

**SEATTLE CHAPTER  
STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON  
BY-LAWS  
(Revised January 29, 2010)**

**ARTICLE I  
Membership**

- Section 1. 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.
- Section 2. 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 the Structural Engineering at the time of 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.
- Section 3. A Professional Associate member shall be a Registered Professional Engineer or Architect, licensed to practice in the State of Washington.
- Section 4. An Affiliate member at the time of admission to the Association 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.
- Section 5. An Associate member at the time of 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. That member's designation as an Associate member shall cease upon the achievement of ten (10) years' combined engineering education and experience at which time the membership classification shall be automatically changed to Affiliate member.
- Section 6. A Student member at the time of admission to the Association shall be a Junior, Senior, or Graduate Engineering Student interested in structural engineering and enrolled in an approved engineering school or college. That member's designation as a Student member shall cease when no longer a full-time student in an engineering school or college, or after four years as a Student member, whichever occurs first.
- Section 7. 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:
- (a) Life member shall have been a member in good standing of this Association for a minimum of 20 years.
  - (b) Retired member shall have been a member in good standing of this Association for a minimum of 10 years.
  - (c) Member shall have retired from the active profession of engineering or have reached the age of 65 years.
  - (d) 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.
- Section 8. A Non-Resident member is a member of the Association who moves his/her residence out of the State of Washington and 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 this classification of membership, except that said member may not have a vote in Association affairs and he may not hold elected office.

Section 9. 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 that person 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 admission fee. Such persons meeting the qualifications for MEMBER or Professional Associate member shall be accepted only in the higher classification for which they qualify. When any members acquire the qualifications of MEMBER or Professional Associate member, their membership classification shall be automatically changed to the higher classification for which they qualify.

Section 10. When MEMBER is written in capital letters, it shall refer to a 'MEMBER' as described in Section 2 of this Article. When 'member' is written in small letters, it shall refer to all classes of members as described in Sections 1 through 10 of this Article.

## ARTICLE II

### Voting Rights

Section 1. Only MEMBERS of the classification MEMBER or Professional Associate member shall vote on Chapter business.

Section 2. The rights to vote on State Association business or serve on the State Association Board of Trustees shall be governed by the State Association bylaws.

## ARTICLE III

### Admissions, Expulsions, Leaves of Absence, 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 membership of the Chapter shall receive written notices of all applications for membership within sixty (60) days of receipt by the Board of Directors. The membership shall have a period of one month from the date of mailing notices on any application, in which to file objections in writing to the election of the applicant. 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 applicant shall be duly elected upon receipt of favorable votes from a majority of the members of the Board of Directors.

Section 2. Expulsions. The Board of Directors shall consider proceedings toward the expulsion of any member upon receipt of written information 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 the accused of the charges and if the accused member so desires, said accused member may present a defense either in person or in writing which shall be considered at a meeting of the Board of Directors. The accused 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 Section 2 of this Article and then only by a majority vote of the Board of Directors with subsequent referral to MEMBERS of the Association.

Section 3. Leaves of Absence. A member 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 Secretary of the Chapter who shall present the request 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.

Section 4. Resignations. A member 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. A member thus resigned may be reinstated by the Board of Directors without payment of an initiation fee.

Section 5. Membership by Reciprocity. A member of a Structural Engineers 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 all other requirements of these By-laws are satisfied. 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 year.

#### ARTICLE IV

##### Fees, Dues and Assessments

Section 1. The initiation fee shall be Fifteen Dollars (\$15.00) for MEMBER, Professional Associate member and Affiliate member; and Five Dollars (\$5.00) for Associate member and Student member. The initiation fee shall be payable to the treasury of the Chapter in which membership is granted and shall be submitted with the application for membership. Honorary memberships are awarded by the Chapter and shall have no initiation fee.

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

Honorary Members	No Dues
MEMBERS	\$140.00
Professional Associate Members	\$120.00
Affiliate Members	\$140.00
Associate Members	\$90.00
Student Members	\$20.00
Life Members	**
Retired Members	***

The Annual Dues for each class of non-resident membership shall be as follows:

Honorary Members	No Dues
MEMBERS	\$70.00
Professional Associate Members	\$60.00
Affiliate Members	\$70.00
Associate Members	\$45.00
Life Members	**
Retired Members	***

\*\* \$10.00 mailing fee to receive Newsletter and other correspondence.

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

Section 3. Annual dues shall be payable in advance, and 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, fees 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 by letter ballot. If two-thirds (2/3) of those voting vote favorably, provided at least fifty percent (50%) of the MEMBERS vote, the assessment shall be declared carried.

Section 6. The Board of Directors is empowered to receive contributions, provided the funds so received are used to further the aims and objectives of the Association.

