

MEMBERSHIP GUIDEBOOK 2016



Engineer's Creed

As a Professional Engineer,
I dedicate my professional knowledge and skill to the
advancement and betterment of human welfare.

I pledge:

To give the utmost of performance;

To participate in none but honest enterprise;

To live and work according to the laws of man and the highest
standards of professional conduct;

To place services before profit, the honor and standing of the
profession before personal advantage, and the public welfare
above all other considerations.

In humility and with need for Divine Guidance,
I make this pledge.



adopted by

National Society of
Professional Engineers
June 1954

The Mission of Kspe is...

To promote the ethical, competent, and licensed practice of engineering, and to enhance the professional, social, and economic well being of our members;

To advocate the application of engineering knowledge and skills for the public health, safety, and welfare;

To promote the highest standards for engineering education;

To influence public policy;

To foster society's understand of the role of engineering;

To communicate the importance of engineering licensure;

To stimulate student interest in mathematics and science and encourage young people to enter the engineering profession;

To represent the interests of all engineering disciplines.

The Vision of Kspe is...

KSPE is the leader in development of unity and focused resources across all engineering disciplines and organizations for influence upon public, legislative, and educational issues affecting the profession.

The Goals of Kspe are...

Goal One - *To support the continuing development of the individual engineer and the professional image of the engineer.*

Goal Two - *Align the society's structure, activities, and governance to strengthen the society and optimize it's resources.*

Goal Three - *Promote the profession through engineering education and community programs.*

Goal Four - *Maintain and enhance an effective government relations program so that the interests of the engineering professional and the general public are protected.*

Table of Contents

Effective August 10, 2011

Get Involved in Your Profession

Leadership PE. page 2

MATHCOUNTSpage 3

Project Lead the Way.....page 4

Governor’s Scholarspage 5

Kentucky Engineering Foundation page 6

Committees & Their Responsibilities pages 7 - 13

Boards & Commissions List page 14

Other Annual KSPE Activities page 15

Involvement Worksheet page 16

About Your Profession

CPD Regulations pages 18 - 20

Kentucky Board of Licensure page 21

Licensure Renewal Information page 21

P.E. & P.L.S. Stamp Information page 21

Qualifications Based Selection pages 22-24

Order of the Engineer..... page 25

General Society Information

KSPE Constitution pages 27 - 33

KSPE Bylaws pages 34- 42

GET INVOLVED IN
YOUR PROFESSION





What is Leadership P.E.

Leadership P.E. is a leadership development program designed to encourage, strengthen and build the professional careers and the civic involvement of entry- and mid- to upper-level engineers. This will be accomplished through organized career-training sessions and networking with business and community contacts and peers, as well as interactive meetings with community decision makers. It will involve a cross-section of leaders or potential leaders who are active in business, education, the arts, religion, government, community-based organizations and ethnic and minority groups. It will reflect the diversity of the professional engineering community. This unique and positive image- and career-building program is design specifically to benefit persons in the engineering profession. Participation in Leadership P.E. is limited to a maximum of fifteen individuals. Participants must be either EITs or PEs. They will be selected to participate in eight specially designed leadership experiences over an eight-month period. The charter class was selected in the summer of 1998. Leadership P.E. follows the concepts developed by Leadership KY and other similar leadership programs. Leadership P.E. is the first of its kind to focus on professional engineers. As such, Leadership P.E. was designed, organized and implemented by members of the Kentucky Society of Professional Engineers (KSPE), the American Council of Engineering Companies of Kentucky (ACEC-KY) and the Kentuckiana Post of the Society of American Military Engineers (KP-SAME).

Criteria & Application

Participation in Leadership P.E. is a competitive process. It is open to all engineers who live or work in Kentucky. Typically, fifteen individuals will be selected to participate in the program each year. Only one application will be accepted from any one company or organization (and/or major division of a company or organization). A selection committee will choose the participants from a cross section of the state. Participants will be leaders and potential leaders who are active in business, education, the arts, religion, government, community-based organizations and ethnic and minority groups. They will reflect the diversity of the state. To participate, individuals must meet the following requirements: (1) individual must be a member of at least one of the organizations: KSPE, ACEC-KY or the Kentuckiana Post of SAME, (2) applicant must have been living or working in Kentucky for at least one full year, (3) applicant must have full support of the company or organization they represent, as well as their employer or supervisor and (4) applicant must attend ALL meetings or retreats.

