunch on their program day.
 - d. A letter is to be generated to explain conference goals and to encourage speakers' attendance to all events.
- 7) Seed money was generated by each chapter contributing \$3.00 per member for 1990. Disbursement of Conference profits was as follows: 100% to seed money account until \$5,500 was reached. Since that time, all profits have been shared by chapters based on conference attendance. Conference losses will be taken out of the seed money or covered by each chapter contributing money based on per capita membership to return the seed money account to its pre-conference total \$5,500 total. Conference attendance totals are to be based on paying registrants only.
- 8) There shall be three, one-half day long technical program sessions. The non-host chapters shall share in the responsibility for a technical program. If it chooses, the conference committee may establish a program theme for the conference.
- 9) Technical sessions are to be run without conflict or competition from other events.
- 10) At the discretion of the conference committee there may be a fourth technical session on Saturday, or a seminar geared to younger engineers, in order to reduce the loss of work time for conference attendees, and to enhance attendance by younger engineers.
- 11) The conference committee will establish the conference budget, in consultation with the council. It shall be intended that conference receipts balance conference expenses.
- 12) Trade associations or manufacturers of products utilized in structural work may be solicited for underwriting conference expense. Consulting engineering firms shall not be solicited for funds.
- 13) When SEAW Chapters host the conference, the conference committee shall give the State Board conference planning progress reports and submit a final post-conference report.
- 14) Northwest Conference Guidelines are included in Appendix E

Western Council of Structural Engineers Associations

- 1) Each of the following states or provinces are members of the WCSEA:

Arizona	British Columbia	California
Hawaii	Idaho	Oregon
Texas	Utah	Washington
- 2) Each state or province has three delegates. Washington's delegates are as follows:

- a. A permanent delegate. The term of the permanent delegate shall be at least 5 years to ensure continuity.
 - b. Past President of the State Association
 - c. President of the State Association
- 3) The Council meets once a year. The State Association customarily pays the delegates' travel expenses and one night's lodging. The amount paid is discussed and approved at the Board meeting before the conference is held.
 - 4) In 1979, the WCSEA voted to set up a treasury. It was voted and ratified by all states. Washington's assessment is \$100 plus 20 cents per dues-paying member.
 - 5) The WCSEA Bylaws is Appendix F.
 - 6) WCSEA has two delegates on the Applied Technology Council. The rotation is spelled out in Appendix B, Article VI of Section 2.
 - 7) The WCSEA meeting schedule is as follows:

Meeting	Location
2013	Hawaii (Roundup)
2014	New Orleans, LA
2015	Portland, OR
2016	Roundup (Montana ?)

National Council of Structural Engineers Associations (NCSEA)

Since this Council was formed to constantly improve the level of the standard of practice of the structural engineering profession throughout the United States and to provide an identifiable resource for those needing communication with the profession, SEAW elected to join the Council and is a charter member. The policy adopted by SEAW was to continue membership on a year-by-year basis. If it is ever found to be of little value to the Association, then the membership would be dropped.

- 1) Each member has one permanent voting delegate plus one alternate delegate. The alternate delegate will be the SEAW Vice president. The term of the permanent delegate shall be at least five years to ensure continuity.
- 2) NCSEA holds an annual conference to accomplish the business of the Council, to allow for an open forum for the communication on subjects of mutual interest to structural engineers throughout the United States, and for the social interaction of the delegates. Expenses for attending these meetings are a budgeted item and are paid by the State Association.
- 3) The annual membership dues are \$20.00 per listed organization member, as of September 1 of each year.
- 4) Appendix G lists the NCSEA Bylaws.

**STATE ASSOCIATION
STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON
BYLAWS**

DECEMBER, 2013

ARTICLE I

Offices

- Section 1. **Registered Office and Registered Agent.** The registered office of the Association shall be located in the State of Washington at such place as may be fixed from time to time by the Board of Trustees upon filing of such notices as may be required by law, and the registered agent shall have a business office identical with such registered office.
- Section 2. **Business Office.** The business office of the Corporation shall be located in the State of Washington at such place as may be fixed from time to time by the Board of Trustees

ARTICLE II

Purpose

- Section 1. The purpose of this Association shall be as stated in the Articles of Incorporation filed with the Secretary of the State of Washington on April 22, 1950 and as amended.
- Section 2. This Association is not formed for the purpose of carrying on any public trade, avocation, or profession for profit and no pecuniary profit shall inure to any member.

ARTICLE III

Membership

- Section 1. The STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON, hereinafter referred to as the "Association" shall be composed of "Chapters" as provided hereinafter. A Chapter shall consist of a group of licensed Structural Engineers and others actively engaged in the practice of Structural Engineering as may hereinafter qualify for and be duly elected to membership. The names of each Chapter shall be descriptive of the general geographical area in which it is located.
- Section 2. *Formation of new chapters.* A prospective Chapter shall furnish a copy of its bylaws, together with a list of its membership and such other information as may enable the Board of Trustees to determine its qualifications for membership. The membership list of each Chapter shall identify each member's classification and standing as described in Article IX. The Board of Trustees of the Association shall review all qualifications of a prospective Chapter and if the number of registered structural engineer membership is five (5) or more and the Board finds that it qualifies, it shall be accepted for membership in the Association.
- Section 3. *Chapter termination.* If at any time the number of Member SEs of any Chapter is less than five (5), or if any action of the Chapter should be inconsistent with the aims and objectives of the Association, the Board of Trustees shall consider action to terminate that Chapter. Such action shall be conducted in the same manner as outlined for the expulsion of a member. All members of the Chapter shall be notified at least thirty (30) days prior to the time of the hearing by the Board of Trustees. Individuals of a terminated Chapter may transfer their memberships to any other Chapter.
- Section 4. The individual members of each Chapter are automatically members of the State Association.

ARTICLE IV

Board of Trustees and Officers

- Section 1. The Board of Trustees shall be composed of Member SEs who are duly elected officers of the Chapters to which they belong. Each Chapter shall be represented by their current President and Past-President. At such time as the combined number of Member SEs in a given Chapter shall exceed one hundred, that Chapter shall also be represented by their Vice-President.

- Section 2. The terms of new Trustees will commence at the joint meeting of new and retiring Boards of Trustees following their election, such joint meeting to occur in the month of May of each year. The specific time of commencement of terms shall be when the chair is relinquished by the retiring Chairman in favor of the new Chairman.
- Section 3. The Board of Trustees shall elect its Chairman, Vice Chairman, Secretary and Treasurer, who shall have, respectively, the titles of President, Vice President, Secretary and Treasurer of the Association, hereinafter required. Election shall be by majority vote. Voting for officers of the new Board shall be by Trustees-elect of the new Board only. The President and Secretary shall preferably be members of the same Chapter. Any vacancy of office shall be filled in like manner, the officer elected to fill the vacancy until the next regular election. The offices of Secretary and Treasurer may be combined.
- Section 4. Terms of office shall be for the period between joint meetings of new and retiring Boards Trustees, this being approximately one year. Officers shall be elected and shall assume their official duties all as set forth heretofore. The incumbent Board of Trustees shall complete all matters concerning its administration prior to expiration of its term of office.
- Section 5. The immediate Past President shall serve as an adjunct non-voting member of the Board of Trustees. In this capacity he shall act as counselor and advisor to the Board.

ARTICLE V

Meetings of the Board of Trustees

- Section 1. The Board of Trustees shall meet at the call of the President. Regular meetings shall be scheduled at least once in each of the first, second and third quarters of the year.
- Section 2. A quorum shall consist of a majority of the number of Trustees and at least one Trustee from each Chapter. Each Trustee may designate another Member SE as his Alternate for a meeting of the Board of Trustees.
- Section 3. A joint meeting of the new and old Boards of Trustees shall be called by the existing President, such meeting to be held during May of each year, for the purpose of discussing matters of mutual interest and for election by the new Board of its officers for the ensuing year. The newly elected President shall be installed immediately after elections are completed, and a new term shall start as of that time.
- Section 4. Prior to each meeting, the President shall furnish each Trustee with an agenda of the meeting.
- Section 5. Meetings shall be held at the office of the Association in Seattle or at locations as agreed upon by the Board.
- Section 6. Action of the Board of Trustees shall require a majority vote of the Trustees present. Three quarters, 75 percent, of the existing Chapters must be represented by this vote.
- Section 7. Any action of the Board of Trustees may be challenged by any chapter by a petition of a majority vote of eligible members voting of said Chapter. The question shall be submitted by ballot to all eligible members voting of all Chapters of the Association. A veto of such action shall require a two-thirds (2/3) vote of all members voting.
- Section 8. President shall accept petitions from any and all Chapters covering matters of statewide interest and include them in the agenda for the succeeding meeting of the Board of Trustees.

ARTICLE VI

Duties of the Board of Trustees

- Section 1. The Board shall manage the affairs of the Association and coordinate activities involving more than one Chapter, particularly on matters of state-wide interest.
- Section 2. The Board shall carry out the aims and objectives of the Association and no action in the name of the Association shall be taken by any member of the Board that may be construed as inconsistent therewith.
- Section 3. The President of the Board shall prepare an annual report covering the activities of the year and shall submit copies to each Chapter.

ARTICLE VII
Powers and Duties of Officers

- Section 1. The President shall preside at all meetings of the Board of Trustees and any meetings of the Association.
- Section 2. The Vice President shall fulfill the duties of the President in the President's absence.
- Section 3. The Secretary shall issue notices for all meetings, except for notices of special meetings of the members and special meetings of the trustees which are called by the requisite percentage of members or number of trustees, shall keep minutes of all meetings, shall have charge of the seal and the Corporation's books, and shall make such reports and perform such other duties as are incident to the office of Secretary, or are properly required of him or her by the Board of Trustees.
- Section 4. The Treasurer shall have the custody of all moneys and securities of the Corporation and shall keep regular books of account. The Treasurer shall disburse the funds of the Corporation in payment of the just demands against the Corporation or as may be ordered by the Board of Trustees, taking proper vouchers or receipts for such disbursements, and shall render to the Board of Trustees from time to time as may be required an account of all transactions as Treasurer and of the financial condition of the Corporation. The Treasurer shall perform such other duties incident to his or her office or that are properly required of him or her by the Board of Trustees.
- Section 5. *Standards of Conduct for Officers.* An officer with discretionary authority shall discharge such officer's duties under that authority (i) in good faith, (ii) with the care an ordinary prudent person in a like position would exercise under similar circumstances, and (iii) in a manner the officer reasonably believes to be in the best interests of the Corporation.
- Section 6. *Delegation.* In the case of absence or inability to act of any officer of the Corporation and of any person herein authorized to act in such officer's place, the Board of Trustees may from time to time delegate the powers or duties of such officer to any other officer or any trustee or other person whom it may in its sole discretion select. The Board of Trustees may from time to time delegate duties of the Secretary and/or Treasurer to a paid secretarial service.
- Section 7. *Salaries and Contract Rights.* No officer shall receive a salary for serving as such. The appointment of an officer shall not of itself create contract rights.

ARTICLE VIII
Sources of Revenue and Banking

- Section 1. The Treasury of the Association shall receive from each Chapter the amount of annual dues collected from each member, as specified in Article IX of these bylaws.
- Section 2. The Board of Trustees is empowered to receive contributions from any reasonable source; provided, the funds so received are used to further the aims and objectives of the Association.
- Section 3. By the action of the Board of Trustees, additional assessments may be levied on each Chapter on a pro rate basis.
- Section 4. The moneys of the Corporation shall be deposited in the name of the Corporation in such bank or banks, trust company or trust companies as the Board of Trustees shall designate, and shall be drawn out only by check or other order for payment of money signed by such persons and in such manner as may be determined by resolution of the Board of Trustees.

