

## CONSTITUTION AND BYLAWS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Constitution and Bylaws Committee shall from time to time study and review the Constitution and Bylaws of the Society and call attention to the Board of Direction those passages requiring clarification and rewriting.

### Assigned Responsibilities

1. Keep apprised of changes and additions to the NSPE Constitution and Bylaws, which may make changes, or additions to the LES Constitution and Bylaws necessary or desirable.
2. Review all changes and/or additions to Chapter Constitutions and Bylaws, Practice Division Operating Rules and Procedures, Student Chapter Bylaws or Rules and make recommendations to the LES Board of Direction concerning these changes and/or additions.
3. Prepare material for any Constitutional changes to go on a ballot to the General Membership.
4. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
5. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

**The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.**

## ENGINEERING EDUCATION COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Engineering Education Committee shall endeavor to encourage students to become registered professional engineers and shall promote the teaching and promulgation of professional concepts in the engineering schools of Louisiana. This shall be accomplished by conferring and cooperating with the educational institutions, seeking continued improvement in the education of Engineers and Engineering Technologists, and encouraging professionalism among students in the engineering education institutions.

The Engineering Education Committee has one program: the Scholarship Program.

### Assigned Responsibilities

1. Confer and cooperate with engineering education institutions to achieve continued Improvement of engineering curricula, facilities and methods of teaching.
2. Promote education of students in topics dealing with professionalism.
3. Promote career guidance and scholarship activities, which lead to an improvement in the quality of students choosing engineering as a profession.
4. Encourage the professional interaction of engineering students and those employed in the practice of engineering.
5. Provide recognition of students at all levels that have excelled in subjects related to engineering. Recognition of elementary and secondary teachers is also encouraged.
6. Encourage engineering seniors to take the EI examination.
7. Explain the legal requirements of registration to engineering students and make available literature on the subject.
8. The Chairman should adhere to Appendix I, Policy on Committee Continuity.
9. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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## ETHICS AND PROFESSIONAL CONDUCT COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

### Bylaw 2

It shall be the duty of this Committee to consider reported instances involving a breach of the LES Code of Ethics by any member of the Society and to report its findings to the Board of Direction in accordance with the sections of this Bylaw. The Board of Direction shall refer to said Committee all complaints involving alleged breach of the LES Code of Ethics which may come to its' attention.

#### Assigned Responsibilities

1. Revise and improve the Code of Ethics.
2. Interpret the Code of Ethics subject to the approval of the Board of Direction.
3. Foster a continuing program for obtaining a better understanding and acceptance of the Engineers concept of Professionalism and Ethics.
4. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
5. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of this Committee.**

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## HONORS AND AWARDS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

Bylaw 12, Section 3 (a)

The Honors and Awards Committee shall consist of the two immediate Past Presidents of the Society as Chairman and Vice-Chairman, 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 the Society so designated by the Board.

### Assigned Responsibilities

1. Follow the General Information and Rules of the Honors and Awards Committee adopted in 1974 and as amended in 1981, 1986, 1990, 1991, 1992, and 1994. (Appendix 3).
2. Review the above rules and keep them up-to-date.
3. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
4. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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## INTER-SOCIETY RELATIONS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Inter-Society Relations Committee shall act as a liaison between the various professional and technical societies, as well as councils and associations, to establish common goals and aims of the societies and work collectively with them in securing these goals.

### Assigned Responsibilities

1. Establish contact with leaders of the other design professionals to meet as a group for exchange of information pertinent to the combined group.
2. Publish an annual directory in the *Louisiana Engineer and Surveyor Journal* of other societies' officers.
3. Work closely with the Legislative Committee for the purpose of achieving mutual consensus among engineers of Louisiana concerning legislation.
4. Help with promoting and conducting Engineers' Week activities.
5. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
6. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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## LEGISLATIVE COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Legislative Committee shall deal with matters pertaining to federal, state, or local laws affecting professional engineers or engineering. It shall keep itself and the Board informed of such pending legislation and, upon request of the Board, take necessary steps to introduce and promote advantageous legislation and to oppose deleterious legislation. When the necessity develops, the Board may appoint special committees or assign individuals to supplement the work of this committee. The Legislative Committee shall work in conjunction with the Legislative Committee of the National Society of Professional Engineers.

