

**BY-LAWS
of the
STRUCTURAL ENGINEERS ASSOCIATION OF UTAH**

ARTICLE I

MEMBERSHIP

Members in the Structural Engineers Association of Utah (The Association) shall consist of the following grades: PROFESSIONAL, ASSOCIATE, AFFILIATE, STUDENT, LIFE PROFESSIONAL, LIFE AFFILIATE, FELLOW, AND HONORARY.

Section 1. PROFESSIONAL GRADE. A PROFESSIONAL grade member in the Association shall be a Professional Engineer registered in the State of Utah, and regularly engaged in the practice of structural or related engineering.

A PROFESSIONAL may hold office and have one vote.

Section 2. ASSOCIATE GRADE. An ASSOCIATE grade member shall be an individual who at the time of acceptance of their application to the Association shall have been regularly engaged for at least four (4) years in structural or related engineering. Graduation in engineering from an accredited college or university with a degree in civil, structural, or related engineering may be considered by the Board of Directors as the equivalent of the four (4) years experience described in this section. An ASSOCIATE grade member may be an individual who is a Professional Engineer, but not registered in Utah.

An ASSOCIATE may hold no office and shall have no vote.

Section 3. AFFILIATE GRADE. An AFFILIATE grade member shall, in the opinion of the Board of Directors, be qualified for membership by reason of position, to cooperate with the Association in the advancement of the professional knowledge, practice, and welfare. An AFFILIATES' connection with the Association shall cease when the individual no longer holds a position qualifying for membership. The number of AFFILIATES shall be limited to not more than 25% of the total membership, excluding STUDENTS.

An AFFILIATE may hold no office and shall have no vote.

Section 4. STUDENT GRADE. A STUDENT grade member shall be an individual who at the time of acceptance of their application to the Association is a full-time or part-time undergraduate or full-time graduate student enrolled in an accredited civil, structural or related engineering program at a college or university.
A STUDENT may hold no office and shall have no vote.

Section 5. LIFE PROFESSIONAL GRADE and LIFE AFFILIATE GRADE. A LIFE grade membership may be awarded, at the discretion of the Board of Directors, to any

PROFESSIONAL OR AFFILIATE grade member who meets all the qualifications of one of the categories given below:

1. a. Shall have been a member in good standing of the Association for a minimum of 20 years, and,
b. Shall, in the opinion of the Board, be retired from actively practicing engineering;
2. a. Shall have been a member in good standing of the Association for a minimum of 25 years, and,
b. Shall be at least 65 years of age;
3. A member who in the opinion of the Board is entitled to LIFE membership because of special circumstances.

A PROFESSIONAL or AFFILIATE grade member who qualifies for LIFE grade membership shall have the term "LIFE" prefixed to the grade held at the time of acceptance for LIFE membership.

A LIFE member shall have the same privileges associated with the grade held at the time of becoming a LIFE member.

Section 6. FELLOW GRADE: A FELLOW grade member shall have been a PROFESSIONAL grade member in good standing in the Association for five (5) years, shall be 55 years of age, and shall be retired or semi-retired from active practice of structural or related engineering. The five (5) year membership requirement may be waived by unanimous vote of the Board of Directors.

A FELLOW may hold office and have one vote.

Section 7. HONORARY GRADE. An HONORARY membership may be awarded by the Board of Directors to any person who has achieved eminence in some branch of engineering, or the science related thereto.

An HONORARY grade member may hold no office and shall have no vote.

Section 8. Voting grade members shall consist of the following grades: PROFESSIONAL, LIFE PROFESSIONAL, and FELLOW.

ARTICLE II

ADMISSIONS, LEAVES OF ABSENCE, RESIGNATIONS, EXPULSIONS AND CHANGES IN GRADE:

Section 1. Admission to or change in grade within the Association shall be in accordance with the following procedure:

- a. An application shall be submitted to the Board of Directors with the endorsement of at least one (1) PROFESSIONAL grade member. Endorsements shall not be required for transfer from one grade to another grade.
- b. Notice of the application shall be sent to the membership. Any member shall have 14 days from the date of the notice, in which to file a written or electronic objection to the acceptance of the applicant.
- c. The Board of Directors shall vote upon the application giving due consideration to any objections that might be received. The applicant shall be duly accepted as a member upon receiving a majority vote of the full Board of Directors membership.

