

HAWAII SOCIETY OF PROFESSIONAL ENGINEERS

BYLAWS

BYLAW 1 - MEMBERSHIP

Section 1. Membership applications may be received at either the state or chapter level and reviewed for eligibility by the Membership Committee. If deemed to be eligible by the chapter Membership Committee, the applicant shall be added to the rolls and the State and National Societies notified. If deemed to be eligible by the state Membership Committee, the applicant will be added to the rolls and the chapter and National Society notified subject to review by the chapter Membership Committee.

Section 2. Any person who becomes a member of the Society agrees to abide by the Constitution, Bylaws, and Code of Ethics of the Society.

Section 3. Violation of the Society Constitution or Bylaws, the Code of Ethics, or conviction of a felony offense shall be considered just cause for discipline as hereinafter provided.

BYLAW 2 - DISCIPLINE

Section 1. Charges or complaints of alleged violations of the Code of Ethics or of laws and regulations governing the profession may be filed in writing to the Board by anyone having factual knowledge of the matter. Charges concerning the Constitution or Bylaws shall be filed by a member in good standing.

Section 2. The Board shall investigate all charges and complaints and may conduct a hearing.

Section 3. Disciplinary action may be taken by the Society against a member or a member who resigns his membership after charges of unethical conduct have been filed against such member. In the case of resigned members, the Society may issue a notice of censure or prescribe that the Society records show that such member shall not be eligible for membership for a stipulated number of years, or indefinitely, and may publish its findings.

Section 4. If a professional engineer who is not a member is charged, he will be advised of the charges and offered the services of the Society in investigating and adjudicating the charges. If he consents, the case will be handled in the manner prescribed in Section 2 above.

Section 5. The person who filed the charges will be notified of the decision of the Society, and it shall be published in the official publication of the Society unless the Executive Committee or the Board determines that withholding publication would be more appropriate.

BYLAW 3 - CHAPTERS

Section 1. A chapter may organize within the provisions of the Constitution and Bylaws of the Society and may, upon Board approval of proposed constitution and bylaws, receive a charter from the Society and then be known as a chapter of the Society.

Section 2. A charter may be issued upon approval of an application by the Board and shall be signed by the president and the secretary of the Society.

Section 3. In advance of the Society's Annual Meeting, each chapter shall elect officers and directors as required by the Constitution. The secretary of each chapter shall send a report of such election results to the secretary of the Society prior to the date fixed for the Annual meeting.

Section 4. The Board may authorize and issue charters for student chapters at approved engineering colleges or institutes of technology. Rules and regulations for the organization and operation of student chapters shall be determined by the Board and shall be designated in accordance with the policies of the National Society. Each student chapter shall have a faculty advisor who shall, wherever possible, be a member of the Society. The student chapter advisor shall be appointed by the Society, through the local chapter, on the recommendation of the dean of the college or school involved. Each student chapter shall have a liaison officer from the sponsoring chapter, who shall not be directly affiliated with the college or school involved. The sponsoring chapter shall appoint the liaison officer.

BYLAW 4 - AFFILIATED GROUPS

Section 1. Local chapter auxiliaries may be established with approval of the chapter membership. The purpose of an auxiliary shall be to assist in promoting the interests of the professional engineer and the Society. The auxiliary shall be responsible to the chapter for its policies, including ratification of bylaws.

BYLAW 5 - FISCAL AND ADMINISTRATIVE YEARS

Section 1. The fiscal year of the Society shall be from July 1 through June 30.

Section 2. The administrative year of the Society shall also be from July 1 through June 30.

BYLAW 6 - DUES

Section 1. Dues become due and payable January 1 of each year

Section 2. Dues for membership in the Society shall be:

Licensed Member	\$35
Member	\$35
Student Member	\$5
Fellow Member	\$23
Honorary Member	\$0

Dues include a year's subscription to the official publication of the Society.

Section 3. Members admitted for the first time shall receive services as follows:

Members admitted between January 1 to June 30 shall receive services for the remainder of the calendar year.

Members admitted between July 1 through December 31 shall receive services for the remainder of the calendar year and the year following.

The Board shall have the authority to waive those portions of the NSPE introductory dues for new Members that would accrue to HSPE. The Membership Committee chairman, upon instructions from the Board, shall be responsible to notify NSPE of any HSPE State Society dues waivers that are authorized.

Section 4. If the dues of any member remain unpaid three (3) months after the due date, said member shall be listed as delinquent and shall be removed from the mailing list or publications issued by the Society. If the dues of any member remain unpaid six (6) months after the due date, said member shall be removed from the rolls of the Society. Dues shall accompany request of such person for reinstatement for the current year.

Section 5. A member shall become eligible for Life Membership with waiver or reduction of dues upon compliance with requirements set forth by the National Society.

Section 6. After five (5) years of continuous membership following total and permanent disability, a member may make an application in writing for waiver of one-half dues to the Board. After ten (10) years of such disability, an application may be made for full waiver of dues. Said application, if approved by the chapter and this Society, shall be submitted to the National Society for final approval.

Section 7. Upon receipt of a bachelor's degree in engineering or land surveying, a Student Member in good standing shall be advanced without filing application to the next higher grade for which he may be qualified, except that a graduate student may retain student membership status by written request to the Society.

BYLAW 7 - BOARD OF DIRECTORS

Section 1. The Board of Directors shall give direction and supervision to all matters pertaining to the Society. It shall adopt and monitor a yearly budget. The accounts of the treasurer shall be audited annually by a member of the Board or other outside party designated by the Board.

Section 2. The Board shall provide for and supervise the publication and distribution of all proceedings or transactions of the Society and shall have authority to appoint an editor and publish an official periodical for the Society.