### Assigned Responsibilities

1. Monitor all sessions of the Legislature, regular and special, and make recommendations to the Board on specific positions to be taken on individual bills where deemed important.
2. Keep abreast of all interim legislative committee activity.
3. Have meetings with appropriate federal, state, and local governmental agencies to explain the interests and concerns of engineers.
4. Set up meetings with other agencies when needed.
5. Establish a means of more effective legislative involvement.
6. Set up guidelines for future committee work.
7. Establish both long and short-term objectives.
8. Create interest in committee work on both local and state levels.
9. Each Practice Division Chairman will appoint one representative to the Legislative Committee each year.
10. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
11. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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## LIAISON WITH THE LOUISIANA PROFESSIONAL ENGINEERING AND LAND SURVEYING BOARD

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Liaison with the LAPELS Committee shall meet with LAPELS at regular times during the year to maintain good relations between the two groups and to work for the preservation and proper administration of the state registration laws.

### Assigned Responsibilities

1. Represent the Society before the Louisiana Professional Engineering and Land Surveying Board.
2. Assist in the administration of Louisiana Revised Statutes 37.681 through 37.703 with Amendments and assist in improving the administration of that Law.
3. Encourage the registration of qualified engineers.
4. Make recommendations to the Board of Direction for improving the Louisiana Registration Law.
5. Study the areas of certification, displays of continued competence, and trends in registration laws and continuing education, and make recommendations to the Board of Direction.
6. Prepare, keep up-to-date and follow the LES Guidelines for Selecting Nominees for Filling Vacancies on the State Board of Registration (Appendix 5).
7. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
8. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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## **LONG-RANGE PLANNING COMMITTEE**

Bylaw 12, Section 3 (b)

The Long Range Planning Committee shall be constituted with six members plus the Second Vice-President as Chairman. Each member serves a two-year term with three members rotating off the committee each year. Three committee members will be appointed each year by the incoming President and the incoming Second Vice-President. The President, the First Vice-President, and the Executive Director serve as ex-officio non-voting members. The Committee shall develop, continually monitor, and recommend long and short-range goals and procedures for Board consideration.



## **MATHCOUNTS STEERING COMMITTEE**

Amended May 4, 2000

The MATHCOUNTS Steering Committee shall be comprised of the Mathcounts Coordinator of each chapter, the Society's Executive Director, the Society's secretary, and the Society's President. The Society's Executive Director shall act as the state coordinator for Mathcounts activities. The hosting chapter of the statewide Mathcounts competition is responsible for the organization of the state competition, in cooperation with the Executive Director.

The Steering Committee shall prepare and submit a budget at the beginning of each fiscal year to the Louisiana Engineering Society Board of Direction for approval.

## MEMBERSHIP COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

LES Article IV, Section 1

The members of the Society shall consist of Members, Associate Members, Student Members, Surveyor Members, Affiliate Members, Privileged Members, Honorary Members and Life Members.

The Membership Committee shall see that proper contacts are made to secure eligible members for the Society throughout the State. It shall furnish prospective members with application forms and assist in the preparation of applications when so requested.

### Assigned Responsibilities

1. Work with NSPE membership leaders in providing workshops for membership drives and membership retention.
2. Plan and implement a retention program in the fall of each year.
3. Update membership material.
4. Conduct the annual Membership Recruitment Contest and select the Chapter winner each year. A membership status report shall be presented at each Board of Direction meeting (Appendix 2).
5. Conduct the annual Membership Net Growth Contest and select the Chapter winner each year (Appendix 2).
6. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
7. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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THE MEMBERSHIP COMMITTEE SHOULD BE RECOGNIZED FOR WHAT IT IS, NAMELY, A "SALES FORCE" CHARGED WITH THE RESPONSIBILITY OF SELLING A PRODUCT. MEMBER-SHIP IN ANY ORGANIZATION IS OFTEN VIEWED AS AN INTANGIBLE THING. SALESMEN WHO SELL INTANGIBLES HAVE TO BE GOOD TO DO THE JOB PROPERLY.

## NOMINATING COMMITTEE

Section 1. The Nominating Committee shall consist of three representatives of the Board and the current Chapter Presidents.

The President shall appoint no later than one hundred eighty (180) calendar days before the end of the Administrative Year, three Past Presidents of the Society as the Board's representatives to the Nominating Committee, one of which will act as chairman. Each representative of the Board shall have one vote; each Chapter President shall have one vote for every two hundred chapter members, or part thereof, with chapter membership to be determined as of the close of the previous Administrative Year. The nominees of the committee shall be approved by a majority of those votes cast. No proxies or absentee ballots will be permitted. A quorum of the committee shall be seventy-five percent of the total possible votes.