Section 2. A STUDENT's connection with the Association shall cease at the end of the fiscal year in which the STUDENT no longer meets the criteria of a STUDENT grade, unless there is a transfer to another grade of membership.

Application for change in grade shall be made when an ASSOCIATE is eligible to become a PROFESSIONAL grade.

A member who is eligible for change in grade, but does not make application within the fiscal year they become eligible, will be considered "not in good standing" with the Association.

Section 3. Upon written request by a member in good standing, the Board of Directors may grant that member a leave of absence for the forthcoming fiscal year. Leaves of absence will be requested and granted in full fiscal year increments only. Written request must be received by the Board of Directors prior to May 31st of the fiscal year prior to the fiscal year the leave of absence is being requested for. During the leave of absence, the individual would not be required to pay dues and would have no privileges, duties, and benefits associated with membership in the Association. The individual would automatically be reinstated as a member in good standing at their most recently held grade at the beginning of the following fiscal year, unless a written request by the individual to extend the leave of absence through the next fiscal year is received by May 31st of the current fiscal year. Leaves of absence will be limited to two consecutive fiscal years.

Section 4. A member in good standing may apply for resignation by written communication to the Board of Directors. Upon acceptance by the Board of Directors, the member's resignation will become effective the first day of the following fiscal year.

This individual's membership may be reinstated without payment of the initiation fee, pending acceptance of their application for membership by the Board of Directors.

Section 5. Members or member of any grade may prefer charges for disciplinary action against any other member or members of any grade, upon the grounds of unprofessional conduct or conduct detrimental to the Association, or in violation of its Code of Ethics or these Bylaws. Such charges shall be submitted in writing addressed to the President. The document shall specifically state the conduct in question, and be signed by the member or members preferring the charges. Such charges shall be treated as confidential by all concerned and shall not to be discussed or disseminated, except as provided by this section. The Board of Directors shall consider the charges within 30 days. If disciplinary action appears to be warranted, the Secretary/Historian of the Association shall advise(cond7(the)5.

ARTICLE III

DUES, ASSESSMENTS AND CONTRIBUTIONS

Section 1. Initiation Fees shall be as follows:

None	HONORARY
\$ 5.00	STUDENT
\$15.00	ASSOCIATE
\$30.00	PROFESSIONAL, AFFILIATE

Transfer Fees shall be as follows:

None	PROFESSIONAL to LIFE PROFESSIONAL
	PROFESSIONAL to FELLOW
	AFFILIATE to LIFE AFFILIATE
\$10.00	STUDENT to ASSOCIATE
\$15.00	ASSOCIATE to PROFESSIONAL
	ASSOCIATE to AFFILIATE
\$25.00	STUDENT to PROFESSIONAL
	STUDENT to AFFILIATE

Section 2. Annual dues shall be as follows:

None	HONORARY
	LIFE PROFESSIONAL
	LIFE AFFILIATE
\$ 10.00	STUDENT
\$ 55.00	ASSOCIATE, FELLOW
\$100.00	PROFESSIONAL, AFFILIATE

Members changing grade within the Association shall not be required to pay any additional dues during the fiscal year of the change.

Individuals joining the Association shall pay dues based on the following: If the Board of Directors approves the application between February 1st and September 30th, then 100% of the dues will be required, and will be applied to the full fiscal year beginning June 1st of that year. If the application is approved after October 1st and prior to February 1st, then 50% of the dues will be required for the balance of the current fiscal year.

Annual dues shall be payable upon billing and any member who has not paid dues by December 31 shall, except as herein provided, cease to be a member of the Association. A late fee of \$20.00 shall be assessed for dues not received by September 30.

