



**CONSTITUTION AND BY-LAWS OF THE ROCKLAND COUNTY CHAPTER**

**NEW YORK STATE SOCIETY OF PROFESSIONAL ENGINEERS**

**FOREWORD**

IT IS THE AIM OF THIS CHAPTER TO WHOLEHEARTEDLY SUPPORT THE NEW YORK STATE SOCIETY OF PROFESSIONAL ENGINEERS IN ALL MATTERS EXPRESSED IN THE PREAMBLE OF THE STATE SOCIETY'S CONSTITUTION, AND THE FOLLOWING INSTRUMENT IS ADOPTED TO IMPLEMENT THAT AIM AND TO PERMIT ITS ACCOMPLISHMENT IN AN ORDERLY MANNER. IT IS THE INTENT OF THE ROCKLAND CHAPTER TO PROMOTE THE ENGINEERING PROFESSION TO THE LOCAL COMMUNITY AND TO ENCOURAGE THE STUDY OF ENGINEERING.

**CONSTITUTION**

**Article I.      NAME**

This organization shall be known as the ROCKLAND COUNTY CHAPTER (herein referenced to as the Chapter) of the NEW YORK STATE SOCIETY OF PROFESSIONAL ENGINEERS (herein referenced to as the NYSSPE).

**Article II.      MEMBERSHIP**

- Section 1.      Any New York State licensed Professional Engineer, Engineer in Training (EIT) or other individuals in accordance with NYSSPE constitution, who reside or work in Rockland County (or contiguous territory not conveniently served by another Chapter), shall be eligible for membership. Members of other NYSSPE chapters may join the Rockland County Chapter as dual members for a one-time fee, which shall be specified by the NYSSPE at the time of the dual membership. Dual members shall have all of the privileges, duties and rights of regular members.
- Section 2.      Privileges, duties and rights of members and of the Chapter shall be as specified in the NYSSPE Constitution.
- Section 3.      Membership shall be restricted to those eligible as described in Section 1 above. Membership shall become effective upon approval of the application and payment to the National Society of Professional Engineers (NSPE) of the dues fixed for the current year.
- Section 4.      No disciplinary action shall be taken against any member until the full Chapter membership has had an opportunity to vote upon it at a regular meeting. This action shall be in executive session with no one but members present. Final action on expulsion shall fully comply with the NYSSPE Constitution.



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**Article III.**     **DUES**

- Section 1.       Chapter dues shall be determined by the NYSSPE plus such amounts as may be prescribed for membership in the State and National Societies of Professional Engineers. All dues shall be payable to the National Society of Professional Engineers within 30 days of your annual renewal date.
- Section 2.       Members shall be in good Chapter standing except as indicated in Article 2, Section 4 until they are in arrears for dues based on the NYSSPE and NSPE bylaws, and shall be restored to good standing once re-accepted by the NYSSPE and NSPE.
- Section 3.       Members who are exempt from payment of dues to the NYSSPE and NSPE under the NYSSPE's Constitution and By-Law, shall automatically become exempt from payment of any Chapter dues, and shall retain full membership privileges as long as they remain State and National Society members.

**Article IV.**     **OFFICERS**

- Section 1.       Chapter officers shall be a President, Past President, Secretary, and a Treasurer who shall be elected for a one-year term starting July first. The Secretary and Treasurer positions may be taken on by one person. There shall be a minimum of three and a maximum of seven (7) Directors elected for a one-year term starting July first. Each Director shall chair one committee and Officers may chair a committee as needed. See below for committee descriptions. The Chapter Officers and Directors shall constitute the Board of Directors. The roles of the officers are defined in Article III of the enclosed by-laws.
- STUDENT ACTIVITIES COMMITTEE – this committee shall be responsible for overseeing the scholarship, mathcounts and other student related activities for the chapter.
  - CHAPTER EVENTS COMMITTEE – this committee shall be responsible for coordinating non-educational chapter events (i.e. golf outings, installation dinner, etc.).
  - CHAPTER AWARDS AND NOMINATING COMMITTEE – this committee shall be responsible for the chapter awards including collecting and reviewing nominations, notifying award winners and securing the awards to be handed out.
  - CONTINUING EDUCATION COMMITTEE - this committee shall be responsible for coordinating all educational chapter events (i.e. PDH lectures, etc.).
  - MEMBERSHIP COMMITTEE - this committee shall be responsible for monitoring our membership including welcoming new members as well as following up with delinquent members.
  - COMMUNICATIONS COMMITTEE - this committee shall be responsible for all chapter communications including but not limited to website modifications, preparation of newsletter, mailings (including digital), etc.