Application for selection must be made in writing**. Interested individuals should contact the Kentucky Society of Professional Engineers (KSPE) and request a "Leadership P.E. Application." All sections of the application must be completed. The application must be signed by both the applicant and the employer (sponsor). Two photographs, suitable for publication*, must accompany each individual application

*Please email digital photos or send original prints only. Do not mail hard copy photos that have been printed on an inkjet or laser printer, such prints will result in poor reproduction.

**Applications must be typed.

MATHCOUNTS is a national enrichment, club and competition program that promotes middle school mathematics achievement through grassroots involvement in every U.S. state and territory.

To secure America's global competitiveness, MATHCOUNTS inspires excellence, confidence and curiosity in U.S. middle school students through fun and challenging math programs. With the generous support of all MATHCOUNTS sponsors and volunteers, and leadership of the National Society of Professional Engineers at the local and state levels, MATHCOUNTS is providing today's students with the foundation for success in science, technology, engineering and mathematics careers.

MATHCOUNTS Competition Information

The MATHCOUNTS Competition Program provides the extra incentive and the perfect atmosphere for students to push themselves to achieve more in mathematics. Consisting of fun and creative problems that promote critical-thinking and problem-solving skills, the MATHCOUNTS competitions have written and oral rounds, as well as individual and team components. Though challenging and non-routine, the competition problems focus on the 6th through 8th grade standards of the National Council of Teachers in Mathematics.

MATHCOUNTS provides the materials for teachers and students to use as they prepare for the Competition Program. Participants advance through School, Chapter and State Competitions until the final 224 students are selected from 56 states and territories to advance to the MATHCOUNTS National Competition held each May. The National Competition adds an additional individual component called the Masters Round.

In Kentucky, MATHCOUNTS competitions are held at both the chapter and state levels. Depending on participation numbers, those who win at the chapter level then advance to the state competition. The chapter level competition consists of a hand written test, split into the sprint round (50 questions), four target rounds (8 questions total), team round (10 questions assigned to a team of four from each school) and the countdown round (head to head matchups with time limits).

For the Kentucky MATHCOUNTS State Competition, students who have advanced are invited to attend Friday Night Activities at the hotel where the competition is held on Saturday, where they can enjoy food, beverages, and some type of entertainment which varies from year to year. Then on Saturday the actual MATHCOUNTS competition begins. The students (or "Mathletes", as they are called) participate in tests of knowledge just as during the chapter competitions described above.

In Kentucky, the MATHCOUNTS program is funded by the Kentucky Engineering Foundation and MATHCOUNTS Fundraising.

NOTE: If you are interested in volunteering to help with state or chapter MATHCOUNTS competitions, please contact the Kentucky Engineering Staff at 800-455-5573 or email us at mathcounts@kyengcenter.org.

Project Lead The Way

Project Lead The Way (PLTW) is the leading provider of rigorous and innovative STEM (Science, Technology, Engineering, Mathematics) education curricular programs used in middle and high schools across the U.S.

STEM education is at the heart of today's high-tech, high-skill global economy. For America to remain economically competitive, our next generation of leaders -- the students of today -- must develop the critical-reasoning and problem-solving skills that will help make them the most productive in the world.

STEM education programs like the one offered by PLTW engage students in activities-, projects-, and problem-based (APPB) learning, which provides hands-on classroom experiences. Students create, design, build, discover, collaborate and solve problems while applying what they learn in math and science. They're also exposed to STEM fields through professionals from local industries who supplement the real-world aspect of the curriculum through mentorships and workplace experiences.

PLTW's comprehensive curriculum for engineering and biomedical sciences has been collaboratively designed by PLTW teachers, university educators, engineering and biomedical professionals and school administrators to promote critical thinking, creativity, innovation and real-world problem solving skills in students.

The hands-on, project-based engineering and biomedical sciences courses engage students on multiple levels, expose them to areas of study that they typically do not pursue, and provide them with a foundation and proven path to college and career success. The curriculum, delivered through PLTW's Virtual Academy, is provided free of charge to schools that register with PLTW. Classroom equipment -- computer software and kits for hands-on activities -- along with teacher training, which is required, are the only costs related to the program.

The PLTW curriculum is founded in the fundamental problem-solving and critical-thinking skills taught in traditional career and technical education (CTE), but at the same time integrates national academic and technical learning standards and STEM principles, creating what U.S. Secretary of Education Arne Duncan calls one of the "great models of the new CTE succeeding all across the country." PLTW was recently cited by the Harvard Graduate School of Education as a "model for 21st century career and technical education."