Section 3. The Board of Directors may increase or decrease initiation fees, transfer fees, and/or annual dues singly or collectively, by not more than 10% in any one year. If the Board of Directors propose an increase or decrease in initiation fees, transfer fees, and/or dues in excess of 10%, it must be approved by affirmative vote of not less than two-thirds

of the voting grade members voting by letter ballot, in which balloting a majority of the eligible voting grade members vote thereon.

Section 4. On application from any member, the Board of Directors may, at its discretion and for cause, cancel part or all current dues and/or assessments of the member or extend the time of payment of the current dues.

Section 5. Additional funds required to carry on the activities of the Association may be raised through assessments which shall not exceed the annual dues for any one fiscal year. Any assessments proposed by the Board of Directors shall be referred to the voting grade members by letter ballot. If two-thirds of those voting, vote favorable, provided at least 50% of the voting grade members vote, the assessment shall be declared carried.

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

Section 7. The fiscal year of the Association shall be from the first day of June to the last day of May of the following calendar year.

ARTICLE IV

OFFICERS & ELECTED REPRESENTATIVES

Section 1. The officers shall be President, President Elect/Vice President, and Treasurer.

Section 2. The Board of Directors shall consist of seven (7) voting grade members which shall include the three (3) officers, and four (4) directors. One of the directors shall be the last available Past President.

Section 3. The President Elect/Vice President and two (2) Directors shall be elected annually by the voting grade members.

Section 4. The President Elect/Vice President shall be elected for a three year term: one-year to serve as President Elect/Vice President, then serve the following year as President, and serve the final year as a member of the Board of Directors as the Past President.

Section 5. The two (2) Directors elected annually shall be elected for terms of 2 years. One of the two (2) Directors shall be elected as Secretary/Treasurer. The first year of service shall be as the Association Secretary/Historian. The second year of service shall be as the Association Treasurer. The other elected Director in the second year of service shall be appointed as the Association representative to the Utah Engineers Council.

Section 6. Directors shall be ineligible to succeed themselves.

Section 7. Vacancies in the Board of Directors shall be filled as follows:

- a. Vacancy of a Board member in their first year of service: The Board of Directors shall appoint a voting grade member to fill the remaining term.
- b. Vacancy of a Board member in their second year of service: The Board member designated to fill the vacated position the following fiscal-year, shall be appointed by the Board of Directors to fill the vacated position (i.e.: Vice President replaces vacated President, Secretary/Historian replaces vacated Treasurer). This individual will continue to serve the following fiscal-year in the same position. The then vacated first-year position shall be filled per the above paragraph.
- c. Vacancy of a Past President: The most recently available past president shall be appointed by the Board of Directors to fill the remaining fiscal-year position of Past President.

Section 8. One voting grade member shall be elected as a representative to the Utah Seismic Safety Commission. This representative shall be elected by the voting grade members for a term of two (2) years. The Utah Seismic Safety Commission Representative may not hold any other current elected office within the Association. If

this position is vacated, the Board of Directors shall appoint a voting grade member to fill the unexpired term of service.

ARTICLE V

NOMINATIONS AND ELECTIONS OF OFFICERS & REPRESENTATIVES

Section 1. The election of the President Elect/Vice President and two (2) Directors shall be conducted by ballot prior to the Annual Business Meeting of the Association in the Month of May, as described in Section 3 below. The election of the Utah Seismic Safety Commission Representative shall be held bi-annually in conjunction with the annual election.

Section 2. Candidates for the offices of President Elect/Vice President, Director, and Utah Seismic Safety Commission Representative shall be nominated and elected in accordance with the following procedure:

