

# Appendix B

## Bylaws of the Louisiana Engineering Society



## **Bylaws of the Louisiana Engineering Society**

### **Bylaw 1 – Membership and Dues**

#### **Section 1**

Membership applications will be received at the State Office and reviewed for eligibility by the Executive Director. The Executive Director shall refer questionable membership applications to the State Membership Committee for a final determination of eligibility. If deemed to be eligible by the Executive Director or the State Membership Committee, the applicant will be added to the rolls of the appropriate chapter. All members will be placed in the appropriate membership grade as defined by these Bylaws.

#### **Section 2**

Membership grades shall be as follows:

A *P.E. Member* shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States. A P.E. Member shall have voting privileges and can hold office.

An *E.I. Member* shall be defined as a person holding a certificate of registration as an engineer intern, issued under the laws of any state, territory, possession, or district of the United States. A E.I. Member shall have voting privileges and can hold the offices of Young Engineer on the State Board and Secretary/Treasurer on the Chapter Boards.

An *Associate Member* shall be defined as an undergraduate or graduate of an accredited engineering or engineering related program. An Associate Member may remain in this classification until eligible for advancement by professional registration to Member but not more than 12 years. An Associate Member shall not have voting privileges or hold office at the chapter and state levels.

A *Sustaining Member* shall be defined as an individual, corporation, society, or other entity who would like to contribute to the well-being of LES. The Board of Direction shall set Levels, Dues, and Benefits for the Sustaining Member. The Sustaining Member grade is reserved for those persons not eligible for membership in any other grade. A Sustaining Member shall not have voting privileges, shall not hold office, and shall be exempt from paying dues.

A *Governmental Employee Member* shall be defined as an individual that is employed by a governmental agency that would like to contribute to the well-being of LES. A Governmental Employee Member shall not have voting privileges or hold office.

An *Honorary Member* shall be defined as an individual who has made special contributions to the objectives of LES. An honorary membership may be awarded by any Board member subject to the approval of the majority of the Board. An Honorary Member shall not have voting privileges, shall not hold office, and shall be exempt from paying dues.

A *Life Member* shall be a Member who has paid dues for a period of at least thirty-five years consecutively and who has reached the age of sixty-five and shall by virtue of these facts be exempt from payment of further dues. A Life Member shall have voting privileges and can hold office.

Membership in LES imposes the obligation to uphold the honor and dignity of the engineering profession. It is therefore required of members to be familiar with ethical and legal standards, to observe them, to aid in preventing violations by others and to be familiar with LES's policies and procedures relating to handling of alleged violations.

### Section 3

Violation of the Society Constitution and Bylaws, or of the NSPE Code of Ethics (Rev. July 2019), or conviction of a felony, shall be considered as just cause for discipline as hereinafter provided.

### Section 4

The unified dues for membership in LES shall be as follows:

- P.E. Member \$130.00
- E.I. Member (30 years of age or older) \$130.00
- E.I. Member (Under 30 years of age) \$90.00
- Governmental Employee \$50.00
- Associate Member \$0.00
- Sustaining Member
  - Individual \$90.00
  - Corporate, Society, Group \$300.00

Dues include a year's subscription to *the Louisiana Engineer and Surveyor Journal*.

### Section 5

Renewal dates shall occur on the anniversary of the member's enrollment. Statements for annual dues shall be mailed or emailed to each member before the member's renewal date of each year. If the dues of any member remain unpaid on due date, said member shall be listed as "delinquent". If the dues of any member remain delinquent for three months after due date, said member will be dropped from the rolls of LES. The request of such person for re-admission must be accompanied by payment of annual dues.

### Section 6

A member shall become eligible for Life Membership and be exempt from paying dues after meeting the requirements set forth in Section 2 of the Bylaw 1. However, a statement will be sent for the collection of voluntary dues.

### Section 7

A member may apply in writing to the Board for a waiver of one half dues after 5 years of continuous membership and full dues after 10 years of membership, because of disability of a total and permanent nature.

## **Bylaw 2 – Chapters**

### Section 1

A chapter may organize within the provisions of the Articles and the Bylaws of LES and may, upon application, receive a charter from LES and then be known as a chapter of LES.