ARTICLE IX
Chapters of the Association

- Section 1. Each Chapter shall conduct itself in compliance with the general aims and objects of the Articles of Incorporation and bylaws of the Association.
- Section 2. Each Chapter shall be governed by its Board of Directors. Hereinafter, "Board of Directors" shall be understood to refer to an individual Chapter's board.
- Section 3. The Board of Directors shall consist of officers and directors that shall be Member SEs or Member PEs subject to the following provisions:

- (a) The Officers shall be a President, Vice President, Past President, Secretary and Treasurer. Past President shall be the most recent past President. If no Past President is available, the Board of Directors shall appoint one of the Directors to serve in this position subject to any classification requirements of these bylaws. Chapters having less than (100) Member SEs are not required to have a Past President.
- (b) A Chapter may restrict the holding of any office to Member SEs. Such restriction shall be by 2/3 Chapter vote. President and Vice President shall be Member SEs.
- (c) The President and Vice President shall be elected annually for a term of one year.
- (d) The number of Directors shall be determined by each Chapter. Directors shall be elected annually to serve their specified terms.
- (e) The procedure for nominating and electing officers and directors shall be determined by each Chapter.
- (f) Both the Secretary and the Treasurer shall be appointed by, and shall serve at the pleasure of, the Board of Directors. The office of Secretary and Treasurer may be combined. A Chapter may leave the office of Secretary unfilled if it retains the services of a commercial secretary.
- (g) Except as otherwise provided, a vacancy in any office shall be filled by appointment by the Board of Directors until the next annual election.

Section 4. The Board of Directors shall pass on the admissions, expulsions, leaves of absence and resignations of all members of their respective Chapters.

Subject to review by the Board of Directors, any person who meets the qualifications listed below may be granted membership providing he or she subscribes to the aims and objectives of the Association as specified in the Articles of Incorporation filed with the Secretary of the State of Washington on April 22, 1950 and pays the prescribed fees. Persons shall be accepted only in the highest classification for which they qualify. When any member acquires the qualifications of a higher classification their membership classification shall be automatically changed to the higher classification for which the member qualifies.

There shall be the following classes of members within the Chapters:

- (a) A Member SE shall be a Registered Professional Engineer specifically authorized by the Washington State Board of Registration for Professional Engineers and Land Surveyors to practice structural engineering and regularly engaged in the practice of Structural Engineering.
- (b) A Member PE shall be a Registered Professional Engineer licensed to practice in the State of Washington and regularly engaged in the practice of Structural Engineering.
- (c) An Associate member shall have graduated from an approved engineering school or college, or shall have had other engineering education or experience which is satisfactory to the Board of Directors, but has not yet received professional engineering licensure within the State of Washington.
- (d) An Affiliate member shall be a person who, by scientific attainments or practical experience, holds a position in a special pursuit with qualifications to cooperate with structural engineers in the advancement of professional knowledge and practice.
- (e) A Student member shall be an engineering student interested in structural engineering who is enrolled full time in an approved engineering school or college.
- (f) A full-time faculty member of an approved engineering school or college that serves as a faculty advisor to engineering students shall be granted a complimentary non-voting membership.

Section 5. An Honorary membership may be awarded by the Board of Directors to any person who meets either of the following qualifications:

- (a) A person of acknowledged eminence in some branch of engineering or the science related thereto shall be designated an Honorary Member but shall have no voting rights and shall not be allowed to hold office,
- (b) A Member SE or Member PE who has been a member in good standing of this Association for 25 years or more and who, in the opinion of the Board of Directors, has contributed outstanding service to the Association shall retain all right of their class membership and shall be designated as an Honorary Member SE or Honorary Member PE.

- Section 6. **Life Membership:** Any class member may make written application to the Board of Directors for Life standing that has been a member in good standing of this Association for a minimum of 20 years and has retired or reached the age of 65. The award of Life standing shall be at the discretion of the Board of Directors. A member receiving Life standing shall retain the class of membership plus the designation of "Life".
- Section 7. **Retired Standing:** Any class member may make written application to the Board of Directors for Retired standing that has been a member in good standing of this Association for a minimum of 10 years and has retired from the active profession of engineering. The granting of Retired standing shall be at the discretion of the Board of Directors. A member receiving Retired standing shall retain the class of membership plus the designation of "Retired".
- Section 8. **Non-Resident Standing:** Any class member may make written application to the Board of Directors for Non-Resident standing that has moved their residence out of the State of Washington. The granting of Non-Resident standing shall be at the discretion of the Board of Directors. The Board of Directors, at its discretion, may grant the member's request for the current calendar year. A member receiving Non-Resident standing shall retain the class of membership plus the designation of "Non-Resident" but shall not have a vote in Association affairs and may not hold elected office. A Non-Resident member shall receive all correspondence and other information pertaining to the Association which is normally sent to the general membership. Annual dues for Non-Resident membership shall be one-half of the amounts listed in these bylaws.
- Section 9. **Voting and membership rights.**
- (a) No member shall vote or hold office that is not a member in good standing with their Chapter.
 - (b) Whenever reference is made within these bylaws to a vote of the members or membership it shall refer to voting rights as defined by this section.
 - (c) Only Member SEs shall hold office or trusteeship in the Association. Only Member SEs and Member PEs shall vote on Association business.
 - (d) Only Member SEs and Member PEs shall hold office or be Directors of a Chapter. Only Member SEs shall hold the office of President, Vice President or Past President of a Chapter. Only Member SEs and Member PEs shall vote on Chapter business. Each Chapter shall have the right to restrict the rights to vote or hold office to Member SEs.
- Section 10. **Admissions, Expulsions, Leaves of Absence and Resignations.**
- (a) **ADMISSIONS.** A prospective member shall make application for membership to the chapter within which he or she either works or resides, using an application form approved by the Board of Directors. The Board of Directors, or a committee appointed by the Board of Directors, shall review the prospective member application and approve probationary status if the application is complete and accompanied by all required fees.

The membership of the Chapter shall receive written notices of all probationary approvals of applications and shall have a period of one month from the date of notice in which to file objections in writing to the election of the applicant. Said notice may be made electronically, by publication within the chapter's newsletter or by other means approved by the Board of Directors.
 - (i) If no objection is received within the allotted time period, the applicant's probationary membership status shall be removed.
 - (ii) If an objection is received within the allotted time period, the Board of Directors shall vote upon the application, giving due consideration to any objections received. If the applicant fails to receive favorable votes from a majority of the members of the Board of Directors, the applicant shall be denied membership and all fees paid shall be returned. If the applicant receives favorable votes from a majority of the members of the Board of Directors, the applicant's probationary status shall be removed.
 - (b) **EXPULSIONS.** The Board of Directors shall consider proceedings toward the expulsion of any member upon receipt of written information indicating that said member should be expelled. The Board of Directors shall consider the case, and if the circumstances appear to warrant further action, it shall advise said member of the charges, and if so desires, said member may present a defense either in person or in writing

which shall be considered at a meeting of the Board of Directors. The member shall receive due notice of this meeting. No member shall be expelled from the Association except after due notice has been given as provided in this Article and then only by a majority vote of the Board of Directors with subsequent referral to members eligible to vote.

- (c) LEAVES OF ABSENCE. A member of the Association may apply for a Leave of Absence and be excused from payment of dues for that part of the calendar year remaining. The request shall be by written communication to the Board of Directors. The Board of Directors, at its discretion, may grant the Leave of Absence for the current calendar year. Leaves of Absence may be renewed at the discretion of the Board of Directors when requested in writing.
- (d) RESIGNATIONS. A member of the Association with all dues paid may apply for resignation by written communication to the Secretary of the Chapter, to be presented to the Board of Directors which is empowered to accept the resignation.

Section 11. Powers and Duties of Officers

- (a) The President shall preside at all meetings of the Chapter and of the Board of Directors. The President shall designate committees and define their responsibilities, appoint Chairs and Vice-Chairs, and designate a Director as the Board member for each committee. The President shall be ex-officio member of all committees. The President shall designate any formal business meetings of the chapter and announce any such meetings in the chapter newsletter.
- (b) The Vice President shall fulfill the duties of the President in his absence. In the event of the President's death or resignation, the Vice President shall assume the office of President until the next annual meeting, and the Board of Directors shall select one of the Directors to serve as acting Vice President during the same period.
- (c) The Secretary, or a commercial secretarial service if a Secretary was not appointed, shall keep minutes of all meetings of the Chapter at which formal business is conducted and of all of the meetings of the Board of Directors.
- (d) The Treasurer shall be the custodian of all funds and financial records of the Chapter and shall make disbursements when authorized by the Board of Directors.

Section 12: Management

- (a) The Board of Directors shall govern the affairs of the Chapter.
- (b) The Board of Directors may retain a commercial secretarial service which will, for a fee, provide such services as the Board may direct.
- (c) The President shall appoint committee chairs responsible to the Board for various activities of the organization.

Section 13. Meetings

- (a) Meetings of the Chapter other than the April Annual Meeting shall be held at the call of the Board of Directors. There shall be at least one meeting each quarter. A quorum at a Chapter meeting shall consist of those members eligible to vote present unless that quorum is challenged by three (3) members eligible to vote. When the quorum is so challenged for voting on any specific motion, then a quorum for voting on that motion shall be fifty percent (50%) of the total members eligible to vote of the Chapter.
- (b) The Board of Directors shall meet at the call of the President. Fifty percent (50%) of the board shall constitute a quorum of the Board of Directors. When a quorum is not present for voting on a specific motion at a meeting, that motion may be submitted by the Board of Directors for a ballot vote by all members eligible to vote.
- (c) Committees shall meet a minimum of once during the year or more often if so instructed by the President. Meetings of committees shall be called by the Chair. A majority of voting members shall constitute a quorum.

Section 14. Dues.

- (a) The total yearly dues collected from each member shall be the sum of the State Association Dues, below, and the Chapter dues as determined by each Chapter, based on each member's classifications on January 1.

<u>Classification</u>	<u>State Dues</u>
Member SE	\$80.00
Member PE	\$70.00
Associate member	\$55.00
Affiliate member	\$80.00
Student member	\$0.00
Honorary member	\$0.00
Life member	\$0.00
Retired member	*

*50% of the class of membership at the time of retirement.

- (b) The amount of Chapter Dues shall be determined by each Chapter. Any change in annual dues proposed by the Board of Directors shall be referred to the membership by ballot and shall require two-thirds (2/3) approval of those voting.
- (c) Annual dues shall be payable in advance within (30) days of written notification. Any member whose dues are more than one year in arrears, except as herein provided, ceases to be a member of the Association.
- (d) Candidates for membership shall remit current year dues with their application, reduced to 75% of the annual amount for applications submitted during the second quarter of the year, reduced to 50% of the annual amount for applications submitted during the third quarter of the year, and reduced to 25% of the annual amount for applications submitted during the fourth quarter of the year .
- (d) The Board of Directors, at its discretion, may, on application from any member and for causes, remit part or all of the Chapter's share of dues, fees and/or assessments of the member or extend the time of payment.
- (e) Any additional monies required to carry on the activities of the Chapter may be raised through assessments. Any assessments proposed by the Board of Directors shall be referred to the membership by ballot. Upon two-thirds (2/3) approval of those voting the assessment shall be declared carried.
- (f) The Board of Directors is empowered to receive contributions from any source, provided, the funds so received are used to further the aims and objectives of the Association.
- (g) Funds which are derived from the Chapter's portion of dues and assessments shall not be used for lobbying.

Section 15. Amendments of Chapter bylaws

Chapter bylaws may be amended by two-thirds (2/3) of the eligible members voting by any of the following methods provided that written notice of the proposed amendment shall have been given at least fourteen (14) days prior to voting:

- (i) At any formal business meeting of the Chapter subject to the provisions of Article IX, Section 14(a).
- (ii) By letter, email or electronic ballot as referred by the Board of Directors provided that fourteen (14) days shall be allowed for responding to the ballot.

ARTICLE X
Amendments

Section 1. Amendments to these bylaws may be made at any meeting of the Board of Trustees. Twenty (20) days notice must be given prior to balloting by the membership. Upon ratification by two-thirds (2/3) of the members voting the Amendment becomes effective.

ARTICLE XI
Books and Records

Section 1. The Corporation shall keep at its registered office, its principal office in this state, or its secretary's office if in this state, the following:

- (a) Current Articles and Bylaws;
- (b) Correct and adequate records of accounts and finances;
- (c) A record of officers' and directors' names, addresses and email addresses;
- (d) Minutes of the proceedings of the members, the Board of Trustees, and any minutes which may be maintained by committees of the Board of Trustees. Records may be written, or electronic if capable of being converted to writing.

