

**SOUTHWEST CHAPTER  
STRUCTURAL ENGINEERS ASSOCIATION OF WASHINGTON  
BY-LAWS  
(Revised to November 1, 2004)**

**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.

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

Honorary Member	None
MEMBER	\$95.00
Professional Associate	\$90.00
Affiliate member	\$95.00
Associate member	\$80.00
Student member	\$10.00



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.