### 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-Treasurer of LES.

### Section 3

In advance of LES's Annual Meeting, each chapter shall elect officers and directors as required. The secretary of each chapter shall send a report of such election results to the State Office of LES by May 15th of each year.

### Section 4

The State shall be divided into local chapters as follows:

- The Alexandria Chapter
- The Baton Rouge Chapter
- The Bayou Chapter
- The Lafayette Chapter
- The Lake Charles Chapter
- The Monroe Chapter
- The New Orleans Chapter
- The Shreveport Chapter

### Section 5

The boundaries of the chapters shall be determined by the Board and may be changed at any time by the Board, provided that prior notice is given to the chapter or chapters involved and an opportunity is accorded to them to respond to such proposed changes.

### Section 6

Chapter and State officers shall hold office from July 1 to June 30, regardless of when said officers are elected and installed.

### Section 7

Members of all grades whose address of record with LES lies within the boundaries of an established chapter shall be assigned and shall be deemed to belong to that chapter, unless the member requests to be in an alternate chapter. The mailing address designated by the member shall be considered as the address of record unless the member instructs otherwise.

### Section 8

The Board shall annually assign, from the funds of LES, to each established chapter, a sum not to exceed \$5.00 for each P.E. Member and EI Members 30 years of age or older; \$3.00 for each E.I. Member under 30 years of age and Governmental Employee Member. There are no rebates made for Sustaining, Honorary, Associate, or Life Members.

### Section 9

The Board may authorize and issue charters for student chapters at institutions of higher education which have engineering programs accredited by ABET. Rules and regulations for the organization and operation of student chapters shall be determined by the Board. Each student chapter shall have a faculty advisor who shall whenever possible be a Member of LES. The student chapter advisor shall be appointed by LES, through the local chapter concerned, on the recommendation of the dean of the college or school involved. Each student chapter shall have a liaison officer from the sponsoring chapter. The liaison officer shall be appointed by the sponsoring chapter.

### Section 10

Each Chapter shall submit reports on Chapter activities at each Board meeting. An annual financial and activity report shall be submitted to the State Office by the end of LES's fiscal year in the format required by the Board.

## **Bylaw 3 – Committees**

### Section 1

The Standing (Required) Committees of LES are:

- Conference/Continuing Professional Development
- Document Review (every 5<sup>th</sup> year, starting in 2024/2025)
- Honors and Awards
- Inter-Society Relations
- Legislative
- MATHCOUNTS
- Membership
- Nominating
- Scholarship
- Young Engineers

### Section 2

Additional Committees of members appointed by the President may include:

- Engineering Education
- Ethics and Professional Conduct
- Finance
- Future Cities
- Hearing
- Public Relations/Publications
- Tellers

### Section 3

The memberships of certain other committees are detailed as follows:

- A. The Honors and Awards Committee shall consist of the two immediate Past Presidents of LES as Chair and Vice-Chair, and the immediate Past President and the current President of the Chapters as members. In the event a Chapter President, and/or immediate Chapter Past President are/is unable to represent their chapter, the vacancy may be filled by one or two of that chapter's Past Presidents.

The Committee shall review the nominations received for the various Society awards and shall select from these nominations the person to be recommended to the Board to receive each award. The awards are to be presented at a general meeting of LES so designated by the Board.

- B. The Document Review Committee shall consist of the Executive Committee and a representative from each chapter that is not represented by a member of the Executive Committee. All committee members must be board members and preference shall be given to state-wide elected board members. This committee should have at least one member from each chapter for a minimum of eight committee members. The Committee shall review the Articles, Bylaws, Strategic Plan, and Handbook every 5<sup>th</sup> year beginning in 2024-2025. The Document Review Committee can convene between appointed years should a need for revisions arise.
- C. The Tellers Committee shall be appointed to validate the ballots cast for Officers and Directors. Each Chapter President may appoint one member to serve on the Tellers Committee. No member of the Tellers Committee may be a candidate on the ballot being validated nor may any teller be a member of the Board. A quorum shall consist of three tellers.
- D. The MATHCOUNTS Committee shall consist of the MATHCOUNTS coordinators from each Chapter. The coordinator from the Host Chapter shall be the Chair and the coordinator of the Vice-Host Chapter shall be the Vice-Chair. The Executive Director shall be designated as the State Coordinator with the National MATHCOUNTS organization.

