



BY-LAWS OF THE VERMONT SOCIETY OF ENGINEERS

1. Meetings. Regular meetings of the Society shall be held semi-annually at such time and place as the Board of Government shall direct, except that the annual meeting shall be held during the month of April or May each year.
2. Special Meetings. The President may call meetings of the Society when deemed necessary, and shall do so at the written request of ten members, stating the purpose of such meeting. No business shall be transacted at a special meeting except that stated in the notice thereof.
3. Order of Business, Annual Meeting:
 - (a) Reading of Minutes of the meetings of the year.
 - (b) Annual report of the Board of Government.
 - (c) Report of the Treasurer.
 - (d) Report of the Education and Research Foundation.
 - (e) Report of the Auditors.
 - (f) Report of Special Committees.
 - (g) Unfinished business.
 - (h) New business.
 - (i) Election of Nominating Committee. (Three past presidents)
 - (j) Announcement of approval of new members.
 - (k) Announcement of election of officers for the ensuing year.
 - (l) Reports of standing committees.
 - (m) Papers and discussions.
 - (n) Adjournment.
4. Expiration of Special Committees. At the annual meeting all special committees shall expire unless continued by a vote of the Society.
5. Election of Officers. Officers shall be elected as follows: At the regular meeting in April or May the Society shall choose a nominating committee of three which shall be comprised of the three most recent past presidents. This nominating committee shall submit to the Secretary not later than the first of January next preceding the date of the annual meeting, the names of one or more candidates for each vacancy on the Board of Directors and for each other office to be filled. Letter ballots shall be sent by the Secretary to each member, associate member, student member, honorary member and life member of the Society at least thirty days prior to the date of the annual meeting. The Secretary shall procure and send with the letter ballots a resume of the experience of each candidate. The letter ballot, besides showing the candidates proposed by the nominating committee, shall be arranged so that members can vote for other candidates if preferred. Each ballot shall be returned to the Secretary enclosed in two envelopes, the inner one to be blank and the outer to be endorsed with the member's signature. The President shall appoint two or more tellers, who shall canvass all ballots and the result shall be announced at the annual meeting.

Of the candidates for any office, the one having the largest number of legal votes by letter ballot shall be elected. Legal voters shall include all members, associate members, student members, honorary members, and life members who have paid all dues (if applicable) at the time of the canvass of the letter ballot. Should there be a failure to elect any officer because of a tie, the meeting shall proceed to elect such officer by ballot from among the candidates so tied, a majority of the votes cast being required to elect.

6. Duties of Officers. The President shall have general supervision of the affairs of the Society; preside at all meetings of the Society and the Board of Government; shall create committees as determined necessary; shall appoint members of all committees; shall be an ex-officio member of all committees, and shall deliver an address at the annual meeting.

The Board of Government shall have the general management of the affairs of the Society in conformity with its Constitution and By-Laws. Directly or through its committee it shall have the care and investments of the funds of the Society; make disbursements and special appropriations; act upon applications for membership and upon expulsions, have charge of and manage all properties of the Society; arrange for professional papers, discussions and excursions, direct the publications of the Society. The Board shall fill vacancies in the offices of secretary, treasurer and director as found necessary until the next annual meeting. It shall hold meetings and report to the Society. The vice-presidents, in order of seniority, shall preside at meetings in the absence of the President and discharge those duties in the case of a vacancy in the office.

The Secretary, under the direction of the Board of Government, shall be the executive officer of the Society. The Secretary shall keep records of all meetings of the Society and the Board of Government; shall receive all monies, dues and fees due the Society; in cooperation with the treasurer invest the funds; and shall be empowered to write checks for all bills as approved by the President or Board of Government.

The Treasurer, under the direction of the President and the Board of Government shall have charge of the scholarship funds and in cooperation with the secretary shall invest the funds. The Treasurer will also be responsible for the preparation of the Annual Budget.

A committee consisting of two Directors, to be appointed by the President, shall audit the accounts of the Secretary and Treasurer at least annually.