- a. The Nominating Committee shall consist of five (5) voting grade members. Four (4) committee members shall be elected as noted below, and the President Elect/Vice President shall be chairperson of the committee. Members of the Nominating Committee for the previous year are ineligible for the current Nominating Committee. Only one incumbent Director may be elected a member of the Nominating Committee. This Director may serve even if on the Nominating Committee for the previous year.
- b. Only voting grade members shall be nominated to the Nominating Committee. Prior to March 1, the Board of Directors shall select eight (8) nominees for the Nominating Committee. In addition to the nominees selected by the Board of Directors, members of any grade may also submit, to the President Elect/Vice President, nominees for the Nominating Committee. These names must also be submitted prior to March 1.
- c. At the direction of the Board of Directors, the election of the nominating committee may be by electronic or paper ballot conducted prior to March 20, or it may be by paper ballot conducted at the March meeting. If it is to be conducted at the March meeting, then members must be notified prior to the March meeting of the intent to elect a Nominating Committee at the March meeting.
- d. Voting grade members shall vote for four (4) from at least eight (8) nominees. The four (4) receiving the highest votes shall be declared elected to the Nominating Committee. Service on this Committee shall not affect a voting grade member's eligibility for office.
- e. Before April 9, the Nominating Committee shall report its nominations for office - one name for President Elect/Vice President and one name for each Director and Utah Seismic Safety Commission Representative to be elected. This report shall be sent to the MEMBERS before April 12.
- f. Up to the April general membership meeting, additional nominations may be made by petition to the President Elect/Vice President of at least 5% of the voting grade members.

Section 3. Before May 1, all voting grade members shall be mailed a ballot listing the nominees for the various offices along with a plain envelope and an outer envelope stamped "Ballot". The marked ballot shall be sealed in the plain envelope, enclosed in the outer pre-addressed envelope, which shall be signed by the voter, and mailed, to be received in the Association office before noon of the day of the Annual Business Meeting in May. The ballots shall then be counted and those nominees receiving the highest votes shall be declared elected at the Annual Business Meeting. In case of a tie, the President Elect/Vice President shall cast an additional and deciding vote.

ARTICLE VI

POWERS AND DUTIES OF OFFICERS, AND BOARD OF DIRECTORS & ELECTED REPRESENTATIVES

Section 1. The President shall preside at all meetings of the Association and of the Board of Directors. The President shall be ex-officio member of all committees.

Section 2. The President Elect/Vice President shall fulfill the duties of the President in the President's absence. In the event of the President's death or resignation, the President Elect/Vice President shall perform the duties of President.

Section 3. Minutes of the Association's Annual Business Meeting and of its Board of Directors' meetings shall be taken by the Secretary/Historian or his/her delegate. A copy of such minutes shall be preserved by the Secretary/Historian and sent to the membership as deemed necessary by the Board of Directors.

The Treasurer shall be the custodian of all funds and financial records of the Association and shall make all disbursements when authorized by the Board of Directors. Financial reimbursements may be made to officers, Directors, or committee representatives by the Board of Directors for the expenses incurred on behalf of the Structural Engineers Association of Utah. All checks shall be signed by 2 officers.

Section 4. The Board of Directors shall direct and control the affairs of the Association, and appoint appropriate committees, one of which shall be an auditing committee to review all financial transactions for the previous fiscal year prior to turning the records over to the new fiscal year's officers.

Section 5. The Utah Seismic Safety Commission Representative shall represent the interest of the Association as determined by the Board of Directors, shall attend Utah Seismic Safety Commission meetings as required, shall fulfill other duties and responsibilities pertinent to the elected position as directed by the Board of Directors, and shall report to the Board of Directors all pertinent information from the Utah Seismic Safety Commission.

ARTICLE VII

MEETINGS

Section 1. Meetings of the Association shall be held at the call of the Board of Directors.

Section 2. Five Directors shall constitute a quorum of the Board of Directors.

Section 3. The Board of Directors shall meet at least once a month. Special meetings may be called by the President.

Section 4. The Annual Business Meeting of the Association shall be the general membership meeting in the month of May each year.

Section 5. Robert's Rules of Order as latest revised shall govern all parliamentary procedure not otherwise provided for by these By-laws.

ARTICLE VIII

AMENDMENTS

Section 1. Amendments to these By-laws may be initiated by the Board of Directors, or petition of at least 10% of the members. The Amendment shall be adopted only upon affirmative vote of not less than two-thirds of the voting grade members voting by letter ballot in which balloting a majority of the voting grade members vote thereon.