#### Section 4

Each standing committee listed in Section 1 may have a representative from each chapter appointed by the incoming chapter president forty-five days prior to the annual meeting. The President, with the approval of the Board of Direction, may appoint members to the standing committees to fill vacancies should the chapters elect not to have active representation.

Practice divisions may appoint such committees as are necessary to carry on their activities.

#### Section 5

Each standing committee shall inform the Board of its activities at least once each year and shall submit a written report prior to the Annual Meeting.

### Section 6

The President shall appoint such other special committees as may be desirable for the conduct of the business of LES.

### Section 7

The duties of each of the standing committees shall be prescribed by the Board and published in LES's Orientation Handbook.

### Section 8

The duties of the other special committees appointed by the President shall be set by the President.

### Section 9

No committee shall commit LES's resources, personnel, or position without specific authorization from the Board.

### Section 10

Each committee chair will maintain dated, chronological records of all committee activities and business conducted during the administrative year. These records will be turned over to the succeeding committee chair who will have the discretion of discarding any material over two years old which is of no legal or historical value to the committee or LES.

### Section 11

Each committee chair may prepare an article detailing any plans and activities of the committee for publication in the Louisiana Engineer and Surveyor Journal according to the schedule outlined by the President.

## **Bylaw 4 – Board of Direction**

### Section 1

The Board of Direction shall include the Executive Committee, Chapter Presidents, Practice Division Chairs, State Directors, Young Engineers Representative, NSPE Representative, and Executive Director, the last three of which are non-voting members.

The Board shall govern the direction and have general supervision of all matters pertaining to LES. It shall adopt and monitor a budget and cause the accounts of LES to be reviewed or audited by the Secretary-Treasurer not less than once a year.

## Section 2

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

## 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 members in attendance at a duly called meeting shall be required to authorize expenditures from this fund for expenditures other than for investment or reinvestment.

## Section 4

State Directors shall be assigned at least two chapters for which they will act as a Board liaison. State Directors shall attend chapter meetings for the purpose of inquiring into the condition of the profession and to improve the communication between the chapter membership and Board.

## Section 5

Five Board meetings shall be held annually. The fifth meeting also serves as the installation of the next year's officers. Both current and incoming officers shall attend the fifth Board meeting. Special Board meetings shall be held at the call of the President or at the request of a majority of the members of the entire Board. Attendance may be in person or virtually, but in person attendance is preferable.

## Section 6

If a board member is absent from three or more meetings, the Executive Committee may decide to remove the member from the board. If the removed board member is the State President or Chapter President, then the respective 1st Vice-President will step up into the President position. If the removed board member is the Practice Division Chair, then the Vice-Chair will step up into the Chair position. If the removed board member is Past President, 1st or 2nd Vice-President, or a State Director, the position will remain open until the next election. If the removed board member is the Secretary/Treasurer, the 2nd Vice-President will set down into the Secretary/Treasurer position.

## Section 7

A notice of each Board meeting shall be electronically sent or mailed to each Board member at least 10 calendar days prior to the scheduled date. An agenda, previous meeting minutes, and financial report shall accompany the notice of the meeting. Other pertinent information may be provided in advance if available. No other agenda items shall be considered at such meetings without the consent of the

majority of the members of the Board in attendance.

## **Bylaw 5 – Executive Committee**

### Section 1

The Executive Committee is comprised of the President, President-Elect, 2nd Vice President, Secretary-Treasurer, and Past President. The Executive Director shall assist the Executive Committee in all business conducted by LES. As provided in the Articles, the Executive Committee shall conduct the business of LES between Board meetings.

### Section 2

The Executive Committee shall meet at the discretion of the President or at the request of two members of the Executive Committee.