More than 350,000 students in nearly 4,000 schools in all 50 states plus Washington, D.C., are currently taking PLTW courses.

PLTW is a non-profit organization with 501(c)(3) tax-exempt status and based in Clifton Park, New York.*

KSPE's Involvement

In Kentucky, KSPE Chapters provide funding and volunteer to assist with the Project Lead The Way Program. Some funding from the Kentucky Engineering Foundation are contributed to the Project Lead The Way Program as well. There is also a committee dedicated solely to the Project Lead The Way program to investigate ways to assist and get even more involved in the Project Lead The Way Program.

*excerpt from above was taken from the Project Lead The Way program website (<http://pltw.org>)

Governor's Scholars

The Governor's Scholars Program is a summer residential program for outstanding high school students in Kentucky who are rising seniors. The Program originated in 1983 as a result of Kentucky leaders' concern that the state's "best and brightest" were leaving the Commonwealth to pursue educational and career opportunities elsewhere without fully understanding the potential of their talents at home. Students who are selected attend the Program without charge. In the spirit of partnership, the Office of the Governor, the Kentucky State Legislature, and private enterprise come together to provide the financial support for the Program.

The Program's mission is to enhance Kentucky's next generation of civic and economic leaders. The first class numbered 230 and was housed on one college campus. Since then, the Program has enjoyed excellent support and grown to over 1,000 students on three campuses.

Host campuses are determined competitively every three years. The 2010 session are to be hosted by Bellarmine University in Louisville, Murray State University in Murray, and Centre College in Danville. The core curriculum for these summer sessions is threefold:

- Focus Area: a "major" subject of study, assigned according to scholar preference as indicated on the application.
- General Studies: an area of study assigned by staff to challenge the scholars. Courses frequently include service-learning components in the community.
- Seminar: a discussion-based small group session. Emphasis is placed on respectful debate and discussion. Scholars are encouraged to ask probing questions.

Faculty and staff also invite a variety of speakers and performers from a range of disciplines and pursuits to visit campus. Carefully organized field trips, special events, and a film series also contribute to the comprehensive educational atmosphere in which scholars are challenged not only to examine, but, more importantly, to nurture their sense of learning and leadership.

In order to participate in the Program, students must be nominated by their high schools and then compete on a state-wide level. Selection for the program is highly competitive, with an application process similar to that of prestigious colleges and universities. In addition to an academic profile that includes difficulty of course load, GPA, and at least one standardized test score, the application requires an outline of all extracurricular activities, a history of volunteer service, and a list of job positions held. Teacher recommendations include both quantitative evaluation and qualitative descriptions of the student's performance and potential. The final component of the application is an original essay.*

KSPE's Involvement

In Kentucky, KSPE Chapters provide funding and volunteer to assist with the Governor's Scholars Program. There is also a committee dedicated solely to the Governor's Scholars program to investigate ways to assist and get even more involved in the Governor's Scholars Program.

*excerpt from above was taken from the Kentucky Governor's Scholars program website (<http://gsp.ky.gov>)

Kentucky Engineering Foundation

KEF, the KENTUCKY ENGINEERING FOUNDATION is a 501(c)3 corporation founded in 1971 by the Kentucky Society of Professional Engineers (KSPE) for the purpose of supporting the educational programs sponsored by engineers in the Commonwealth of Kentucky. The members of the Kentucky Society of Professional Engineers (KSPE) are also members of KEF.

Programs associated with KEF include:

- **MathCounts** - Math competition for middle school students
- **Leadership PE** - Leadership Program for Engineers
- **Kentucky Engineers' Golf Classic**
- **KYTC/ACEC-KY Partnering Conference**
- **SAME-Kentuckian Post Fund** (Society of American Military Engineers)
- **KSPE Louisville Chapter Scholarship Fund**
- **PLTW - Project Lead The Way**
- **George M. Binder KSPE Scholarship**

The Mission of the Kentucky Engineering Foundation

The Kentucky Engineering Foundation (KEF) is dedicated to educational and professional activities that encourage individuals to achieve their potential as productive workers and as informed citizens. KEF is committed to the belief that the engineering profession continues to make a vital contribution to the quality of life of all Kentuckians.

Goal One Committees

The following committees were formed to help reach KSPE's first goal: to support the continuing development of the individual engineer and the professional image of the engineer.

Leadership P.E.

The objective of the committee is to coordinate and produce the annual Leadership P.E. Program.