Section 3. The Board shall be empowered to invest and reinvest such funds as may be available for the creation of a reserve fund. A three-fourths vote of the Board shall be required to authorize expenditure from this fund other than for investment or reinvestment.

Section 4. The Board shall hold a regular meeting at the time of the Annual Meeting and at least once each quarter thereafter. It shall hold special meetings at the request of the president or upon petition by twenty-five (25) percent of the Board.

BYLAW 8 - EXECUTIVE COMMITTEE

Section 1. As provided in the Constitution, the Executive Committee shall conduct the business of the Society between Board meetings.

Section 2. Meetings of the Executive Committee shall be held at the request of the president.

BYLAW 9 - ELECTIONS

Section 1. The Society Nominating Committee shall canvass each chapter for suggested nominees for the offices of president-elect, vice presidents, secretary, and treasurer on or before May 1.

Section 2. Nominations by petition must be delivered to the secretary on or before May 10 in order to be placed on the ballot.

Section 3. The secretary may mail or electronically transmit an official ballot to each voting Member in good standing on or before May 15. The official ballot shall contain a list of all offices to be filled and the nominations therefor, and voting shall be limited thereto.

Section 4. A valid ballot shall be one which is returned to the secretary in an envelope bearing a postmark, or in an e-mail bearing a send date, on or before June 1, which date shall be specified on the ballot. The Secretary may with the concurrence of the Board authorize electronic voting via the HSPE website, and establish appropriate procedures for said electronic voting.

Section 5. The secretary shall open all valid unopened ballots and tabulate the number of votes cast for each nominee.

Section 6. The nominee for each office receiving the greatest number of votes cast for such office shall be declared elected to that office.

Section 7. The elected officers shall be known by the title of the office to which each has been elected, with the suffix "elect" until each assumes the duties of his office.

BYLAW 10 - OFFICERS

Section 1. President - It shall be the duty of the president to preside at all meetings of the Society and of the Board. He shall be an exofficio member of all committees and shall appoint chairs and members of all committees. The president shall give general direction to all business of the Society.

Section 2. President-elect - The president-elect shall act as president in the president's absence and shall undertake assignments at the request of the president, the Executive Committee, or the Board. The principal activity of this office shall be examination of the Society and the development of plans for the upcoming year of service as president. With the Treasurer, shall prepare a budget for the upcoming year and present it to the Board for review at the Annual Meeting.

Section 3. Vice president(s) - In the absence, or inability to serve, of the president and president-elect, it shall be the duty of a vice president to perform the duties of the president.

Section 4. Treasurer - It shall be the duty of the treasurer to protect all funds and financial records of account of the Society, providing an annual report of receipts and disbursements made on behalf of the Society. The treasurer shall give such bond as may be required to secure the faithful discharge of the duties of this office, as determined from time to time by the Board. Fee for such bond shall be paid out of Society funds. At the expiration of the term of office, the treasurer shall deliver to his successor all books, papers, and funds belonging to the society, obtaining a receipt therefor.

Section 5. Secretary - The secretary shall record minutes of all meetings convened by the Board or the Executive Committee and shall perform such duties as may be required by law or assigned to this office by the Board.

Section 6. NSPE House of Delegates (HOD) Representative (f.k.a. National Director) - The NSPE HOD representative shall be responsible to conduct all affairs between the State, NSPE Western Region, and NSPE, including attendance at the NSPE National Meeting and/or NSPE Western Region meetings as authorized by the Board. The Board may select another Board member to serve as the Society's representative at the NSPE Western Region meetings and teleconferences.

Section 7. State Director(s) – The State Director representing each recognized local chapter shall be responsible to conduct all affairs between the State Society and the local chapter.

BYLAW 11 - COMMITTEES

Section 1. Standing committees of the Society may include:

- A. Executive
- B. Government Affairs
- C. HCES/Engineers Week
- D. Public Relations
- E. Mathcounts
- F. Education
- G. Membership
- H. Nominating

Section 2. Each standing committee shall have a chair who shall be appointed by the president.

Section 3. Each standing committee shall report to the Board on the status of its activities at least quarterly, or as otherwise directed by the president.

Section 4. The president shall appoint such other special committees as may be deemed appropriate for the conduct of Society business.

Section 5. No committee shall commit the Society legally, financially, or in any matter of policy without authorization from the Board.

BYLAW 12 - PRACTICE DIVISIONS

Section 1. Practice divisions, comprised of members having common professional interests and challenges, shall operate under the Constitution and Bylaws of the Society. Operating rules and changes thereto must have the approval of the Board before becoming effective. The Board may dissolve a practice division following a hearing to determine the need for such action.

Section 2. Membership in a practice division shall be limited to members, except as specifically provided for in Board-approved rules of the division.

Section 3. All actions by a practice division shall be consistent with policies of the Society and NSPE.

Section 4. The State President shall appoint the Practice Division Chairs unless the respective Practice Division members elect their Practice Division Chairs by majority vote.

BYLAW 13 - MEETINGS

Section 1. The Annual Meeting of the Society shall be held between June 1 and July 31.

BYLAW 14 - ORDER OF BUSINESS

Section 1. The president, subject to Board approval shall determine the order of business at meetings of the Board.

Section 2. Roberts Rules of Order (revised) shall govern matters of parliamentary procedure for the Society.

BYLAW 15 - OFFICIAL PERIODICAL

Section 1. The official publication of the Society is "Wiliki O Hawaii".

Section 2. The Board may authorize the creation and maintenance of an HSPE website, and shall appoint a member (s) as appropriate to oversee the maintenance of the site. The Board may post official business of the Society on the website, including, but not limited to, a means of electronic voting for Elections in accordance with BYLAW No. 9.

Adopted by Board: March 16, 2016
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