### Section 3

The Executive Committee shall act as the liaison between LES and other organizations, namely LAPELS, NSPE, and ACEC. The Inter-Society Committee will assist with this responsibility by acting as the liaison between LES and other technical organizations, such as ASCE, ASME, IEEE, etc

## **Bylaw 6 – Officers**

### Section 1

*President* – The President shall be a member of LES and shall preside at all meetings of the Executive Committee, LES, and the Board of Direction; shall be an ex-officio member of all committees; shall appoint chairs of all standing committees; and shall provide general direction of the business of LES. The President shall deliver a state of LES address at the Annual Meeting.

### Section 2

*President-Elect (First Vice-President)* – The President-Elect shall be a member of LES and 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 the President-Elect shall be an examination of LES and the development of plans for the following year. The President-Elect shall appoint vice-chairs of all standing committees.

### Section 3

*Second Vice-President* – In the absence of, or in the case of the inability of the President and President-Elect, it shall be the duty of the Second Vice-President, in order of precedence, to perform all the duties of the president.

#### Section 4

*Secretary-Treasurer* – The Secretary-Treasurer shall perform such duties as are required by law or assigned by the Board. It shall be the duty of the Secretary-Treasurer to protect all money and records of accounts of LES; make an annual report of receipts and reimbursements to LES; and give such bond, to secure the faithful discharge of duties as may be determined by the Board. The fee for this bond shall be paid out of the treasury of LES. The Secretary-Treasurer is also responsible for reviewing the meeting minutes as provided by the State Office and collecting ballots of the Board as outlined in Bylaw 11. At the expiration of the term of office, all records and papers belonging to LES shall be turned over to the successor Secretary-Treasurer.

#### Section 5

*NSPE Representative* – The NSPE Representative shall be a member of NSPE and serve as the Southwest Region representative of NSPE.

#### Section 6

*Executive Director* – The Executive Director shall keep an accurate record, and have custody of all official papers and records; call the meeting to order in the absence of the President, President-Elect and Second Vice-President, and call for a motion for the election of a President pro tempore; issue all calls and notices ordered by the President or the Board; submit at the Annual Meeting a written report covering the duties and activities of the position, including a statement of the membership of LES; give such bond, to be paid out of the treasury of LES, to secure the faithful discharge of assigned duties; receive such salary as the Board shall determine; and have such other duties and prerogatives as the Board may assign. At the expiration of service, the Executive Director shall turn over to a designated successor all books, documents and other property of LES in the custody of the Executive Director, receiving a receipt therefore.

## **Bylaw 7 – Practice Divisions**

#### Section 1

Practice divisions, comprised of members having common professional interests, shall operate under the Articles and the Bylaws of LES.

The Board may create or dissolve a practice division after conducting a hearing on the need for such action.

## Section 2

Practice divisions serving the membership of LES shall be as follows:

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

Each member with a Professional Engineering license, upon joining LES, shall select a practice division. A member may change their practice division selection as needed.

## Section 3

The practice divisions shall be constituted to provide effective forums for discussion and united action on the part of members grouped according to type of professional employment. The improvement of professional recognition, conditions of employment, and other matters of mutual welfare shall be the goal.

## Section 4

Membership in each practice division shall be limited to members of LES.

## Section 5

The officers of each practice division shall include a chair, a vice-chair, and a secretary-treasurer as elected in accordance with Bylaw 8. The officers shall constitute the practice division executive board.

## Section 6

Officers shall assume the duties usually performed by officers in like positions, subject to rules which may be adopted by the division and approved by the Board.

## Section 7

When considered necessary for promoting or forwarding its special objectives, any practice division may establish a fund for that purpose, to be maintained in the treasury of LES. Such funds may be obtained through rebates and/or special purpose assessments of its own members, or by other means authorized by the Board. The Secretary-Treasurer of LES shall be the custodian of all practice division funds, the expenditure of which shall be subject to the direction of the officers of the division.

### Section 8

The Practice Divisions shall report activities at each Board meeting. An annual report outlining the division's activities and financial report, if applicable, shall be made to the Board and submitted by the end of the fiscal year.

### Section 9

All actions by practice divisions shall be consistent with the policies of LES.

### Section 10

Each practice division chair may prepare an article detailing the plans and activities of the division for publication in the Louisiana Engineer and Surveyor Journal according to the schedule outlined by the President.