This committee is responsible for the following:

- Developing and approving the program, dates and locations for the program sessions.
- Producing and distributing a brochure announcing the program schedule.
- Preparing and making available an application to be completed by potential participants.
- Advertising the availability of applications.
- Selecting session participants.
- Planning for the participation of the Leadership P.E. class in the annual KSPE Convention.
- Budget and secure the funds needed to carry out the program.

Professional Development

The Professional Development Committee is made up of KSPE and ACEC-KY members chosen by the KSPE President and the ACEC-KY President.

The objective of the committee is to plan and implement a broad-spectrum professional development program.

This committee is responsible for scheduling organizational meetings as early as possible in the KSPE year to develop a plan for the delivery of specific professional development offerings in the upcoming year. They are to consider potential professional development topics and formats as well as geographical locations for the offerings. Selecting topics and speakers for the offerings is also a responsibility of the committee. Also, the committee is responsible for coordinating with various Board of Licensure (engineering and land surveying) in Kentucky and other states in an effort to minimize problems associated with approval of Professional Development Hours (PDHs) for appropriate offerings. Committee members are also asked to establish quality goals for all professional development offerings.

Ethical Practices

The Ethical Practices Committee shall consist of a chair and other members appointed by the KSPE President.

The objective of the committee is to coordinate investigation of any complaints submitted to KSPE regarding ethical matters with the Board of Licensure for Professional Engineers and Land Surveyors (BOL), take a leadership role in issues of an ethical nature confronted by KSPE, and to render or cause to be rendered impartial decisions in specific cases involving interpretation of the BOL Code of Professional Practice and Conduct or NSPE Code of Ethics and to review the provisions of both for recommendations for changes.

This committee is responsible for the following:

- Coordinating the investigation of any complaint regarding ethics submitted to KSPE. Often this may only be a referral to the BOL.
- As assigned by the President, handle all issues of an ethical nature.
- Review BOL Code of Professional Practice and Conduct and the NSPE Code of Ethics on an

annual basis to determine if changes or modifications should be made.

Annual Convention

The Annual Convention Committee shall consist of a chair and other members made up of individuals from the current year's host chapter.

The objective of the committee is to plan, coordinate and manage the various elements of the KSPE Annual Convention, in conjunction with the KSPE staff.

Goal Two Committees

The following committees were formed to help reach KSPE's second goal: align the society's structure, activities, and governance to strengthen the society and optimize its resources.

KEC Building

The KEC Building Committee shall consist of a chair and other members appointed by the KSPE President.

The objective of the committee is to oversee the upkeep and expansion of the Kentucky Engineering Center.

The responsibilities of this committee are to monitor and oversee general repairs and upkeep of the KEC Building; oversee expansion and remodeling projects as necessary; and participate in negotiation of financial issues, leases, etc.

Constitution & Bylaws

The Constitution and Bylaws Committee shall consist of a chair and other members appointed by the KSPE President.

The objective of the committee is to keep Constitution and Bylaws up-to-date to allow the Society to meet its goals and objectives.

The responsibilities of this committee are to monitor Constitution and Bylaws as necessary to keep current; draft recommended changes for Executive Committee review; prepare recommended changes requested by the Executive Committee or Board of Directors; mail proposed changes to board ten days prior to its meeting; review chapter bylaws for conflict with KSPE Constitution and Bylaws (Article 3, Section 3); and prepare constitutional amendment changes for board and member actions.

KSPE/ACEC-KY Coordinating

The KSPE/ACEC-KY Coordinating Committee shall consist of the President, President-Elect, and Past President of each organization with the Executive Director as ex-officio member.

The objective of the committee is to coordinate activities between KSPE and ACEC-KY.

The responsibilities of this committee are to insure teamwork coordination between the two organizations and meetings shall be called on an "as needed" basis.

Membership

The Membership Committee shall consist of a chair and other members appointed by the KSPE President.

The responsibilities of this committee are the following:

- Establish yearly membership goals and objectives for KSPE in recruitment and retention and enlist the help of the chapters in achieving these goals and objectives.
- Enlist the chapters to recruit, orient, and retain members.
- Serve as liaison between NSPE Membership Committee and Chapter Membership Committee.
- Coordinate with the other committees ideas for membership recruitment and retention.

Nominating

The Nominating Committee shall consist of the KSPE Past President, acting as chair, and the State Directors, acting as the committee members.

The objective of the committee is to nominate persons to be elected as officers and members of the Board of Director's Executive Committee.