7. The fiscal year of the society shall be April 1 to March 31.
8. An application for admission to the Society or transfer from one grade to another shall contain, over the candidate's signature, a statement of age, residence and qualifications for membership; and a promise to conform to the requirements of membership if approved.

An application for admission to the grade of student member will require the submission of letters of recommendation from two instructors at the qualified college.

An application for admission, or transfer to the grade of member, will furnish the names of at least four members in the grade of member to whom the applicant is personally known. An application for admission as a member from a registered professional engineer may be approved by the Board of Government with or without references.

An application for admission to the grade of associate member, will furnish the names of at least four members, at least two of whom are in the grade of member, to whom the applicant is personally known.

If the application contains the signatures of the required references, no further procedure is necessary; otherwise each of these references shall be requested by the Secretary to address a letter to the Board of Government, on a form prescribed by said board, stating the extent of the writer's personal knowledge of the applicant and of the applicant's professional work.

If less than three of the members named as reference furnish the requisite information, the Secretary shall call upon the applicant for additional names, and not until written

communications shall have been received from at least three members, two of which are in grade of member, shall the application be considered by the Board.

Each application for admission or for transfer shall be announced by the Secretary to the Board of Government of the Society accompanied by a completed application with the names of his or her references. Applications will be considered along with any other pertinent information at the next regularly scheduled Board of Government meeting. A quorum of officers must be present to vote with majority rule.

Each approved candidate shall be duly notified and their membership shall date from the day of approval.

A rejected candidate may renew an application for membership or transfer any time after the expiration of one year from the date of rejection of the previous application.

9. The entrance fee shall be set annually by the Board of Government; said fee to be accepted as the annual dues for that year.

The annual dues shall be set annually by the Board of Government and the membership notified with the announcement of the annual meeting. Members in arrears for dues for a period of more than two years may be dropped from membership in the Society at the discretion of the Board of Government. Members may be reinstated if full payment of back dues is made within 90 days after final notice.

Upon duly passed letter ballot vote of members, associate members, student members, honorary members and life member's special assessments, such as the one for scholarship funds, may be included with the bill for dues. These funds shall be used exclusively for stated purposes. A notation explaining this assessment shall be added to the notice on dues on the membership applications.

Any special funds contributed by members or other interested in advancing the engineering profession may be accepted and disbursed by approval of the Board of Government.

10. Resignation of Members. Any person whose indebtedness of the Society has been fully paid may withdraw from membership by notifying the Secretary. Any person so resigning his or her membership, may at the discretion of the Board of Government, be reinstated without again paying the entrance fee.
11. Expulsion of Members. Upon written request of five members or associate members that, for cause stated, any member be expelled, the Board of Government shall consider the matter, and if it deems it best shall advise the member that resignation will be accepted. The member shall, however, have a right to demand and receive a copy of the charges, and shall have a reasonable time to present a written defense. The Board of Government may then pass finally upon the matter, and may by an affirmative vote of four of its members, expel the member, in which case the member shall be notified at once and dropped from the membership of the Society.
12. Honorary Members. Honorary Members shall be selected from the Society's membership at the discretion of the Board of Government, but subject to the possession by the Proposed Honorary Member of the following qualifications:
 1. Must have been a member in good standing for fifteen years preceding the date of consideration.
 2. Must have manifested unusual leadership in the Society.
 3. Must have been outstanding in a field of engineering or work and in this way have contributed to the good of the Society and of the public.

Honorary Member(s) shall retain full rights and privileges of membership.

13. Life Members. Life Members shall be selected from the Society's membership at the discretion of the Board of Government, but subject to the possession by the proposed life member of the following qualifications:
 1. Must have been a member in good standing for fifteen years preceding the date of consideration.
 2. Must be retired, or partially retired from active participation in his or her chosen work.
 3. Selection of Life Membership shall be automatic if member has reached the age of seventy and has been a member of the Society in good standing for fifteen years.

Life Member(s) shall retain full rights and privileges of membership.

14. Amendments. An amendment to the By-Laws may be made as prescribed for amendments to the Constitution.