### Section 11

The Board shall annually assign, from the funds of LES, to the practice division as designated by the member, a sum not to exceed \$5.00 for each member holding a Professional Engineering license.

## **Bylaw 8 – Elections**

### Section 1

LES Nominating Committee shall consist of the Chapter Presidents and the last three Past Presidents. LES Nominating Committee shall be directed to canvas each chapter for suggested nominees for all state elected offices before January 1 annually. Nominations are due prior to March 1 annually. The Nominating Committee shall review all nominations to ensure eligibility for the respective office for which they are nominated.

### Section 2

All ballots will be administered by and submitted to the State Office. A biographical sketch of each candidate shall be included with the ballot. Any ballot to be counted must be returned as follows: the ballot will be marked or left unmarked in accordance with the instructions accompanying it and completed by the closing date.

### Section 3

All valid submitted ballots shall be delivered to the Tellers Committee, which shall verify the tally of the ballots. Once the Tellers Committee approves the tally, the State Office shall report the votes cast for each nominee to the Executive Committee on or before May 10. The nominee for each state office receiving the

greatest number of votes cast for such office shall be declared elected. The elected state officers shall be known by the title of the office to which elected with the suffix "elect" until they assume the duties of their respective offices on July 1.

#### Section 4

The State Office shall deliver the election outcome to the officers, officers-elect, and chapters on or before May 15 and publish same in the next issue of the Louisiana Engineer and Surveyor Journal.

#### Section 5

Each chapter shall elect chapter officers. The procedures for nomination and election to these positions shall be decided upon by the individual chapter. The election of chapter officers shall be completed on or before May 10 of each year. The names of those elected should be conveyed in writing to the State Office no later than May 15 annually.

#### Section 6

Each practice division shall elect a Chair, a Vice-Chair, and a Secretary-Treasurer. The procedures for nomination and election to these positions shall be as follows: a written call for nominations shall be sent to all practice division members and ballots with eligible nominees shall be distributed to same. A list of these elected officers shall be conveyed in writing to LES's State Office no later than May 15 prior to the administrative year for which they will begin their term. The Practice Division Officer positions shall have a term of three years each at the end of which a new election must be held. There is no limit to the number of times an individual can be elected

### **Bylaw 9 – LAPELS Vacancy Nomination Process**

These guidelines prescribe a method of selecting engineer nominees to be submitted by the Board of Direction of the Louisiana Engineering Society (LES) and the American Council of Engineering Companies of Louisiana (ACECL) to the Governor for appointment to the Louisiana Professional Engineering and Land Surveying Board (LAPELS). LES and ACECL shall jointly submit nominations for all LAPELS vacancies.

Each nominee recommended for possible selection must apply by completing the candidate questionnaire as every attempt will be made to nominate the most qualified person for membership on the LAPELS Board. He/she should be an outstanding member of the profession, and one who has been active in professional affairs and service to the profession.

The Licensure Law (LA R.S. 37:683(A)(2)) requires that the LAPELS Board shall include nine Professional Engineers active in each of these practice divisions:

- Two Professional Engineers active in Private Practice of Engineering (PEPP),
- Two Professional Engineers active in Government (PEG),
- Two Professional Engineers active in Industry (PEI),
- Two Professional Engineers active in Education (PEE), and
- One Professional Engineer in Construction (PEC).

LAPELS Board members who retire from active practice shall continue to represent the division of engineering practice represented at the time of retirement (this will also be the same division of engineering practice in which the member practiced when appointed). A LAPELS Board member is not required to resign his or her LAPELS Board membership because of a change in the orientation of his or her career. However, if appointed to the LAPELS Board, the appointee must resign from their position on any other boards of engineering-related organizations for the duration of their LAPELS Board term.

In selecting nominees, the following qualifications are necessary:

1. Must be a citizen of the United States and a resident of the State of Louisiana
2. Must have been engaged in the practice or teaching of engineering as a professional engineer for at least twelve (12) years and shall have been in responsible charge of important engineering work for at least five (5) years
3. Must be a registered professional engineer in the State of Louisiana
4. A potential candidate for appointment who has "retired" from employment in one of the five functional areas of practice named in LA R.S. 37:683(A):
  - a. Will be eligible for nomination if that person continues to be employed or engaged in the practice of engineering. Potential candidates will certify to LES during the selection process that they meet this criterion. Failure to do so will automatically disqualify the candidate from further consideration.
  - b. May be nominated from the practice division in which he or she was active before "retirement", provided that all requirements of LA R.S. 37:684 are met for that previous employment and provided further that the candidate continues to be active in that functional practice division of LES.