Eligibility for nomination or election to a position as an elective officer of the Society shall be contingent upon appropriate Society membership. In addition to any eligibility requirements contained in the Constitution and Bylaws, the Nominating Committee shall consider additional qualities for the prospective candidates for state office. The Nominating Committee shall consider attendance at board meetings, participation in Board activities, character, and professionalism displayed in Board meeting and representing LES to the public. Being eligible to serve does not automatically qualify a candidate to be placed on the ballot for state wide elected office.

The Nominating Committee shall consider the following experience requirements for each of the elected offices.

- **State Director:** Candidates for State Director shall have served on the State Board as a Chapter President or Practice Division Chair.
- **Secretary/Treasurer:** Candidates for Secretary/Treasurer shall have served on the State Board as a State Director and as a Chapter President or a State Practice Division Chair.
- **Second Vice-President:** Candidates for Second Vice-President shall have served on the State Board as State Secretary/Treasurer, as State Director and as a Chapter President or a State Practice Division Chair
- **First Vice-President (President Elect):** Candidates for First Vice-President (President Elect) shall have served on the State Board as the State Second Vice-President, as State Secretary/Treasurer, as State Director and as a Chapter President or a State Practice Division Chair.
- **NSPE Representative:** Candidates for NSPE Representative shall have served on the State Board as the State President, as State First Vice-President (President-Elect), as State Second Vice-President, as State Secretary/Treasurer, as State Director and as a Chapter President or a State Practice Division Chair.

On a case-by-case basis, the Nominating Committee, at its discretion, may choose to waive their experience requirements.

The Nominating Committee shall nominate the Officers (except President) and National and State Directors of the Society for the ensuing year. The First Vice-President shall be considered President-Elect and shall automatically become President in the year following his term as First Vice-President. Should the First Vice-President (President-Elect) be unable to assume the presidency, the Nominating Committee shall nominate a candidate for President.

The Chairman of the Nominating Committee shall report the names of the nominees to the Board not less than one hundred twenty (120) calendar days before the end of the Administrative Year. At any time prior to one hundred (100) calendar days before the end of the Administrative Year, additional nominations may be sent to the Secretary-Treasurer for any elective office for the ensuing year, consistent with requirements contained elsewhere in the Constitution and Bylaws. Each additional nomination must be accompanied by a petition signed by not less than five (5) percent of the voting members of the Society.

The name of any person nominated shall be withdrawn from nomination if found by the Board to be ineligible for the office for which nominated, or should a nominee decline such nomination, his name shall be withdrawn. The Board may fill any vacancies that may occur in the list of nominees up to the time the ballots are mailed.

The list of nominees shall be submitted to the membership by ballot at least seventy-five (75) calendar days before the end of the Administrative Year. Nominees added to the ballot by petition shall be denoted with "BY PETITION" on the ballot for the same office; if there are such additions, other nominees shall be denoted with "BY NOMINATING COMMITTEE" on the ballot.

Section 2. The Officers and Directors shall be elected from the membership of the Society by a plurality of the votes cast. The Officers shall serve a term of one Administrative Year and the National and State Directors two Administrative Years. The President shall be ineligible to succeed himself for that office.

If only one National Director is permitted, he shall be elected from among the Past Officers and Board members, and shall be a member of NSPE. He shall be elected for a two-year term and may succeed himself without limit. If two or more National Directors are permitted, the current President of the Society shall serve as the second National Director. Each of the other National Directors shall be elected and shall serve in the same manner as specified above for the first National Director.

An Officer or a Director will continue to serve in the office beyond the end of the elected term if necessary and until a successor is selected.