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- Section 2. The Chapter Awards and Nominating Committee shall select a candidate for each office and shall prepare and distribute to each member, before April 15th, a letter ballot containing the names of the Nominees, and blank spaces for write-in vote for each office.
- Section 3. Ballots shall be returnable to the Chapter Secretary prior to May 15th. The results shall be announced at the May Chapter meeting. Each Chapter member shall be permitted to cast one vote.

**Article V. ADMINISTRATION**

- Section 1. Chapter affairs shall be determined, administered, and controlled by the Board of Directors.
- Section 2. The Board of Directors shall meet once a month, except for July, and at the call of the President or of any other three members of the Board of Directors as needed.
- Section 3. The Board of Directors is responsible for periodically reviewing the attendance and activities of the Board members. Board members shall be responsible to attend a minimum of 75% of the Board of Directors meetings annually, not including excused absences. The Board reserves the right to remove Board members based on their performance.

**Article VI. MEETINGS**

- Section 1. Chapter meetings shall be held at least once in each month, except for July and August. Meetings shall be held at regular intervals on a day to be determined by the Board of Directors.
- Section 2. Special Meetings shall be called by the President, as he/she deems necessary, or upon written request from ten members of the Chapter.
- Section 3. Robert's Rules of Order Revised shall govern the procedure at all meetings of the Chapter and the Board of Directors.
- Section 4. Meeting fees to be determined by majority vote of the Board.

**Article VII. AMENDMENTS**

- Section 1. Amendments to this Constitution must be presented in writing and must be proposed by at least five members. No amendment shall be acted upon during the meeting at which it is introduced, but shall become a part of the next regularly scheduled meeting, under "New Business."
- Section 2. All Chapter members in good standing must have the opportunity to vote upon amendments to the Constitution by letter ballot or electronically, which must be distributed to them no later than 21 days before the meeting at which action is to be taken.
- Section 3. A majority of the votes received shall constitute the approval.



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Section 4. All amendments shall become effective when approved, unless another date is stated in the amendment itself.

**Article VIII.** **BY-LAWS**

Section 1. The Chapter shall adopt By-Laws which shall be for the guidance of the officers and members.



**BY- LAWS**

**Article I.      **BY-LAWS****

- Section 1.      By-laws shall be adopted or amended only by the following procedure:
- a.      By-laws or amendments thereto shall be adopted by a letter or electronic ballot vote. A majority of the votes received from members shall constitute approval.
  - b.      A proposal to amend the by-laws may be made by a majority vote of those attending any meeting or by written petition signed by not less than ten members of the chapter.
  - c.      The wording of the ballot shall be approved by the Board of Directors, but the intent of the proposal cannot be vetoed by that body.

**Article II.      **ADMINISTRATION****

- Section 1.      The fiscal year shall be July 1st to June 30th.
- Section 2.      The Chapter accounts shall be reviewed at of the end of each fiscal year by the Treasurer and President subsequent to the installation and prior to September 1st.
- Section 3.      The Board of Directors shall meet at the call of the President or of any other three members of the Board of Directors.

**Article III.      **DUTIES OF THE OFFICERS****

- Section 1.      The Board of Directors, as provided in the Constitution, shall be the governing body of the Chapter.
- Section 2.      The PRESIDENT shall preside at all Chapter meetings and meetings of the Board of Directors.
- Section 3.      The SECRETARY shall have charge of the records and relevant correspondence of the chapter and shall be responsible for recording and distributing them to the Board of Directors.
- Section 4.      The TREASURER shall have charge of the funds of the Chapter.



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**Article IV.     **ORDER OF BUSINESS****

Section 1.       The order of business at all Board of Directors meetings shall be:

- Approval of minutes
- Treasurer’s Report
- Reports of officers and committees
- Unfinished business
- Reading of communications
- New business

Section 2.       The business at any special meetings shall be limited to matters stated in the notice of that meeting.

**Article V.     **COMMITTEES****

Section 1.       Standing committees shall be such as are necessary for the Chapter to effectively work as a member of the State Society. Designation of committees shall be made by the election of them.

Section 2.       The Board of Directors shall appoint such other committees as are necessary.

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**Approved by Board of Directors: December 1, 2011**  
**Approved by Membership Vote:**