ARTICLE XII
Indemnification

The Corporation shall indemnify, to the fullest extent permitted by law, any person who was or is a party to any proceeding, whether or not brought by or in the right of the Corporation, by reason of the fact that such person is or was a director or officer of the Corporation, against all reasonable expenses incurred by the director in connection with the proceeding. No person shall have any right to be indemnified hereunder, however, unless the Board of Directors determines, in its sole discretion, that the person claiming a right of indemnification *(i)* acted in good faith; *(ii)* reasonably believed, in the case of conduct in the individual's official capacity with the Corporation, that the individual's conduct was in the Corporation's best interests and, in all other cases, that the individual's conduct was at least not opposed to the Corporation's best interests; and *(iii)* in the case of any criminal proceeding, the individual had no reasonable cause to believe the individual's conduct was unlawful. Further, no person shall have any right to be indemnified hereunder *(i)* in connection with a proceeding by or in the right of the Corporation in which the director was adjudged liable to the Corporation; or *(ii)* in connection with any other proceeding charging improper personal benefit to the director, whether or not involving action in the director's official capacity, in which the director was adjudged liable on the basis that personal benefit was improperly received by the director.

**SEATTLE CHAPTER
STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON
BYLAWS**

DECEMBER 2013

ARTICLE I

Section 1. The SEATTLE CHAPTER of the STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON is an authorized Chapter of the STATE ASSOCIATION of the STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON. These bylaws, taken together with the State Association bylaws, govern this Chapter.

ARTICLE II

Dues

Section 1. Annual dues shall be as follows:

	Chapter Dues	State Dues**	Total**
Member SE	\$80.00	\$80.00	\$160.00
Member PE	\$70.00	\$70.00	\$140.00
Associate member	\$55.00	\$55.00	\$110.00
Affiliate member	\$80.00	\$80.00	\$140.00
Student member	\$0.00	\$0.00	\$0.00
Honorary member	\$0.00	\$0.00	\$0.00
Life member	\$0.00	\$0.00	\$0.00
Retired member	*	*	*

* 50% of the class of membership at time of retirement

** State dues shown for information only and subject to change in accordance with State bylaws.

ARTICLE III

Officers and Directors

Section 1. Only members of the classification Member SE may serve as Officers or Directors.

Section 2. Two Directors shall be elected annually for a term of three years.

Section 3. Nomination and Election of Officers and Directors

(a) The election of Officers and Directors shall be held each year prior to the end of April.

(b) Candidates for the offices of President, Vice President, and Directors shall be nominated and elected in accordance with the following procedure: A nominating Committee consisting of no fewer than five (5) and no more than eight (8) Member SEs shall be nominated and elected by voice vote at the January meeting of the Chapter. Nominations for this committee may be made by members of any classification but only Member SEs shall be nominated. The Incumbent President shall serve on the committee in an advisory capacity and cannot participate in the voting. Service on this committee shall not affect a member's eligibility for office. Prior to February 20, the Nominating Committee shall report their nominations for office: one (1) name for President, at least one (1) name for Vice President, and at least one (1) name for each Director to be elected. Notice of candidates for office shall be made to the membership in the March newsletter, or by other means, no later than March 10. Additional nominations may be made by petition of at least five (5) Member SEs when received within 10 days of date of notice.

(c) Elections shall be by letter or electronic ballot. Members shall be given a minimum of 20 days to vote.

(d) All elections shall be conducted by the Elections Committee, a Committee of three (3) Members SEs appointed by the President. This Committee shall warrant to the membership the proper conduct of the nomination and the elections in accordance with these bylaws.

(e) Officers and Directors of the Chapter shall take office at the regular May meeting of the Board of Directors.

**SPOKANE CHAPTER
STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON
BYLAWS
(Revised to December, 2013)**

**ARTICLE I
Purpose**

Section 1. The SPOKANE CHAPTER of the STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON is an authorized chapter of the STATE ASSOCIATION of the STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON. These bylaws, taken together with the State Association bylaws, shall govern this chapter.

**ARTICLE II
Dues**

Section 1.

(a) The annual dues for each class of membership shall be as follows, of which the first quoted amount is required to be paid to the Treasury of the Association by the Chapter:

	Chapter Dues	State Dues**	Total Dues
Honorary Member	None	None	None
MEMBER	\$25.00	\$80.00	\$105.00
Professional Associate	\$25.00	\$70.00	\$95.00
Affiliate	\$25.00	\$80.00	\$105.00
Associate	\$22.50	\$55.00	\$77.50
Student	None	None	None
Life members	None	None	None
Retired members	*	*	*

* 50% of the class of membership at the time of Retirement

**State Dues are subject to change as dictated by the state bylaws and are shown for reference only.

**ARTICLE III
Officers and Directors**

Section 1. Only members of the classification Member SE may serve as President, Vice President, or Past President. All other officers may be Member SE or Member PE in good standing.

Section 2. The board of directors shall consist of the following chapter officers; President, Vice President, Past President, Treasurer and Two Directors

Section 3. Nomination and Election of Officers

- (a) The election of officers shall be held each year prior to the end of April
- (b) The candidates for the offices of President, Vice President, Secretary/Treasurer shall be nominated prior to or at the March monthly meeting. President shall automatically take the office of Past President unless they are elected to another office.
- (c) Elections shall be by letter ballot, electronic ballot, or by voice ballot at the discretion of the Board of Directors. Paper and electronic ballots will be accepted for anyone unable to attend the April meeting.
- (d) The chapter's board of directors shall take office at the regular May meeting.

South Central Chapter
Structural Engineers Association of Washington
Bylaws

December, 2013

ARTICLE I

Section 1. The SOUTH CENTRAL CHAPTER of the STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON is an authorized Chapter of the STATE ASSOCIATION of the STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON. These bylaws, taken with the State Association bylaws, govern this Chapter.

ARTICLE II

Section 1. Annual dues shall be as follows:

	Chapter Dues	State Dues	Total
Member SE	\$25.00	\$80.00	\$105.00
Member PE	\$25.00	\$70.00	\$95.00
Associate Member	\$22.50	\$55.00	\$77.50
Affiliate Member	\$25.00	\$80.00	\$105.00
Student Member	\$0.00	\$0.00	\$0.00
Honorary Member	\$0.00	\$0.00	\$0.00
Life Member	\$0.00	\$0.00	\$0.00
Retired Member	*	*	*

*50% of the class of membership at time of retirement

** State dues shown for information only and subject to change in accordance with State Bylaws.

ARTICLE III

Officers and Directors

Section 1. Only members of the classification Member SE may serve as President, Vice President, or Past President. All other officers may be Member SE or Member PE in good standing.

Section 2. Board of Directors shall consist of the Chapter Officers

Section 3. Nomination and Election of Officers

- (a) The election of Officers shall be held each year prior to the end of April.
- (b) Candidates for the offices of President, Vice President, Secretary, Treasurer, Newsletter shall be nominated prior to or at the March monthly meeting. President shall automatically take the office of Past President unless he/she is elected to another office.
- (c) Elections shall be by letter ballot, electronic ballot, or by voice ballot at the discretion of the Board of Directors. Paper and electronic ballots will be accepted for anyone unable to attend the April meeting.
- (d) Board of Directors of the chapter shall take office at the regular May meeting.

**SOUTHWEST CHAPTER
STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON
BY-LAWS
Revised to November 1, 2004
(Dues amounts updated December 2013 to reflect raise in State SEAW dues)**

**ARTICLE I
General**

- Section 1. This organization shall be known as the Southwest Washington chapter of the Structural Engineers Association of Washington, Inc. The term "Association" as hereinafter used shall refer to that Corporation. The term "Organization" or "Chapter" shall refer to the Southwest Washington organization.
- Section 2. The object of the organization is to promote the interest of the Profession of Structural Engineering in the Tacoma-Olympia and surrounding geographical area, in the ways included in the Articles of Incorporation of the State Association.

**ARTICLE II
Membership**

- Section 1. The membership shall be composed of Honorary members, MEMBERS, Professional Associate members, Affiliate members, Associate members, Student members, Life members, Retired members, and Non-resident members.
- (a) An Honorary Membership may be awarded by the Board of Directors to any person who meets either of the following qualifications: 1) A person of acknowledged eminence in some branch of engineering or the science related thereto; or 2) A person who has been a member in good standing of this Association for 25 years or more and who, in the opinion of the Board of Directors, has contributed outstanding service to the Association.
- A person who has been a MEMBER prior to award of Honorary Membership retains all rights of MEMBER, and shall be designated as an HONORARY MEMBER.
- (b) A MEMBER of the Association shall be a Registered Professional Engineer specifically authorized by the Washington State Board of Engineering Examiners to practice Structural Engineering, and regularly engaged in the practice of Structural Engineering at the time of his admission to this classification. The term MEMBER shall include all members designated as HONORARY MEMBER, LIFE MEMBER, and RETIRED MEMBER as specified in this section unless specifically noted otherwise.
- (c) A Professional Associate member shall be a Registered Professional Engineer or Architect, licensed to practice in the State of Washington.
- (d) An Affiliate member at the time of his admission to the Association shall be a person who, by scientific attainments or practical experience, holds a position in his special pursuit qualifying him to cooperate with Structural Engineers in the advancement of professional knowledge and practice.
- (e) An Associate member at the time of his admission to the Association shall have graduated from an approved engineering school or college or shall have had other engineering education or experience which is satisfactory to the Board of Directors. His connection with the Association as an Associate shall cease when he becomes thirty-three (33) years of age at which time his membership classification shall be automatically changed to Affiliate member.
- (f) A Student member at the time of his admission to the Association shall be a Junior, Senior, or Graduate Engineering Student interested in Structural Engineering who is enrolled in an approved engineering school or college. His connection with the Association as a Student member shall cease when he is no longer a full-time student in an engineering school or college, or after four years as a Student member whichever occurs first.
- (g) A Life or Retired membership may be awarded to a member at the discretion of the Board of Directors. Qualifications for such membership shall be as follows:
- (1) Life member shall have been a member in good standing of this Association for a minimum of 20 years.
 - (2) Retired members shall have been a member in good standing of this Association for a minimum of

10 years.

(3) Member shall have retired from the active profession of engineering or have reached the age of 65 years.

(4) Member shall have made written request to the Board of Directors for such membership.

A member receiving such membership classification shall retain the class of membership at the time of retirement plus the designation of "Life" or "Retired". A MEMBER receiving such membership classification shall be designated as a LIFE MEMBER or as a RETIRED MEMBER.

(h) A Non-resident member is a member of the Association who moves his residence out of the State of Washington who applies for a non-resident membership. The Application shall be written communication to the Chapter President who shall present the application to the Board of Directors. The Board of Directors, at its discretion, may grant the member's request for the current calendar year. Non-resident membership may be renewed at the discretion of the Board of Directors when requested in writing. A Non-resident member shall receive all correspondence and other information pertaining to the Association which is normally mailed to the general membership. A Non-resident member shall also be entitled to all rights and privileges accorded his classification of membership, except that he may not have a vote in Association affairs and he may not hold elected office. Annual dues for this classification of membership shall be one-half of the amounts listed in Article V, Section 1 of these By-laws.

(i) Subject to review by the Board of Directors, any person who meets the qualifications listed above may become an Honorary member, MEMBER, Professional Associate member, Affiliate member, Associate member, Student member, Life member, or Retired member providing he subscribes to the aims and objects of the Association as specified in the Articles of Incorporation filed with the Secretary of the State of Washington on April 22, 1950 and pays the prescribed admission fee. Such person meeting the qualifications for MEMBER or Professional Associate member shall be accepted only in the higher classification for which he qualifies. When any member acquires the qualifications of MEMBER or Professional Associate member his membership classification shall be automatically changed to the higher classification for which he qualifies.