#### Assigned Responsibilities

1. The State Office will report the following to the Chairman of the Nominating Committee, when appointed (normally January of each year):
  - a. Officer and Directorship Vacancies
  - b. Officer and Directors remaining on the Board
  - c. Voting strengths by Chapters are based on the membership at the close of the previous Administrative Year. Each Chapter has one vote for every 200 voting members or part thereof.
2. The Chairman of the Nominating Committee shall send a memorandum to the Committee containing the following:
  - a. Copies of nomination forms for Committee use, which includes spaces for: Office or Directorship, name of nominee, mailing address, telephone number, brief resume and qualifications, whether or not nominee has been contacted and agreed to serve, signature of Committee member, and date signed.
  - b. Set a date for the Nominating Committee to meet and select a slate of Officers and Directors.
3. A normal timetable for the Nominating Committee:

January - Nominating Committee appointed  
February - Nominating Committee meeting  
March - The Nominating Committee reports the names of nominees to the Board of Direction by April 30th of the current Administrative Year.
4. The list of nominees shall be submitted to the voting membership by ballot not later than April 1<sup>st</sup> of the current Administrative Year.
5. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
6. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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**NOMINATION FORM**

(Return to Chairman by ( \_\_\_\_\_ ) date

Office or Directorship: \_\_\_\_\_

Name of Nominee: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: Area Code \_\_\_\_\_ Number \_\_\_\_\_

E-mail address: \_\_\_\_\_

Brief Resume and Qualifications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has nominee been contacted?      YES \_\_\_\_\_      NO \_\_\_\_\_

Has nominee agreed to serve?      YES \_\_\_\_\_      NO \_\_\_\_\_

Committee Member: \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## PUBLIC RELATIONS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Public Relations Committee shall deal with matters pertaining to publicity not only for the Society, but also for the professional engineer in general through various publications, television, radio and other media. It shall handle the Society's interest in civic, public or industrial affairs. It shall work in conjunction with the Public Relations Committee of NSPE. A Publication Subcommittee of this Committee shall supervise in a general way the publications of the Society. The Committee shall coordinate the activities of National Engineers' Week between the local Chapters and the State Office.

### Assigned Responsibilities

1. Represent the Society before the public, press, civic associations and other groups.
2. Conduct publicity campaigns through newspapers and other media to inform the public regarding engineering and to impress the public favorably on behalf of the engineering profession.
3. Inform the public on the qualifications of engineers and the desirability of appointing engineers to public bodies.
4. Inform the public and engineers as to the meaning and the proper use of the term "Professional Engineer".
5. Make definite plans for public relation activities for the coming year.
6. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
7. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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GOOD PUBLIC RELATIONS IS GOOD PERFORMANCE, PUBLICLY APPRECIATED. THE FUNCTION OF A PR COMMITTEE IS TWO-FOLD. IT SHOULD OBTAIN FAVORABLE PUBLIC NOTICE FOR CHAPTER ACTIVITIES AND IT SHOULD HELP GUIDE THE CHAPTER INTO PROMOTIONAL ACTIVITIES THAT WILL IN THEMSELVES GENERATE FAVORABLE PUBLIC NOTICE.

## SCHOLARSHIP COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask assistance of such other committee.

The Scholarship Committee shall administer the LES-NSPE scholarship program. It shall encourage well-qualified high school students with interests in engineering to apply for these scholarships. The Committee shall work with the various career counselors in the schools to bring before them information on these scholarships.

The Committee shall consist of a Chairman and two representatives from each local Chapter. The Committee shall have long-term continuity. The Chairman and members will not be replaced each year except for cause or by request. Each new LES President will consider replacing four members each Administrative Year.

### Assigned Responsibilities

1. Promote the LES-NSPE scholarship program through the career counselors in the high schools.
2. Encourage well-qualified high school students with interests in engineering to apply for these scholarships.
3. Administer the LES-NSPE scholarship program.
4. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
5. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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## YOUNG ENGINEERS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Young Engineers Committee shall develop and carry out programs designed to introduce young, practicing engineers and engineering students to the engineering profession. The Committee shall work within the Chapters to provide programs designed to meet the special needs of their younger members. The Committee shall support Student Chapters through representation on their Board of Sponsors and work within the colleges to introduce professionalism.

### Assigned Responsibilities

1. Safeguard and advance the interests of Young Engineers and assist them in their efforts to qualify for registration as a professional engineer.
2. Work with the Honors and Awards Committee in promoting the Young Engineer Award.
3. Establish programs of interest to young engineers.
4. Promote Young Engineers' Month - November.
5. Work with other committees to involve young engineers in the work of the Society.
6. Encourage the professional development of engineering college students by assisting in the successful establishment and maintenance of LES Student Chapters, the development of interesting programs and literature on professionalism, and the creation of interest and desire to achieve professional registration.
7. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
8. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

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