

**New Hampshire Society of Professional Engineers  
State Operating Procedures**

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## NHSPE State Operating Procedures – Rev. 00

### OP No. 1 - MEMBERSHIP

Section 1. Membership applications may be received at either the State Society or NSPE. If submitted to the State Society, the Secretary will review the application for national eligibility and, if eligible, the application will be forwarded to NSPE.

Section 2. Membership in the Society imposes the obligation to uphold the honor and dignity of the engineering profession. It is therefore required of members to be familiar with ethical and legal standards, to observe them, to aid in preventing violations by others and to be familiar with the Society's policies and procedures relating to handling of alleged violations.

Section 3. Violation of the Society Bylaws, NSPE Bylaws, or of the Code of Ethics, or criminal conviction shall be considered as just cause for discipline as hereinafter provided.

### OP No. 2 - DUES

Section 1. Dues become due and payable January 1<sup>st</sup> of each year, or as otherwise determined by the NSPE Board of Directors.

Section 2. The Society Board shall set the annual dues for membership in the Society, as well as the annual dues for membership in chapters. Once a year prior to the Annual Meeting of the Society, the Society Board shall:

- a. Review the current dues for all membership levels, and
- b. Set the dues for all membership levels to become effective in the upcoming calendar year.

Section 3. Members admitted for the first time and paying full dues shall receive services as follows:

- a. Members admitted between January 1<sup>st</sup> and June 30<sup>th</sup> – for the remainder of the current calendar year.
- b. Members admitted between July 1<sup>st</sup> and December 31<sup>st</sup> – for the remainder of the current calendar year and for the following calendar year.

Section 4. NSPE shall collect annual dues, unless directed otherwise by the Board of the State Society. If the Society or chapter collects dues, the appropriate state official shall transmit to NSPE the national dues collected for that organization, on a monthly basis.

Section 5. If the dues of any member remain unpaid on the due date, said member shall be listed as "delinquent" and shall be dropped from the membership rolls of the Society if unpaid for a period of 90 days. Payment of delinquent dues must accompany the request of such person for readmission for the current year.

Section 6. A member shall become eligible for Life or Retired membership status, with waiver or reduction of dues after meeting the requirements as set forth by the NSPE Bylaws.

Section 7. Dues may be waived for a period of one year in hardship circumstances, including unemployment. The Society Board and the NSPE Executive Director shall approve application for a waiver of dues. Such application, if approved by the Society, shall be submitted to NSPE for approval of the waiver of any NSPE dues.

Section 8. Upon receipt of a bachelor's degree in engineering, Student Members in good standing shall be advanced without filing an application to the next higher membership grade for which qualified, except that graduate students may retain Student Membership by written request to the Society.

### OP No. 3 - FISCAL AND ADMINISTRATIVE YEARS

Section 1. The fiscal year of the Society shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

Section 2. The administrative year of the Society shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.

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### **OP No. 4 - STUDENT CHAPTERS**

Section 1. A student chapter may organize within the provisions of the Bylaws of the Society and may, upon application, receive a charter from the Society and then be known as a student chapter of the Society.

Section 2. A charter may be issued upon approval of an application by the Board and shall be signed by the President and the Secretary of the Society.

Section 3. In advance of the Society's Annual Meeting, each student chapter shall elect officers and directors as required. The Secretary of each student chapter shall send a report of such election results to the Secretary of the Society at least 30 days prior to the date fixed for the Annual Meeting.

Section 4. Rules and regulations for the organization and operation of student chapters shall be determined by the Board, within any guidelines provided by NSPE.

- a. Each student chapter shall have a faculty adviser who shall wherever possible be a member of the Society. The student chapter adviser shall be appointed by the Society on the recommendation of the dean of the college or school involved.
- b. Each student chapter shall have a liaison officer who shall not be directly affiliated with the college or school involved. The Board shall appoint the liaison officer.

### **OP No. 5 - AFFILIATED GROUPS**

Section 1. Affiliated groups may be established with approval of the Board. The purpose of such affiliations shall be to assist in promoting the best interests of the professional engineer and the Society and shall be defined in a charter agreement establishing the affiliation. The affiliated group shall be responsible to the Board for fulfilling the actions defined in the charter.

### **OP No. 6 - BOARD OF DIRECTORS**

Section 1. The Board of Directors shall have the direction and general supervision of all matters pertaining to the Society. It shall adopt and monitor a budget and cause the accounts of the Treasurer to be audited not less than once a year.

Section 2. The Board shall provide for and superintend the publication and distribution of all proceedings or transactions of the Society and shall have authority to appoint an editor and publish an official periodical for the Society.

Section 3. The Board shall be empowered to invest and reinvest such funds as may be available for the creation of a reserve fund. The Board shall invest the reserve fund only in such investment vehicles that a prudent person would purchase for his or her own investment having primarily in view the preservation of the principal and the amount and regularity of the income to be derived there from. A three-fourths vote of the Board shall be required to authorize expenditures (other than for investment or reinvestment) from this fund.

Section 4. Board designees shall attend student chapter meetings for the purpose of improving the communication between the student chapter membership and the Society.

Section 5. The Board shall hold a regular meeting at least once each quarter.

Section 6. A notice of each meeting of the Board shall be transmitted in writing to each Officer at the Officer's last recorded address at least 10 days prior to the scheduled date thereof. Or a notice of each meeting of the Board shall be transmitted via electronic mail to each Officer's last recorded email address at least 5 days prior to the scheduled date thereof. An agenda and copy of each report and resolution that are to be considered at such meeting shall accompany the notice of the meeting and no other matters shall be considered at such meeting without the consent of the majority of the Officers in attendance.