Additionally, the nominees should have an established reputation for prominence and be well respected in their area of practice. Should all other qualifications of a

number of nominees be judged equal, first consideration should be given to members of an engineering society or engineering organization. Participation in the affairs of a society/organization shall then be considered as further evidence of the interest of the potential nominee in professional affairs.

It is important that an attempt be made to maintain a balance of LAPELS Board members according to disciplines or practice (civil, electrical, etc.). After this, efforts should be made to maintain an equitable distribution throughout the state (considering numbers of registered engineers in the various areas), not allowing any one area to become predominant in number of members. Generally speaking, it is believed that there are many qualified registered professional engineers in all disciplines to serve on the LAPELS Board.

When a vacancy occurs on the LAPELS Board, or one hundred twenty (120) days prior to the expiration of the term of a member of the LAPELS Board, the Executive Director of LAPELS should submit a notification of vacancy to LES. The LAPELS notification letter will list the required qualifications of the nominees for the pending vacancy necessary for that Board to be legally constituted after the appointment in accordance with LA R.S. 37:683 and 37:684.

1. The LES Executive Director shall notify the LES Executive Committee, Chairman of the practice division concerned, and ACECL and request that nominations be submitted to represent the practice division in which there is a vacancy for consideration.
2. The Chairman of the practice division concerned shall immediately publicize the request for nominations to the membership of the practice division including the President of each Chapter, and send a copy to the President & CEO of ACECL, to request nominations.
3. After receipt of all applications a selection committee will be created consisting of at least two LES members and at least two ACECL representatives who will receive all candidate applications and act as a screening and selection committee for the practice division.
  - a. The Selection Committee will obtain resumes of the proposed nominee's experience in professional work and statements of qualifications.
  - b. This selection committee shall select a minimum of three candidates, but no more than seven candidates, based on the applicants' qualifications, standing in the profession as an engineer, and service to societies, organizations, and the profession. It is preferred that an equal number of nominees be selected from LES and ACECL when possible.
4. The Selection Committee shall forward the nomination forms and resumes of selected nominees to the LES Board and the ACECL

Board for consideration at least sixty (60) days prior to the expiration of the term of the retiring member of the LAPELS Board.

5. Either Board may reject the names and ask the Selection Committee for additional names as necessary but should not add names unless they have been through the above selection process.
6. The President & CEO of ACECL and Executive Director of the Louisiana Engineering Society shall jointly submit the adopted list of nominees to the Office of Boards and Commissions, or respective entity under the Governor's Office, within sixty (60) days after receipt of notice of the death or resignation of a member of the LAPELS Board, and at least thirty (30) days prior to the expiration of the term of a member of the LAPELS Board.

The "Candidate Questionnaire" is an official part of these guidelines.

This section of the LES Bylaws cannot be changed, amended, or removed without written consent from the ACECL Board.

## **Bylaw 10 – Order of Business**

### Section 1

The order of business at meetings of the Board shall be determined by the agenda prepared by the Executive Director, reviewed by the President, and subject to approval of the Board.

### Section 2

Robert's Rules of Order (revised) shall govern matters of parliamentary procedure of LES.

## **Bylaw 11 – Ballots of the Board**

### Section 1

The President may at any time direct the Secretary-Treasurer to submit any question to the Board members by means of a ballot.

### Section 2

In the event of any meeting at which less than all members of the Board are present, the majority of the members present may direct the Secretary-Treasurer to submit any question to all members of the Board by means of a ballot.

Section 3

In the event of any meeting at which less than all members of the Board are present and a majority vote constitutes less than a majority of the entire Board, any member of the Board may direct the Secretary-Treasurer to submit the question to all members of the Board by means of a ballot.