(j) When MEMBER is written in capital letters it shall refer to a "MEMBER" as described in paragraph (b) of this Section. When "member" is written in small letters it shall refer to all classes of members as described in paragraphs (a) through (h) of this Section.

ARTICLE III

Government

Section 1. The Chapter shall be governed by its Board of Directors. The Board of Directors shall consist of not less than five (5) MEMBERS which include the President, the Vice President, the last available Past President and at least two (2) MEMBERS-at-large. If no Past President is available, a special Director shall be elected for a one-year term. Only MEMBERS in good standing shall hold the offices of Directors

.Section 2. The officers of the Chapter shall be President, Vice President, Secretary and Treasurer. The Secretary and Treasurer shall be appointed by, and shall serve at the pleasure of, the Board of Directors. The offices of Secretary and Treasurer may be filled by the same person. Only MEMBERS of good standing shall hold the offices of President and Vice President.

(a) The President shall preside at all meetings, of the Board of Directors and the Chapter.

(b) The Vice President shall fulfill the duties of the President in his absence.

(c) The Secretary shall keep minutes of all meetings of the Board of Directors, the Chapter, and all records of the Chapter. He shall maintain a membership list and have charge of all correspondence and notices of meetings. He shall furnish each member of the Chapter with a copy of the Chapter By-laws. Financial allowances shall be made to the Secretary of the Board of Directors.

(d) The Treasurer shall be custodian of all funds of the Chapter, and shall keep financial records of his term of office. He shall make disbursements by direction of the Board of Directors.

(e) No member or committee may obligate funds of the Section without prior authorization of the Board of Directors. Such authorization shall include a limit on the funds that may be obligated.

ARTICLE IV

Admissions, Expulsions, Leaves of Absence and Resignations

Section 1. Admissions - The name of every proposed member must be submitted to the Board of Directors with the endorsement of at least three (3) members of the Association, one of whom must be a MEMBER of the

Association.

The Board of Directors shall have a period of one month from date of receipt of any application in which to file objections, in writing, to the election of the application. After the expiration of the prescribed time, the Board of Directors shall vote upon the application, giving due consideration to any objections that may be received. The application shall be duly elected upon receipt of favorable votes from a majority of the members of the Board of Directors.

Section 2. Expulsions -

(a) The Board of Directors shall consider proceedings toward the expulsion of any member on receipt of written information, properly signed, that for cause set forth a person belonging to the Association should be expelled. The Board of Directors shall consider the case; and if the circumstances appear to warrant further action, it shall advise the accused of the charges against him. The accused may, if he so desires, present a defense either in person or in writing which shall be considered at a meeting of the Board of Directors, of which he shall receive due notice.

(b) No member shall be expelled from the Association except after due notice has been given as provided in Paragraph (a) of this Section and then only by a majority vote of the Board of Directors with subsequent referral to the MEMBERS of the Chapter. A two-thirds (2/3) vote of MEMBERS voting is required for expulsion of a member provided a majority of all of the active MEMBERS vote.

Section 3. Leaves of Absence - A member of the Association may apply for a leave of absence by written communication to the Secretary of the Chapter, who shall present the same to the Board of Directors. The Board of Directors, at its discretion, may grant the leave of absence for the current calendar year. Leave of absence may be renewed at the discretion of the Board of Directors when requested in writing.

Section 4. Resignations - If all his dues have been paid, a member of the Association may apply for resignation by written communication to the Secretary of the Chapter, to be presented to the Board of Directors, which is empowered to accept the resignation. A member thus resigned may be reinstated by the Board of Directors without payment of initiation fee.

Section 5. Non-resident Membership - A member of the Association who moves his residence out of the State of Washington may apply for a non-resident membership. The application shall be by written communication to the Chapter President, who shall present the application to the Board of Directors. The Board of Directors, at its discretion, may grant the member's request for the current calendar year. Non-resident membership may be renewed at the discretion of the Board of Directors when requested in writing. A non-resident member shall receive all correspondence and other information pertaining to the Association which is normally mailed to the general membership. A non-resident member shall also be entitled to all rights and privileges accorded his classification of membership, except that he may not hold elected office. Annual dues for this classification of membership shall be one-half of the amount listed in Article V, Section 2 of these By-laws. The dues collected shall be divided between Chapter and State Association on the same basis as full dues.

Section 6. Membership by Reciprocity - A member of the Association of another state, which agrees to a reciprocal membership arrangement with the State Association of Washington, may apply for the same classification of membership in this Association provided he satisfies all other requirements of these By-laws. The application shall be by written communication to the Chapter President, who shall present the application to the Board of Directors. The Board's consideration of the application shall be governed by section 1 of this Article. The applicant must be a resident of the State of Washington at the time of admission. Upon the Board's approval of the application, normal initiation fees will be waived and the member's appropriate dues shall become payable at the beginning of the following calendar year.

ARTICLE V

Fees, Dues, and Assessments

Section 1. ~~The initiation fee shall be fifteen dollars (\$15.00) for MEMBERS, Professional Associate members and Affiliate members, and five dollars (\$5.00) for Associate members. Discontinued by State Association.~~

Section 2. The annual dues for each class of membership shall be as follows:

Honorary Member	None
MEMBER	\$105.00
Professional Associate	\$100.00

Affiliate member	\$105.00
Associate member	\$80.00
Student member	None
Life member	None
Retired member ***	

*** 50% of the class of membership at the time of Retirement.

Dues for the current fiscal year shall be paid by candidates for membership before acceptance by the Chapter, reduced by one-half the annual amount on or after July 1 of each year.

- Section 3. Annual dues are payable in advance, and are due by January 1, but must be paid by May 1. After May 1, voting privileges are suspended until dues are paid. Any member whose dues are more than one year in arrears, except as herein provided, ceases to be a member of the Association.
- Section 4. The Board of Directors, at its discretion, may, on application from any member and for causes, remit part or all of the Chapter's share of dues and/or assessments of the member, or extend the time of payment.
- Section 5. Any additional monies required to carry on the activities of the Chapter may be raised through assessments. Any assessments proposed by the Board of Directors shall be referred to the MEMBERS and Professional Associate members by letter ballot. If two-thirds (2/3) of those voting vote favorably, provided at least fifty percent (50%) of the eligible members vote, the assessment shall be declared carried.
- Section 6. The Board of Directors is empowered to receive contributions from any source, provided the funds so received are used to further the aims and objectives of the Association.
- Section 7. Funds of the Association shall not be used for lobbying.

ARTICLE VI Meetings

- Section 1. Meetings of the Chapter, other than the annual May meeting, shall be held at the call of the Board of Directors. There shall be at least one meeting each quarter.
- Section 2. Action by the Board of Directors must be supported by at least three (3) members of the Board. A majority shall constitute a quorum of all committees.
- Section 3. (a) The Board of Directors shall meet at least once a month, and at the call of the President.
(b) Any group of two members (MEMBERS or Professional Associates) may challenge the vote of the Board of Directors before its acceptance by the chair, and require the question to be put before the membership. A vote of the majority of the MEMBERS and Professional Associate members at the Chapter meeting will serve to require a directed vote by the Board of Directors as representatives of this electorate.
- Section 4. Robert's Rules of Order, as latest revised, shall govern all parliamentary procedure not otherwise provided for in these by-laws.
- Section 5. A quorum at a meeting shall consist of those MEMBERS and Professional Associate members present, unless that quorum is challenged by two MEMBERS. When the quorum of MEMBERS and Professional Associate members present is so challenged for voting on any specific motion, then a quorum for voting on that motion shall be fifty percent (50%) of the total MEMBERS and Professional Associate members of the Chapter.
- Section 6. When a quorum is not present for voting on a specific motion at a meeting, that motion may be submitted by the Board of Directors for a ballot vote by all MEMBERS and Professional Associate members.

ARTICLE VII Elections

- Section 1. The election of officers and directors at large shall be held each year at the annual meeting in the month of MAY.
- Section 2. Candidates for the offices of President, Vice President, and Directors shall be nominated and elected in accordance with the following procedure:
A Nominating Committee consisting of five (5) MEMBERS shall be appointed by the Board. Incumbent officers, directors, and members of the Nominating Committee for the preceding year are ineligible for the current Nominating Committee, EXCEPT the Incumbent President who shall serve with the

committee in an advisory capacity only and cannot participate in the voting. Service on this committee shall not affect a MEMBER's eligibility for office. The Nominating Committee shall submit at least one name for each office to the membership at the March meeting. Additional nominations may be made from the floor at the March meeting provided the nominee is supported by at least three (3) members, at least two of whom must be full MEMBERS.

Section 3. The meeting notice for the May meeting shall include a list of all nominees for all offices. A secret ballot shall be taken at the May meeting, with only MEMBERS and Professional Associate Members being permitted to vote. MEMBERS and Professional Associate Members who are unable to attend the May meeting may submit an absentee ballot at their own expense, expressing their choice for officers. This ballot must be received by the Secretary by the May meeting. The ballots shall then be counted and those receiving the highest vote shall be declared elected.

Section 4. All elections shall be conducted by Election Committees appointed by the President. The results of the balloting at all elections shall be reported to the membership.

Section 5. Officers of the Chapter shall take office after the election at the May meeting.

Section 6. The Past President, President, and Vice President shall represent the Chapter as members of the Board of Trustees, State Association of the Structural Engineers Association of Washington.

ARTICLE VIII State Association

As a Chapter of the Structural Engineers Association of Washington, Incorporated, this Chapter and its members shall be subject to the Articles of Incorporation of that Association, its By-laws, and action by its Board of Trustees. The members of this Chapter shall enjoy all privileges of membership in the Structural Engineers Association of Washington.

ARTICLE IX Amendments

Notice of intention to amend these Bylaws must be given thirty (30) days prior to voting on such amendments. Bylaws may then be amended at any regular meeting of the Chapter by two-thirds (2/3) of the MEMBERS voting, provided a majority of all the active MEMBERS vote.

SEAW EVENT
PROFIT/LOSS FORM

Event Name _____ Event Date(s) _____
 Sponsoring Chapter: _____
 Location: _____ Contact hrs: _____

INCOME

TOTALS

Fee Income:	Attendees:	#	@	
	Members			
	Related Org members			
	Non Members			
	Students			
	Other: COMP			
Totals:				

Other Income:		#	@	
	Notes instate			
	Notes outstate			
	Sales tax collected			
	Other: (manuals, etc)			
Totals:				

TOTAL INCOME: _____

EXPENSES:

Description	Amount
Facility	
Catering	
Administrator	
Promotion	
Rental (A/V etc)	
Notes/Handouts	
Speaker expenses	
Speaker Honoraria	
Bankcard fees	
Other	
Other	
Other	
B&O tax on gross receipts (.015)	
TOTAL EXPENSE:	

TOTAL EXPENSE: _____

NET PROFIT/LOSS: _____

DISTRIBUTION OF PROFIT/LOSS:	
State SEAW:	
Chapter:	
Other:	
TOTAL DISTRIBUTION:	

SEAW Seminar Policy

Accepted 1/28/05

Updated 1/31/14

This policy is intended to be a general guideline for the production and financial aspects of SEAW seminars, which have a very successful history within SEAW and a reputation for providing high quality structural engineering programs at a relatively low cost. SEAW seminars include:

- All-day or evening seminars for practicing structural engineers
- Mini-seminars prior to dinner meetings
- The Refresher course
- Programs produced by SEAW for audiences other than structural engineers.

It is hoped that this policy helps facilitate future seminars, and allows SEAW to achieve more of its educational potential as an organization.

General

SEAW seminars are typically produced by SEAW members for structural engineering audiences. They are usually a one-time event that is inspired by a special event or a topic of interest to the membership. SEAW should strive to have a regular schedule of two (main) seminars per year that are accessible to members at all of the chapters. These can be new productions or updates on previous seminars. In addition, SEAW should strive to develop seminar programs for audiences in the wider construction community such as AIA, WABO, or contractor groups.

The Continuing Education Committee (Seattle Chapter or State) responsibilities are:

- To assist with the production of seminars by providing historical information to the new seminar producers (speakers and others)
- Encourage a steady stream of high quality seminars
- Establish seminar policies
- Report to the SEAW board on seminar program status
- Review financial status of seminars to allow smooth flow of funds related to seminar expenses and revenues.