Section 7. Funds of the Chapter which are derived from dues and assessments shall not be used for lobbying.

Section 8. The Seattle Chapter shall remit to the State Association for each member paying annual dues the following amounts for the various classes of members:

##### RESIDENT:

MEMBERS	\$70.00
Professional Associate Members	\$60.00
Affiliate Members	\$70.00
Associate Members	\$45.00
Student Members	None

Life Members	None
Retired Members	***

NON-RESIDENT:

MEMBERS	\$35.00
Professional Associate Members	\$30.00
Affiliate Members	\$35.00
Associate Members	\$ 22.50
Retired Members	***

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

Section 9. Change of classification of any member during any year shall not require any additional payment of dues for the remaining portion of that year.

**ARTICLE V**

**Officers and Directors**

- Section 1. The officers shall be a President, Vice President, Secretary and Treasurer.
- Section 2. The Board of Directors shall consist of eight (8) MEMBERS which shall include the President, the Vice President, most recent Past President, The Treasurer, and four Directors-at-Large. If no Past President is available, an additional Director-at-Large shall be elected by the Board of Directors to serve until the next annual election.
- Section 3. The President, Vice President and two Directors-at-Large shall be elected annually by the MEMBERS. Both the Secretary and the Treasurer shall be appointed by, and shall serve at the pleasure of, the Board of Directors.
- Section 4. The President and the Vice President shall be elected for a term of one year; two Directors-at-Large shall be elected each year for two-year terms.
- Section 5. Directors shall be ineligible to succeed themselves, as Directors-at-Large.
- Section 6. Except as otherwise provided, a vacancy in any office shall be filled by the Board of Directors until the next annual election.

**ARTICLE VI**

**Nomination and Election of Officers and Directors-at-Large**

- Section 1. The election of officers and Directors-at-Large shall be held each year at the annual meeting in the month of April.
- 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 nominated and elected by voice vote at the January meeting of the Association. Nominations for this committee may be made by members of any classification but only MEMBERS shall be nominated. If more than five (5) MEMBERS are nominated, the five receiving the highest vote shall be declared elected to the Nominating Committee. 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. On or about January 30th, 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 two (2) names for each Director to be elected. This report shall be sent to the MEMBERS and Professional Associate members before February 20. Until February 28th, additional nominations may be made by petition of at least five (5) MEMBERS.
- Section 3. Before March 20, all MEMBERS and Professional Associate members shall be sent a ballot listing the nominees for the various offices along with a plain envelope and an outer envelope stamped 'BALLOT'. The MEMBER's marked ballot shall be sealed in the plain envelope, which shall be signed by the voter, and returned to the Secretary before the time set for closing the vote at the Annual 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 the Elections Committee, a Committee of three (3) members appointed by the President. This Committee shall warrant to the membership the proper conduct of the nomination and the elections in accordance with these By-laws. The Elections Committee will count the

ballots and declare the results of the balloting at the earliest time to the membership in a Chapter meeting and in correspondence to the membership.

Section 5. Officers of the Chapter shall take office at the regular May meeting of the Board of Directors.

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. If no Past President is available, the Board of Directors shall appoint one of the Directors-at-Large to serve in this position.

## ARTICLE VII

### Powers and Duties of Officers

Section 1. 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.

Section 2. 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-at-Large to serve as acting Vice President during the same period.

Section 3. The secretary 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.

Section 4. 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.

## ARTICLE VIII

### Management

Section 1. The Board of Directors shall govern the affairs of the Chapter.

Section 2. The Board of Directors may retain a commercial secretarial service which will, for a fee, provide such services as the Board may direct.

Section 3. The President shall appoint committee chairs responsible to the Board for various activities of the organization.

## ARTICLE IX

### Meetings

Section 1. Meetings of the Chapter other than the annual April meeting shall be held at the call of the Board of Directors. There shall be at least one meeting each quarter. Dates for all other meetings shall be set by the Board of Directors.

Section 2. The Board of Directors shall meet at least once a month excluding July and August and at the call of the President. Four members of the board shall constitute a quorum of the Board of Directors.

Section 3. 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 shall constitute a quorum. An annual report from each committee shall be submitted at the annual Chapter meeting to the president and shall be published in the May newsletter.

Section 4. Robert's Rules of Order, latest edition, shall govern all parliamentary procedures not otherwise provided for by these By-laws.

Section 5. A member's eligibility to vote shall be in accordance with Article II: Voting Rights.

Section 6. 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.

Section 7. 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.

## **ARTICLE X**

### **Amendments**

Section 1. These by-laws 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:

- (a) At any formal business meeting of the Chapter subject to the provisions of Article IX, Section 6.
- (b) 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.