Section 4

A majority of all votes received within 15 calendar days of the disbursement of the ballots shall decide the question, provided votes are received from at least two-thirds of the entire Board. If an insufficient number of ballots are received, the question shall be placed on the agenda of the next Board meeting.

Section 5

The Secretary-Treasurer shall ensure data concerning each ballot, including the dates of the disbursement and the return of the ballots, and the names and vote of all members voting are part of the minutes of the appropriate meeting. The Secretary-Treasurer shall notify all members of the Board of the results within three weeks of the date of the original action.

## **Bylaw 12 – Affiliation or Disassociation with National Organizations**

Section 1

Affiliation or disassociation of LES with the National Society or any other national organizations may be proposed by a majority of the Board of Direction or by petition signed by not less than 10% of the voting members of this Society. Such petition for affiliation or disassociation shall first be reviewed by the Board of Direction and the findings of this review shall be presented to the membership. A copy of any proposal for affiliation or disassociation, together with a ballot, shall be disbursed by the State Office to each voting member not later than six months after such petition has been received by the Board. Affiliation or disassociation shall become effective only upon the affirmative vote of two-thirds of the votes cast by the qualified members provided that not less than 20% of the qualified members of LES cast affirmative ballots.

## **Bylaw 13 – Fiscal and Administrative Years**

Section 1

The fiscal year of LES shall be from July 1 through June 30, beginning in 2000.

Section 2

The administrative year of LES shall be from July 1 through June 30.

## **Bylaw 14 – Meetings**

### Section 1

The Annual Meeting of LES shall be held between May 1 and July 31.

### Section 2

Special meetings of LES can be held in accordance with the Articles at the dates determined by the Executive Committee.

### Section 3

Written notification of LES's Annual Meeting or other special meetings shall be made to all members at least one week prior to the date set for the meeting.

### Section 4

At an Annual Meeting, twenty-five (25) voting members shall constitute a quorum for the transaction of business.

## **Bylaw 15 – Discipline**

### Section 1

Charges or complaints of alleged violations of the NSPE Code of Ethics (Rev. July 2019) or of laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matters; charges of violations concerning the Articles and the Bylaws must be filed by a member. Each member is responsible to render written reports of factual knowledge of alleged violations of the NSPE Code of Ethics (Rev. July 2019) and/or the Articles and the Bylaws of LES. Such charges may be filed with President through the State Office.

### Section 2

Upon receipt of a complaint, the President will convene an Ethics and Professional Conduct Committee. An initial informal investigation of alleged violations will be made by said committee and report to the Executive Committee their initial findings. When such informal investigations indicate that a formal investigation is advisable, President shall direct the Ethics and Professional Conduct Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.

### Section 3

If a hearing is warranted, the President will convene a Hearing Committee of not less than three Past Presidents appointed by the current President. This committee shall make recommendations to the Executive Committee and the Executive Committee shall render a decision.

### Section 4

The accused shall have the right to appeal the decision to the Board of Direction. The Executive Committee members who initially reviewed the alleged violation shall not participate in the appeal proceedings.

### Section 5

A two-thirds vote of those eligible to vote of the Executive Committee, and the other eligible members of the entire Board in an appeal, is required to sustain a charge or charges. Thereafter the penalty shall be determined by majority vote of the entire Board.

### Section 6

Disciplinary action may be taken by LES against a member who resigns his membership after charges of unethical conduct have been filed against such member, in which case, the former member shall have the same rights of defense and procedure as prescribed for members. In the case of resigned members, LES may issue a notice of censure or prescribe that LES records show such member shall not be eligible for membership for a stipulated period of time or indefinitely and may publish its findings.

### Section 7

The person who filed charges will be notified of the final decision in writing by the President.

### Section 8

Any member of the Board upon whom a charge is filed shall remove themselves from the executive sessions of the Board and shall not participate in other votes in connection with the charge.

## **Bylaw 16 – Awards**

### Section 1

Awards may be presented as determined by the Board of Direction. All award guidelines and requirements shall be included as a part of LES's Handbook prior to considering nominees for the award.

## **Bylaw 17 – Official Periodical**

### Section 1

LES shall publish an official periodical to be known as the Louisiana Engineer and Surveyor Journal. The periodical shall be published at least once per quarter.

### Document History

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