An SEAW committee typically generates a seminar and establishes a "Seminar Team" to produce the seminar. A "Seminar Manager" should be designated who is generally responsible for the all aspects of the seminar. Responsibility for various parts of the seminar can be delegated to others on the team but the Manager should maintain overall control and be the primary contact to the SEAW board or Continuing Education Committee.

The rights to all of the content of SEAW seminars are to be maintained by SEAW. Any re-use of any parts of an SEAW seminar should be done as another SEAW production. And any re-use of any SEAW seminar in an unusual way should be reviewed by SEAW board members prior to making any significant commitments.

The seminar should be produced with a future re-use in mind. A copy of the hand-out notes and the electronic files for presentation material should be assembled and delivered to the SEAW administrator and also kept by the Seminar Manager. A brief seminar report should be prepared by the Seminar Manager. This should include information useful to future seminar producers such as production experiences, event location considerations, and financial considerations including a financial summary of the seminar.

Financial Aspects

Financial considerations for SEAW seminars should all be with regard to the primary goal of maximizing the educational benefit to the audience, and especially to SEAW members.

Seminars are typically produced with the volunteer time of SEAW members. The employers of our SEAW members often add valuable assistance with the use of company facilities, equipment and personnel. Seminar production expenses to be reimbursed include materials, repro costs, travel costs for travel outside of the speaker's local area, other outside costs, and food and beverage costs for evening activities. Expenses that are typically not reimbursed are food and beverage costs for mid-day events, parking or travel costs for local travel.

Day-of-the-event costs are usually straightforward and include room rental costs, equipment rental, food and beverage for attendees, etc.

Honorariums are to be paid to the speakers for the seminar. Honorarium amounts are to range from \$100 to \$600 per contact hour, depending on various factors including:

- The preparation effort required
- The professional standing of the speakers
- The financial success of the seminar.

Honorarium amounts can be established at the beginning of the seminar process or delayed until after the seminar accounting is complete. A general rule would be to have the total honorarium amount be roughly equal to, but not exceed, a third of the excess revenue generated by the event. Honorarium amounts are to be proposed by the Seminar Manager and approved by the state board in conjunction with an accounting of the seminar finances and estimate of income and expenses for the event.

The seminar registration fee is to be waived for all speakers, the Seminar Manager, the facilities coordinator, and the assistants that are necessary to handle registration and logistics during the event. Others that may have assisted significantly with the production of the seminar such as committee members or employers of the seminar team are typically asked to pay the registration fee.

Sponsors for seminars should be encouraged. These can be engineering companies or vendors. Arrangements can be made for product information to be available at the event or in the hand-out notes.

The Seminar Team establishes the seminar registration fee based on anticipated seminar costs, and an interest in maximizing attendance while obtaining some amount of excess revenue. SEAW seminars are typically low-priced compared to other professional seminars that are available and typically provide excess revenue for other SEAW activities.

An early registration discount of 10% may be applied to registrations received up to one month prior to the seminar date. A late registration fee is typically applied for registrations after a stipulated date.

The excess revenue generated by a seminar after all expenses, including honorariums, have been deducted from the gross revenue, is to be distributed into two equal parts going to:

- SEAW State

- SEAW local chapter (or chapters) represented by the audience. If more than 10% of the audience is from an SEAW chapter other than the local chapter then this portion is to be split between the chapters based on a rough accounting (to the nearest 10%) of the chapters represented by the audience.

If the event operates at loss, then that is split between the local sponsoring chapter and the SEAW State.

Re-Use of Seminars

Re-use of seminars in other locations or at a future time in the original location is to be strongly encouraged. The new seminar should designate a "Re-use Seminar Manager" that would typically be someone other than the original "Seminar Manager".

If the new seminar production is to be for an SEAW audience (at another location or in the future) the Re-use Manager is to generally have control of all aspects of the new seminar. All support materials such as videotapes or handout materials are to be provided without any surcharge. The Re-use Manager can assemble the new program using all or just portions of the previous program and using videotapes or live speakers as is he chooses. He is to establish the seminar registration fee and line-up all of the room, etc. The original Seminar Manager is expected to assist in the new production as appropriate.

If the re-use of the seminar is to be for an organization other than SEAW, then the original Seminar Manager would need to maintain more control of the production than with an SEAW re-use. This includes control of the technical content, and financial aspects of the new production. The same general principle would apply of trying to maximize the educational aspects of the production, but the Seminar Manager should try to maximize the revenue that comes to SEAW for the re-use seminar.

Honorariums would be appropriate for any live appearance of speakers, but not for videotape showings. It would typically be more appropriate to establish honorarium amounts prior to a re-use seminar rather than waiting for financial accounting of the seminar.

Re-use of seminars also includes the sale of the hand-out notes as a "stand-alone" publication. This is to be handled by the SEAW administrator. These should occasionally be advertised in a flyer with all of the other SEAW publications that are available for sale.

The distribution of excess revenue for a re-use of a seminar would be split into two equal parts going to

- SEAW State
- SEAW local chapter (or chapters) represented by the production team for the original seminar. If the producers represent different chapters, then there is to be a split (to the nearest 10%) of this share to the local chapters.

ARCHITECTS & ENGINEERS LEGISLATIVE COUNCIL

COMPONENT ORGANIZATION PARTICIPATION CONTRACT

The undersigned organization, having reviewed and accepted all of the terms and provisions of the Participation Agreement for the Architects & Engineers Legislative Council and attachments thereto, hereby requests approval for Component Organization membership in the Architects & Engineers Legislative Council for the period of July 1, 2005 to June 30, 2006.

_____	_____
Organization	Total State Membership
_____	_____
Date	Official Signature

	Title

Financial support payments are needed quarterly to meet contract obligations. You are asked to pay a minimum of one quarter of your organization's total financial support, each quarter of AELC's fiscal year.

FINANCIAL SUPPORT PAYMENTS

First Quarter (July, Aug., Sept.)	\$ _____	Third Quarter (Jan., Feb., March)	\$ _____
Second Quarter (Oct., Nov., Dec.)	\$ _____	Fourth Quarter (April, May, June)	\$ _____
		TOTAL AMOUNT	\$ _____

The Component Organization named above is hereby approved as a member of the Architects & Engineers Legislative Council for the year July 1, 2005 to June 30, 2006.

ARCHITECTS & ENGINEERS LEGISLATIVE COUNCIL

_____	_____
Date	Official Signature

	Official Title

(Original filed with the AELC Secretary and copy to Component Organization.)

**COMPONENT ORGANIZATION
MEMBERSHIP INFORMATION**

Name of Organization _____

Address _____ Zip _____

Delegates to AELC:

Primary Delegate: Name _____ Work Phone _____

Address _____ Zip _____ FAX _____

Firm Name _____

email _____

Alternate Delegate: Name _____ Work Phone _____

Address _____ Zip _____ FAX _____

Firm Name _____

email _____

2005/06 President: Name _____ Work Phone _____

Address _____ Zip _____ FAX _____

Firm Name _____

email _____

STAFF: (check one) Executive Director _____ Office Manager _____ Executive Secretary _____

Recording Secretary _____ Other _____

Name _____ Work Phone _____

Address _____ Zip _____ FAX _____

email _____

Organization Website _____



SEA NORTHWEST CONFERENCE CONVENTION MANUAL

ESTABLISHING DATES, THEME, AND FACILITY

The first and foremost concern is to establish the conference dates. Tradition dictates that the conference will start on Wednesday evening and run through Saturday afternoon or evening. The idea is to establish dates that will allow the most people to attend with the least number of potential conflicts. The biggest conflict is if school is still in session. Scheduling too close to holidays, mainly the 4th of July, can hurt attendance. Weather is also a concern. Although you can't predict the weather, you'll have a better chance of good weather in mid-July or August.

It is useful to have a theme for the conference early on. This theme can be used to determine the type of technical content for the program, to select speakers and special presentations, and to help design the brochures and flyers.

The facility also plays an important part in the availability of acceptable dates. The best way to overcome this is to set the dates as early as possible. The date should be set within a month or two after the last convention. The date should be set by consensus of the convention committee. The established date needs to be relayed to the Northwest Council and Western States Conference presidents.

Note: Make sure to obtain a written confirmation of your conference reservation from the facility. Usually the facility requires a deposit to reserve the dates. In the past, the deposit was about \$500.00, for the 2007 Seattle conference, a deposit wasn't required but a fee amounting to 50% of the facility cost was requested on the first day.

Keep in mind the choice of facility will affect the type of conference. Holding the conference at an urban setting can draw better attendance from members in the immediate vicinity but it may limit attendees with families. Resort settings (the more traditional setting) provide many more activities attractive to families and lead to a more casual and/or informal conference.

When choosing the facility, make sure to have a conference room in close proximity to the exhibitor area. It is also important that there is enough space to accommodate at least twenty exhibitors. Exhibitor participation can help keep you in the black. The exhibitors are more likely to participate if they have ample space. Keep this in mind when choosing a facility.

CONFERENCE PLANNING COMMITTEE

The next important item is to establish a conference committee. This should be in conjunction with the chapter board of directors. The workload should be distributed as thinly as possible. Each member of the committee should have a counterpart in the other northwest chapters and should stay in contact with them throughout the year. The more people involved the better the attendance and success of the conference. The desired conference committees are as follows:

- | | | | |
|----|-------------------|----|--------------------|
| A. | General Chair | F. | Publicity Chair |
| B. | Social Chair | G. | Recreation Chair |
| C. | Technical Chair | H. | Registration Chair |
| D. | Hospitality Chair | I. | Vendor Chair |
| E. | Financial Chair | | |

Consider scheduling your state or chapter meeting to coincide with the conference in order to save costs and increase local participation in the conference.

A. GENERAL CHAIR

The General Chair is responsible for making contact with the facility and establishing committee meeting times and locations. This chair coordinates all of the conference activities with the facility personnel and is the point of contact for all communication between the committee and the facility . This position is responsible for coordinating conference committee meetings and seeing that assigned tasks are completed on schedule.

To properly plan a convention with the dates already being set at least 3 years in advance, the general chair should begin scheduling meetings at least one month before the previous year's conference. This will allow ample time to plan advertising at that conference. It will also allow the committee members to attend the previous conference and observe and talk to their counterparts in other chapters on the workings of the convention. This also helps boost attendance of that conference.

Meetings should then be held monthly to discuss upcoming conference committee status. The chairman should encourage all committee chairs to assemble as many members as possible to help on their committee. This will help boost attendance at the conference.

A web based means of sharing information and files should be implemented, ie Yahoo Groups, or an FTP site hosted by one of the chairs, etc.

At the conclusion of the conference, it is important to have a post conference meeting to evaluate the strengths and weaknesses of the conference. A list of lessons learned/committee feedback, as well as conference data should be compiled and used to update the manual. The General Chair is responsible for updating this manual with suggestions on how to improve the conference; this manual will in turn be passed on to the next hosting chapter. It is also a good idea to pass along an electronic file of this manual, so it doesn't have to be retyped every year, just improved and revised.

B. SOCIAL CHAIR

The Social Chair is responsible for coordinating the meals and cocktail hours. This includes picking the menu and procuring any of the supplies needed during the day. While keeping the budget in mind, try to choose quality food as opposed to finding the least costly option. Please consider vegetarian meals and other special meal requirements as requested. Not everyone will notice a good meal, but everyone will remember a bad one.

Note: The Hospitality Room may be more appropriate and effective at a resort setting because those attendees and their families are likely in the same facility.

The social format at previous conventions has been as follows:

Wednesday:

- Registration at the hospitality room from mid-afternoon until 9:00 pm.

Thursday:

- Hospitality room opens at 7:30 am for registration and continental breakfast.
- If needed, make arrangements for continental breakfast for the Northwest councils 8:00 a.m. meeting.
- Registrant and guest luncheon at 12:00 p.m.
- Afternoon coffee/soda break at technical sessions
- A pre-dinner no-host cocktail hour
- Conference dinner. (Note: this is normally a special event. In previous conventions, it has included cruises, trips to museums, special local entertainment such as plays, local Native American culture, local speakers [non-technical, etc.]. Normally, the facility personnel will be able to help you with this event.)

Friday:

- Hospitality room opens at 7:30 am for a continental breakfast.
- Morning and afternoon coffee/soda break at technical sessions
- Registrants luncheon
- Guest's luncheon
- Conference dinner/dance. (Note: the dance is optional. Most of the time only a few stay past 10:30 pm. It may be better to have an interesting speaker instead of a dance.)

Saturday:

- Hospitality room opens after 6:30 am water event.
- Family friendly afternoon picnic or early dinner. At previous conferences, the events have been BBQ's alone or with competition that accompanies a picnic such as sack races, three-legged races, etc. Conference trophies and awards are presented here if possible.

C. TECHNICAL CHAIR

The Technical Chairman is responsible for scheduling and coordinating the speakers furnished by the other chapters. This includes bird-dogging those other chapters to make sure that the speaker information is received in time to print the conference registration. This chair must introduce each technical session moderator, who is provided by the other non-hosting chapters, and is also in charge of coordinating and making available any audio/visual equipment required by the speakers.

The traditional approach to the program has been to ask each chapter to provide speakers for one session. The individual chapter then chooses the topics that they want to present. An alternate approach is to choose a program theme for all sessions and then request speakers on specific topics. On this alternate approach, the host chapter may end up providing more of the individual speakers, but they have more control over the technical program.

The conference policy has been to provide \$600.00 per chapter for speaker expenses. This is a total potential liability of \$2,400.00 for the conference budget. Additional speaker expenses are to be incurred by the chapter furnishing the speaker. Additional speaker expense may be allowed at the discretion of the conference committee, if a "heavy weight" speaker is brought in. The cost of the speaker's expense should be weighed against the potential draw he or she may bring in. Most speakers will be local members from the individual chapters and their expenses will be for only one night's lodging and minimal travel. Many times these persons will not charge anything. Policy is to provide them, if needed, meals and lodging for one day and travel expenses if required. Honorariums are rarely expected from local speakers. If speakers wish to attend other convention functions on additional days, they are expected to pay for them.

As an alternative, provide the technical speakers (member speakers) with free registration for the duration of the conference, but only comp one meal of their choice, and one night's accommodation if they are from out of town. For non-member speakers, consider an honorarium and one night's accommodations, or increase the honorarium by the amount of one night's hotel should they elect not to stay in the hotel.

A typical technical session format has been as follows:

THURSDAY

1:15 pm	to	1:20 pm	Welcome and Introduction
		1:20 pm	Technical Session #1 (by Chapter #1)
1:20 pm	to	2:10 pm	Speaker #1
2:10 pm	to	3:00 pm	Speaker #2
3:00 pm	to	3:20 pm	Break in Exhibitor Area
3:20 pm	to	4:10 pm	Speaker #3

FRIDAY

9:00 am	to	9:05 am	Welcome and Introduction
		9:05 am	Technical Session #2 (by Chapter #2)
9:05 am	to	9:55 am	Speaker #4
9:55 am	to	10:45 am	Speaker #5
10:45 am	to	11:00 am	Break in Exhibitor Area
		11:00 am	Technical Session #3 (by Chapter #3)
11:00 am	to	11:50 am	Speaker #6
1:20 pm	to	2:10 pm	Speaker #7
		2:10 pm	Technical Session #4
2:10 pm	to	3:00 pm	Speaker #8
3:00 pm	to	3:20 pm	Break in Exhibitor Area
3:20 pm	to	4:10 pm	Speaker #9
		4:10 pm	Adjourn Technical Session

Note: For the 2007 NWC hosted by the Seattle Chapter of SEAW, the format was revised from the traditional format. Rather than asking the various chapters to provide a certain number of speakers covering any topic they wish, the Technical Chair (along with the committee) determined an overall technical theme and determined the topic for the 9 sessions. With this list of topics in hand, the Technical Chairperson requested speakers from the other chapters for each topic.

The main advantage was that the technical program had a clear focus, which may have had a positive impact on interest and attendance. The disadvantage was that it led to more work for the Technical Chairperson, who had to recruit, coordinate, and advice on many of the presentations.

D. HOSPITALITY CHAIR

The Hospitality Chair is responsible for staffing the Hospitality Suite during open hours. This team is also responsible for assembling the registration gifts, and for supplying the suite with complimentary food and beverages. The Hospitality Suite should be open before and after the scheduled conference events. It should be centrally located and have a refrigerator for storing perishables. At some conferences, they have played bingo and have a wine and cheese tasting hour featuring local wines. The purpose of this room is for social gathering of the conference attendees and their guests, and it should be accommodating to families with children any Beer and wine should be controlled on that basis.

The group/family events need to be interest driven. The best approach is to provide as many options and resources in the hospitality suite and then provide ideas or organized group functions based on interest. Flexibility seems to be the best approach.

The hospitality gifts should include items of local flavor, and can include local wines, foods, and special memorabilia. Most conferences have included a printed canvas bag with conference hats or t-shirts. It is important for the Hospitality Chair to receive a list of conference registrants to be able to recruit help for shifts at the hospitality suite.

E. FINANCIAL CHAIR

The Chairman is responsible for establishing the conference budget in conjunction with each committee's needs and controlling the conference accounting. This position is also responsible for preparing a final conference balance sheet showing its profit or loss. Please see the attached balance sheets for past conferences. These can be used for guidelines to establish budget cuts for each of the committees.

The most difficult part of establishing a budget is trying forecast the attendance. Historically, the conference has had from about 60 to 130 registrants. The recommended target budget should be for about 80 registrants. On this basis, the conference cost can be estimated and a cost for each event can be established. Sometimes, it is necessary to subsidize special dinners from the general registration costs. The idea is to break even or make a slight profit from the conference.

The Northwest conference has seed money, which should be passed on yearly from chapter to chapter. Profits from the conference are distributed among the chapters prorated on chapter attendance and losses are prorated on chapter membership. The seed money from the 2007 NWC was \$6,000 and would be \$_____ for the 2008 NW Conference.

F. PUBLICITY CHAIR

The publicity chairman is responsible for creating, printing, and mailing the advertising notices of the upcoming conference to all of the chapters in the Western Council of Structural Engineers Association. This person is responsible with coordinating at least three notices to each of those organizations. All chapter newsletter editors should be notified and should publish monthly the upcoming dates for the conference. Color flyers should be sent to the northwest chapters to stuff in their newsletters at least twice before the conference. It is helpful to have a theme as early as possible. This will enhance the flyers for the conference. Early and constant notification of the upcoming convention will only enhance attendance.

Note: If Reader Boards are deemed useful for your conference, they should be large enough to be legible from at least 10 feet away. A conference schedule (either the entire conference schedule or just showing the day's am session and pm session), a current technical or speaker session in progress situated outside the venue it's occurring, and one displaying the names of participating exhibitors placed in exhibitor area, should be created. A Reader Board displaying the logos of sponsor companies acknowledging their contribution should be created with special attention paid to the quality of the print and size, and placed next to the registration table. It's a good idea to acknowledge sponsors with a reader board by or near the event they have sponsored (ie breakfast, cocktails, Hospitality Suite, etc.)

G. RECREATION CHAIR

The Recreation Chair is in charge of establishing activities such as golf and tennis tournaments, morning water event, BBQ or Picnic, etc.. There may also be team events such as a bicycle rally, races at the picnic, boating or horseback riding. The Recreation Chair is responsible for providing any prizes or trophies associated with these events.

The golf tournament has a perpetual traveling trophy that goes to the chapter team with the lowest gross. Often, the facility golf pro will assist in setting up the tournament. The Recreation Chair should also solicit prize donations such as golf balls, club covers, and money. Trophies have been awarded for longest and shortest drives, K.P., longest putt, least and most putts, low gross, high gross, and team low. Each chair should decide the tournament rules and award before the tournament. Refreshments at the 9th and 18th greens should be provided for the golfers.

Historically, the tennis tournament has 1st, 2nd, and 3rd place trophies. In the past, the women stay on a given court and the men rotate to each court to play with each of the women as their doubles partner. The man with the most wins is first. An alternative to this tennis tradition would be to play doubles, or singles with matches of male vs. male, female vs. female, or simply by skill level alone. All players should have a chance of winning.

The 6:30 am Saturday water event has evolved as a very fun competition among the various chapters. It has a traveling trophy. The only rule for this competition is that it must contain water. It has included canoeing, water balloons, kayaks, mules crossing streams, etc., the crazier the better.

Note: A water activity was not held at the 2007 NW Conference because the hotel did not have a facility conducive for water sports.

Other sporting events can include bike rallies, Frisbee golf, canoeing, hiking, fishing trips, picnic competitions, volleyball, badminton, and anything else that the facility offers. It is important to remember that many registrants bring children, therefore family friendly activities should always be considered.

H. REGISTRATION CHAIR

The Registration Chair is responsible for sending out the conference registration and collecting and collating them as they are received back. Registration packets (including brochure, registration form, and hotel information) should be sent to each member in each of the northwest chapters at least 5 weeks before the conference. Mailing labels should be supplied by the participating chapters. Registration form should include name of registrant and guest(s), mailing address, phone number, e-mail, chapter membership, credit card information, payment should be received by a certain date, and the cancellation fee should be noted. A small number of registration packets should be sent to the president of the other Western states chapters along with a note asking them to advertise in their newsletters that they are available from them. Website registration should be made available at the same time as the registration packets are sent out.

As registrations are received, a master list (spreadsheet) of all registrant income/activity should be compiled and be available at the conference to confirm registration. All accounting and monies should be turned over to the financial chairman. Provisions should be made for registration at the conference and for distribution of registration packets. This is usually done at the door of the technical sessions and the hospitality suites. Name tags and meal tickets should be assembled and be ready for distribution to the registrants at the registration table. Extra tickets for events should be available for purchase at the conference registration. It is a good idea to include the name and addresses of all registrants, their guests, all exhibitors, and speakers in the registration packet. Registration packets should be assembled for the speakers and exhibitors.

I. EXHIBITOR CHAIRMAN

The purpose of this position is to solicit exhibitor and sponsor participation during the convention. Exhibitors are invited to display their products or services to the registrants and to help reduce convention costs. The key function of the exhibitor chair is to make early contacts with potential exhibitors and request their participation. This is done by generating a list of potential exhibitors and contact individuals with phone and fax numbers and addresses. This list should be updated and added to at least once a year. It should contain steel and precast fabricators, steel and wood joist suppliers, construction suppliers and specialty contractor, software and hardware suppliers, testing albs and testing equipment suppliers, ready mix and admixture suppliers, masonry suppliers, etc. Contact should be made a minimum of eight months before the conference. This should also be coordinated with the other SEA chapters to help with this solicitation. Remember that vendors who are members of your chapter should be your primary contacts.

Exhibitor participation can take place in one or more of the three categories:

1. Full Booth Displayer (+/- \$275)
 - This will entitle the displayer to a designated display booth and allow him access to any of the technical sessions. It should include tickets for one dinner and one lunch.
2. Literature Displayer (+/- \$150)
 - This will allow the exhibitor literature to be displayed on an established literature table.
3. Hospitality Sponsor (+/- \$50)
 - We will see that these donations are used in the hospitality room.
4. Meal Sponsors

The cost of these categories should be determined on the basis of expenses and benefit to the exhibitors. The prices noted above were used in 1992.

Prices should be kept reasonable. We want to help support the convention, but also remember that it is a benefit to the registrants to have the exhibitors there. Some exhibitors may want to donate caps, golf balls, tennis balls, etc. to the convention. Donations may also be used for the exhibitor raffle.

The location of the booths should be on a first come-first served basis. The order should be determined by the date of receipt of booth reservation funds. The vendor chair should make personal contact with each exhibitor to make sure they have everything they need (chairs, electrical outlets, etc.).

It is also important to ensure that these paying exhibitors get proper exposure during the convention. If possible, locate the exhibitors in an area where the participants must walk by them to attend the various meetings and technical sessions and have all break refreshments in the exhibit area. Have the meeting chair promote the exhibitors at the end of each technical session. The meal speakers should also promote the exhibitors. At the last meal, the exhibitors should be recognized. Immediately after the last technical session on Friday is an ideal time to schedule the Exhibitor Raffle.

A special exhibitor registration form should be provided. Use information from exhibitor feedback forms from the last conference to include in your registration form. Make sure that the vendors understand the level of conference registration that is included in their vendor registration and what events are included and/or available at additional cost.

Consider presenting gift bags or another special thank you gift to the exhibitors to show your appreciation for their involvement in the conference. This can include some of the conference materials that were given to the conference attendees or something different altogether.

Note: To consider - the 2007 NW Conference presented the attendees with a technical session handout that many of the exhibitors were very interested in.

After the convention, a thank you letter should be sent to each exhibitor. A comment card should be included requesting any suggestions for improvement. Their responses will be compiled for possible use in future conventions.

**WESTERN COUNCIL
OF
STRUCTURAL ENGINEERS ASSOCIATIONS**

BY-LAWS

ARTICLE 1

NAME AND OBJECTIVE

Section 1. The name of this organization shall be the Western Council of Structural Engineers Associations.

Section 2. The objective of the organization shall be to provide a medium through which the activities of the individual member associations can be coordinated and action taken on problems of common interest.

ARTICLE II

MEMBERSHIP

Section 1. Each member association as currently constituted may be included in the membership of the Western Council of Structural Engineers Associations. The state associations of Arizona, California, Oregon, and Washington shall be known as founder members. Any state interested in becoming a member of the Western Council of Structural Engineers Associations may submit an application to the Governing Board. Hawaii was admitted as a member in 1969, Hawaii discontinued membership in 1994 and was readmitted in 1996, Idaho was admitted in 1979, Texas in 1985, Utah in 1986, and British Columbia in 1996.

ARTICLE III

EFFECTIVE DATE

Section 1. These By-Laws shall be effective when approved by all the member associations which are members of the Council.

ARTICLE IV

GOVERNING BOARD

Section 1. Subject to the provisions of these By-Laws and their Appendix, the affairs of the Western Council of Structural Engineers Associations shall be governed and managed by a Governing Board.

Section 2. Each member association within the Council shall name three members to the Governing Board. One of the representatives shall be designated as a Contact Member. The designation of Members and Contact Member shall be at the option of each member association. It is preferred that the current President and immediate past President of each member association be included on the Governing Board.

Section 3. The Officers of the Board shall consist of a President, Vice President, Secretary and Treasurer. The President shall be the Contact Member from the member association that will be hosting the next meeting of the Western Council. The Vice President and the Secretary shall be appointed by the President for the term of office of the President.

Section 4. The term of office of Officers shall be one year, commencing January 1, except the office of Treasurer shall be for three years.

ARTICLE V

DUTIES OF THE BOARD OF TRUSTEES

Section 1. The Board shall manage the affairs of the WCSEA and coordinate activities among the various member organizations.

Section 2. The Board shall carry out the aims and objectives of the Association and no action in the name of the WCSEA shall be taken by any member of the Board that may be construed as inconsistent therewith.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the Board of Trustees and any meetings of the Association.

Section 2. The Vice President shall fulfill the duties of the President in his absence.

Section 3. The Secretary shall record minutes of all meetings of the Board of Trustees and all records of the WCSEA. He shall maintain the membership lists and have charge of all correspondence. Financial allowances shall be made to the Secretary by the Board of Trustees. The Secretary shall file an annual corporate report with the appropriate State official as required by the laws of the State of Washington.

Section 4. The Treasurer shall be responsible for a yearly audit of all funds and financial records of the WCSEA and shall report the results to the Board of Trustees and shall make disbursements under the direction of the Board of Trustees. The Treasurer shall have appropriate income tax reports filed in a timely fashion.

ARTICLE VII

SOURCES OF REVENUE

Section 1. The dues for WCSEA shall be \$100 per member organization plus \$0.20 (changed to \$0.13 by vote September 16, 1993 and to \$0.20 by vote August 6, 1998) per member. Some percentage of that number will be assessed when required.

Section 2. By the action of the Board of Trustees, additional assessments may be levied on each member organization on a pro rata basis.

ARTICLE VIII

FISCAL YEAR

Section 1. The fiscal year of the WCSEA shall correspond to the calendar year as herein set forth.

ARTICLE IX

MEETINGS

Section 1. The Western Council of Structural Engineers Associations shall meet annually unless agreed to otherwise. Meetings will be held at the time and place suggested by member associations hosting such meetings.

Section 2. The Council Meeting shall be attended by designated member association representatives and by other interested association members or invited guests. The Governing Board shall take appropriate action on items of common interest to all member associations within the council including the selection of the location and time of the next meeting. The Board may also prepare resolutions for consideration by the individual member associations at the General Business Meeting. No actions taken by the Board shall be binding on any member association unless agreed to by the member association.

ARTICLE X

POLICY

Section 1. With regard to group policy, it shall be a function of the Western Council of Structural Engineers Associations to formulate recommended courses of joint action of the member associations as are mutually beneficial to all. Publishing or issuing these policies shall be beyond the scope of the Council except with the ratification of each of the member associations. Toward this end the Governing Board will notify member associations of proposed policies and request their approval as provided in Articles I, II, and III of the Appendix to these By-Laws.

Section 2. Conventions: Conventions known as “Western Roundups” are to be held every three years unless otherwise changed by the Governing Board. The host for the convention shall be on a voluntary basis by individual member associations.

Section 3. Annual Meetings: Annual meetings shall be held at the time and locations suggested by the host chapter and agreed upon by the Governing Board during the preceding annual meeting.

Section 4. Applied Technology Council (ATC) Delegate: Delegates shall be selected prior to November every third year. The Council President shall make a written request for one delegate nomination from each member except California. When a list of nominations has been compiled the President shall mail a ballot to the Contact member of all member associations. The candidate receiving the majority of the votes cast will be selected as the delegate. California is excluded from having a delegate because of their heavy representation on ATC.

Section 5. Building Seismic Safety Council (BSSC) Delegate: The delegate and alternate will serve for an indeterminate length of time.

Section 6. WCSEA Roster: The Council President shall maintain current roster of all members, contact members, delegates, and when officers change from each member organization.

Section 7. Funds: All WCSEA funds shall be held in a bank checking account for disbursement as directed by the Governing Board.

ARTICLE XI

AMENDMENTS

Section 1. These By-Laws may be amended with the consent of all the member member associations.

ARTICLE XII

INDEMNIFICATION AND INSURANCE

Section 1. The corporation shall indemnify and advance costs to past and present trustees, directors and officers of the corporation and its Chapters, and may indemnify and advance costs to any other person, who is made a party to a proceeding by reason of his, her or its association with the corporation, all to the fullest extent permitted by, and upon compliance with, title 24 of the Revised Code of Washington (the Washington Nonprofit Corporation Act), provided that no such indemnity shall indemnify any trustee from or on account of acts or omissions of such trustee finally adjusted to be intentional misconduct or a knowing violation of law, or from or on account of any transaction with respect to which it was finally adjudged that such trustee personally receive a benefit in money, property, or services to which the trustee was not legally entitled. Any such indemnity shall continue as to a person who has ceased to be a trustee, director, officer or agent of the corporation and its Chapters and shall inure to the benefit of the heirs, executors and administrators of such a person.

Section 2. The corporation shall have the power to and may be in the future in its discretion purchase and maintain insurance on behalf of any person who is or was a trustee, director, officer, employee or agent of the corporation or its Chapters, or who is or was serving at the request of the corporation or its Chapters, as an officer, employee or agent of another corporation, partnership, joint venture, trust, or other enterprise, or employee benefit plan against any liability asserted against and incurred by that person in any such capacity of arising out of his or her status as such, whether or not the corporation would have the power to indemnify under the provisions of RCW 24.03.043, 23A.08.025 and 23A.08.026.

APPENDIX

ARTICLE I

AGENDA FOR GOVERNING BOARD MEETINGS

Section 1. The agenda for the meetings shall be prepared by the President after securing the views of the member associations through each Contact Member.

Section 2. Requests for agenda items shall be directed to each member association through the Contact Member at least 90 days prior to a scheduled Council meeting. Answers to these requests must be received by the Secretary at least 60 days prior to a scheduled meeting.

Section 3. The approved Agenda shall be immediately circulated to each Governing Board Member and to the Secretary of each member association.

ARTICLE II

AUTHORITY TO ACT AT GOVERNING BOARD MEETINGS

Section 1. Robert's Rules of Order shall be observed in processing the Agenda items.

Section 2. Authority to advance motions, to second motions and to vote on motions shall be by any member. A Member, with the consent of his member association, may grant this authority by proxy to one of his other member association representatives.

Section 3. Prior to each meeting, each Contact Member shall ascertain the limits of his authority from his member association to act on Agenda items. When limitations are imposed by the member associations, the extent of the limitations shall be reported at the Governing Board Meetings.

ARTICLE III

VOTING PROCEDURE

Section 1. Unanimous approval of all member associations is required for official action.

Section 2. The positions of all member associations in voting shall be recorded in the Council Minutes.

ARTICLE IV

MINUTES OF MEETINGS

Section 1. The President and the Secretary of the Governing Board shall each have a complete file of the Minutes of all past meetings of the Council and such file shall be passed on to their successors.

Section 2. Each Governing Board and corresponding set of Officers shall be responsible for completing all records and correspondence pertinent to the action of the Board.

Section 3. Draft copies of the Minutes of each Board Meeting shall be prepared by the Secretary and shall be transmitted to all Contact Members within 30 days after said Board Meeting.

Section 4. The Contact Member shall review the draft with the other members of the Governing Board from his member association. The Contact Member shall report to the Secretary regarding the correctness of the Minutes.

Section 5. Absence of comment on the Minutes within 60 days following the receipt of the draft copy shall be considered as acceptance of the Minutes.

Section 6. Upon approval of the Minutes by the Board Members and the member associations, the Minutes shall be distributed to each Contact Member for subsequent distribution to his member association and one copy to each Secretary of each member association.

ARTICLE V

NON-PROFIT STATUS

Section 1. Purpose: The purpose of this not-for-profit corporation is to provide a medium through which the activities of the individual member associations can be coordinated and action taken on structural engineering problems of common interest.

Section 2. Section 501(c)(3) status: To facilitate the above purpose, the corporation has been approved as an Internal Revenue Service Code Section 501(c)(3) organization which is exempt from federal income taxation and that contributions to the corporation shall be deductible by the contributors on their individual income tax returns. The powers of the members and directors are, therefore, restricted to those powers compatible with Internal Revenue Service Code Section 501(c)(3) organizations and the corporation shall be operated exclusively for such educational and scientific purposes.

Section 3. Restricted Activities: No substantial part of the corporation's activities shall be the carrying on of propaganda or otherwise attempting to influence legislation. The corporation shall not participate in or intervene in (including publishing or distributing of statements) any political campaign on behalf of any candidate for public office. The corporation will not engage in any act of self-dealing as defined in Section 494(d) of the Internal Revenue Service Code and will not make any investment in such manner as to subject it to the tax under Section 4944 of the Internal Revenue Code.

Section 4. Dissolution: Upon the dissolution and winding up of this corporation, after paying or adequately providing for debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, government entity or corporation which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code. Failing therein, such assets shall be placed into the registry of the Superior Court for the State of Washington.

BYLAWS
OF THE
NATIONAL COUNCIL OF STRUCTURAL ENGINEERS
ASSOCIATIONS

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Chicago, Illinois 60611
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Adopted March 1993

Amended February 1995,
September 1997, November 1997,
December 2000, January 2003,
October 2003, December 2003, and September 2013

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ARTICLE I

NAME, LOCATION, PURPOSE

- SECTION A The name of this Association shall be the National Council of Structural Engineers Associations, hereinafter referred to as NCSEA.
- SECTION B The official address of NCSEA shall be as determined by the Board of Directors.
- SECTION C The Council is organized to enhance the public's right to safe, reliable and economical structures by advancing the practice of professional structural engineering through:
1. coordinating the activities of its members engaged in issues affecting the practice of structural engineering throughout the nation;
 2. providing access to practicing structural engineering professionals in the development and adoption of technical provisions of the building codes and design and construction standards;
 3. providing a forum for the development of nationally applicable standards of professional structural engineering practice;
 4. disseminating, transferring and exchanging information among structural engineers on issues of professional structural engineering practice;
 5. encouraging the improvement of structural engineering practice among its membership and the engineering community at large;
 6. aiding in the education of individuals and institutions by clearly defining the role and function of the structural engineer in the design and construction process;
 7. enhancing the stature, recognition and image of the structural engineering profession with the general public;
 8. promoting the adoption of uniform professional structural engineering licensing (and certification, if approved by the Member Organizations); and

9. assisting the public in obtaining accurate and timely information on issues relating to the design, construction and performance of structures.

SECTION D

This Council shall be intended for non-profit purposes, and no part of its net earnings shall inure to any private individual, but shall be the sole property of NCSEA.

ARTICLE II

ORGANIZATION

- SECTION A **Members:** Voting members of the Council shall be Member Organizations and Foreign Member Organizations, as defined in Article III, Section A, of these bylaws. Non-voting members shall be Associate Members, Sustaining Members and Affiliate Members, as defined in Sections B, C, and D of these bylaws. Hereinafter the term "member" refers to all member classifications. All new members shall be approved and accepted by vote of the Board of Directors. Applicants shall be considered for membership at the highest dues category for which they are eligible.
- SECTION B **Officers:** The governance of NCSEA shall be vested in the Board of Directors which shall have responsibility for general supervision of the affairs of the Council. Only licensed structural engineers, or licensed professional engineers practicing in the field of structural engineering, shall be eligible to serve as Officers or Directors of NCSEA. Officers and Directors shall be chosen, by annual elections, from individuals who are in good standing as members of Member Organizations.
- SECTION C **Delegates:** Each Member Organization shall name one individual as its delegate and one individual as an alternate delegate to represent it at any NCSEA meeting. Delegates shall be authorized by the member they represent to speak and vote on the member's behalf at meetings and on official ballots.
- SECTION D **Executive Director:** An Executive Director may be employed by the Board of Directors to be responsible for the management of the administrative functions of NCSEA. The Executive Director shall provide assistance to all committees as required but may not vote on any matter before the Council.

ARTICLE III

MEMBERSHIP

- SECTION A **Member Organizations:** Member Organizations shall consist of not-for-profit, professional associations organized for the primary purpose of representing practicing structural engineers and advancing the practice of

structural engineering within a state or jurisdiction as recognized by the Board of Directors. There shall be a maximum of one Member Organization representing each of the 55 U.S. jurisdictions. Member Organizations outside of the U.S. shall be allowed as Foreign Member Organizations. Foreign Member Organizations shall be listed in the membership roles as Member Organizations and shall have the same privileges of membership as Member Organizations within the U.S., except that NCSEA publications shall be made available to Foreign Member Organization members in electronic form rather than in print form.

SECTION B **Sustaining Members:** Sustaining Members are structural engineering firms, firms that employ structural engineers, or individual professional engineers practicing structural engineering. Sustaining Members may not vote or serve as Officers or on the Board of Directors, unless the Sustaining Member is also a member of a Member Organization.

SECTION C **Affiliate Members:** Affiliate Members shall include all others who may be invited and approved for this status by the Board of Directors. Affiliate Members may not vote or serve as Officers or on the Board of Directors.

SECTION D **Associate Members:** Associate Members shall consist of nationally recognized bodies that are associated with the practice of structural engineering, regardless of location and membership, who are invited and approved for this status by the Board of Directors. Associate Members may not vote or serve as Officers or on the Board of Directors.

ARTICLE IV

OFFICERS AND BOARD OF DIRECTORS

SECTION A Officers of NCSEA shall be:

1. President
2. Vice President (President-Elect)
3. Secretary
4. Treasurer

Directors of NCSEA shall be:

1. Elected Directors (4)
2. Past President

SECTION B **Board of Directors:** The Board of Directors shall consist of the four (4) regularly elected Officers, together with the immediate Past President and two (4) elected Directors. The President shall serve as Chairperson. The Board of Directors shall be policy-based, defined as a deliberating body which has fiduciary, legal and strategic responsibilities and focuses on continuous strategic planning, determines desired outcomes, develops and approves policy imperatives to guide operations and ensures that NCSEA uses these policies to work toward meeting its vision and fulfilling its goals.

SECTION C **Executive Committee:** The Executive Committee shall consist of the President, the immediate Past President, and the Vice President. The Executive Committee may act, when immediate action is necessary, for the Board of Directors between regular Board meetings; and it will report, by teleconference, email, or at the next regular Board meeting, any such actions that it has taken. The Executive Committee may also recommend Board action on matters it may choose.

SECTION D **Terms:** The term of President and Vice President shall be one (1) year. The term of the Secretary and Treasurer shall be two (2) years, staggered by one year. The term of the elected Directors shall be two (2) years, staggered with two director positions elected each year. The immediate Past President shall serve as a director for one year after the presidency. The Vice President (President-Elect) shall automatically ascend to the Presidency for the following yearly term. Terms shall begin at the close of the annual meeting and shall continue for the periods above mentioned or until their successors are duly selected.

SECTION E **Office Vacancy:** In the event of a vacancy in the office of President, the Vice President (President-Elect) shall succeed to that office immediately. Vacancies in the office of Vice President, Secretary, Treasurer, and elected Directors shall be filled by the Board of Directors.

SECTION F **Nomination and Election:** No later than June 1, the President shall appoint a Nominating Committee consisting of the immediate Past President, the Vice President, and three (3) delegates. The Vice President shall serve as Chairperson. The Nominating Committee shall nominate one (1) or more qualified candidates with their approval for the offices of Vice President, Secretary, Treasurer, and Director, when necessary, for the ensuing year. A vote by letter ballot shall occur not less than two (2) months prior to the annual meeting. Provisions shall be made on the ballot for write-in candidates. The candidate receiving the highest number of votes for each office shall be declared elected. In case of a tie, the current Board of Directors shall decide.

SECTION G Directors of NCSEA may or may not be the official delegates for their Member Organizations at NCSEA meetings. If a Director is not the official delegate for his or her organization, then the Director cannot cast the Member Organization's vote.

ARTICLE V

DUTIES AND POWERS OF OFFICERS

SECTION A **President:** The President, or another Officer designated by the President, shall preside at all meetings of the Board of Directors and at any general meetings of NCSEA.

SECTION B **Vice President:** The Vice President shall fulfill the duties of the President in the President's absence.

SECTION C **Secretary:** The Secretary shall record minutes of all meetings of NCSEA and the Board of Directors and shall maintain the membership lists. The Secretary shall file an annual corporate report with the appropriate state official as required by the law.

SECTION D **Treasurer:** The Treasurer shall be responsible for a yearly audit of all funds and financial records of the NCSEA and shall report the results to the Board of Directors and shall make disbursements under the direction of the Board of Directors. The Treasurer shall have appropriate income tax reports filed in a timely fashion.

SECTION E **Directors:** The Directors shall serve on the Board of Directors and perform such duties as assigned by the President.

SECTION F **Past President:** The Past President shall serve on the Board of Directors and perform such duties as assigned by the President.

SECTION G **Removal from Office:** The incapacitation of any Officer or Director of the Council, or neglect in the performance of the duties of the office, may be grounds for removal from the office by the Board of Directors.

SECTION H **Executive Director:** The Executive Director shall, under the oversight of the Executive Committee and the Board of Directors, have charge of the property, books, accounts, and the quarters of NCSEA, and shall be responsible for the management and administration of NCSEA.

ARTICLE VI

MEETINGS

- SECTION A **Annual Meeting:** The annual meeting of NCSEA shall be established by the Board of Directors. A simple majority of the delegates shall be sufficient to constitute a quorum for the transaction of business.
- SECTION B **Special or additional meetings:** Special or additional meetings may be scheduled by the Board of Directors. The Board of Directors shall give Member Organizations at least thirty (30) days notice of all annual or special meetings. The notice of all annual and special meetings must include a description of the business to be conducted.
- SECTION C Any number of individuals from a Member Organization may attend any NCSEA meeting, but each Member Organization may cast only one vote on any issue.
- SECTION D The order of business shall be that prescribed by the presiding officer.
- SECTION E Meetings shall be conducted according to *Roberts Rules of Order, Newly Revised*, in all cases to which these rules are applicable and in which such rules are not inconsistent with the NCSEA Bylaws.
- SECTION F **Board of Directors Meetings:** The Board of Directors shall meet or confer at least twice each year. A minimum of five (5) Board of Directors members shall constitute a quorum to conduct business of the Board of Directors.
- SECTION G Any action required to be taken at a meeting of the Board of Directors, or any action that may be taken at a meeting of the Board of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all Directors, or if the consent of each Director shall be emailed to the NCSEA office, and be filed with the minutes of the meetings.
- SECTION H Any Director who does not attend two consecutive meetings of the Board of Directors will be automatically removed from the Board of Directors as of the conclusion of such second meeting, unless retained by the majority vote of the Board of Directors before the conclusion of such second meeting.

ARTICLE VII

FUNDING AND FINANCES

- SECTION A **Budget:** The Board of Directors shall adopt a budget annually.
- SECTION B **Dues:** Annual dues will be assessed to members in all membership categories. Foreign Member Organization dues may be less than dues assessed to Member Organizations within the U.S. Annual dues per member shall be determined by the NCSEA Board of Directors by a majority vote of the quorum present at a regularly scheduled meeting.
- SECTION C Any member organization whose dues are more than six (6) months in arrears may be suspended from membership in NCSEA. Reinstatement shall require an affirmative vote by a majority of the board of Directors.
- SECTION D Beginning 2005, the fiscal year for NCSEA shall be the calendar year.

ARTICLE VIII

COMMITTEES

- SECTION A The Board of Directors shall have the authority to select committees or change the personnel of any committee at any time, for any cause.
- SECTION B Voting members of a committee shall be a member of a Member Organization, and shall serve with the approval of that organization. Sustaining Members may serve on a committee but may not vote on committee matters unless they are also a member of a Member Organization.

ARTICLE IX

AMENDMENTS

- SECTION A The Bylaws may be amended by the affirmative vote, by letter-ballot, of two-thirds (2/3) of the delegates voting. For a ballot to be valid, a minimum of seventy-five percent of the eligible delegates are required to vote.
- SECTION B A proposed amendment may be initiated by the Board of Directors, the Bylaws, Procedure and Policy Committee, or by petition of twenty percent

of the Member Organizations. Proposed amendments shall be submitted in written form to the Board of Directors. Proposals shall include explanations of the changes and reasons they are being proposed. Amendment proposals shall then be sent as a letter ballot to the Member Organizations. Votes shall be returned within six weeks of the date of the ballot. If carried, the amendment shall take effect immediately.

ARTICLE X

POSITION STATEMENTS

SECTION A

A Position Statement may be posited by the Board of Directors or by petition of twenty percent of the Member Organizations. Position Statements proposed by twenty percent of the Member Organizations shall be submitted in written form to the Board of Directors, shall include reasons the Position Statement is being proposed, and shall be voted upon at an annual meeting or sent as a letter-ballot to the Member Organizations. If the Position Statement shall be voted upon at an annual meeting, a description of the position and notice of the vote to be taken shall be given to each of the delegates, no less than sixty (60) days prior to the annual meeting. If the Position Statement shall be sent and voted upon as a letter-ballot, letter-ballots shall be returned within six weeks of the date of the ballot to be valid.

SECTION B

A Position Statement may be approved by the affirmative vote, by roll-call ballot at an annual meeting or by letter-ballot, of two-thirds (2/3) of the delegates voting. For a roll-call ballot to be valid, a quorum must be present. For a letter-ballot to be valid, a minimum of seventy-five percent of the eligible delegates are required to vote.