The responsibilities of this committee are to nominate at least two persons for each office, with exception of president elect and prepare a copy of nominees for publication in the Kentucky Engineer.

Planning

The Planning Committee shall consist of the president elect, who will serve as chair, the executive director of KSPE and four past presidents of KSPE.

The objective of the committee is to develop an annual plan for KSPE outlining major goals and a strategy to accomplish those goals.

The responsibilities of this committee are to review strategic plan and establish themes of direction for the organization; assist the president elect in the appointment of committee chairs; assist the president in attaining goals of KSPE; and develop annual goals and actions to accomplish the objectives of the organization.

Tellers

The Tellers Committee shall consist of a chair and other members appointed by the KSPE President.

The objective of the committee is to tabulate and prepare the report of the officer elections and constitutional amendments (when proposed).

The responsibilities of this committee are the chair shall pick-up official ballots returned to the Society headquarters and the ballots should be tabulated prior to the annual convention and time should be set aside for a recount on all close elections.

Golf Classic Committee

The Golf Classic Committee shall consist of a chair and other members appointed by the KSPE President.

The objective of the committee is to plan and execute the annual Golf Classic.

The responsibilities of this committee are that the chair shall work with the Committee to plan an annual Golf Outing with a goal of creating additional funds as proposed in the KSPE budget.

Goal Three Committees

The following committees were formed to help reach KSPE's third goal: promote the profession through engineering education and community programs.

Governor's Scholars Program

The Governor's Scholars Program Committee shall consist of a chair and other members appointed by the KSPE President.

The objective of this committee is to aid the Governor's Scholars Program in providing an engineering focus for participating high school students with an orientation to the profession, including historical and ethical perspectives.

The responsibilities of this committee are the following:

- Create and coordinate a team to provide four unique experiences for the scholars.
- Coordinate all arrangements for the scholars associated with these activities.
- Coordination of Professional Engineers who will participate in weekly, evening sharind and question/answer sessions, at each campus location.
- Provide coordination among the GSP deans, companies and individual engineers.

MATHCOUNTS

The MATHCOUNTS Committee shall consist of a chair, vice-chair, finance chair and co-chair, KSPE President, KSPE Executive Director and the MATHCOUNTS State Coordinator.

The objective of the committee is to plan and organize the regional and state level KSPE MATHCOUNTS program.

The responsibilities of this committee are the following:

- Recruit and organize all subcommittees of the MATHCOUNTS program.
- Develop all KSPE MATHCOUNTS printed brochures, letterhead and support materials.
- Disseminate MATHCOUNTS registration information to all public and private middle schools across the Commonwealth.
- Sponsor MATHCOUNTS training sessions (coaching seminars) for interested math teacher sponsors at selected locations across the Commonwealth.
- Raise cash, in-kind services, and scholarships to successfully implement the MATHCOUNTS program through a coordinated statewide fund raising effort.
- Coordinate public relations activities with major newspaper, radio and television media sources for all MATHCOUNTS events including chapter and state competitions.
- Arrange accommodations for state competition.
- Arrange support staff for state competition.
- And more...

Scholarship

The Scholarship Committee shall consist of a chair and other members appointed by the KSPE

President.

The objective of the committee is to coordinate availability of all scholarships including the NSPE Scholarship Program and other engineering scholarships available throughout Kentucky.

The responsibilities of this committee are to collect and disseminate scholarship information; distribute scholarship information to interested parties; and coordinate efforts with the Kentucky Engineering Foundation and the American Council of Engineering Companies of Kentucky.

Educational Outreach

The Educational Outreach Committee shall consist of a chair and other members appointed by the chair, in conjunction with KSPE President.

The objective of this committee is to put the “E” back in STEM and to engage engineering professionals with K-12 engineering education programs.

The responsibilities of this committee are the following:

- Develop a better understanding of resources and opportunities for professional engagement.
- Initiate the Kentucky Engineering Education Pipeline (KEEP)
- Find the best ways to help to bring professional engineers and education professionals together in a program/volunteer setting

Goal Four Committees

The following committees were formed to help reach KSPE’s fourth goal: maintain and enhance an effective government relations program so that the interests of the engineering professional and the general public are protected.

Legislative & Governmental Affairs

The Legislative & Governmental Affairs Committee shall consist of a chair and committee members appointed by the KSPE President and the ACEC-KY President. The chair will serve two years, giving that person two years to prepare for the legislative session.

The objective of the committee is to develop and monitor legislation that promotes and protects the practice of Engineering.

The responsibilities of this committee are the following:

- Develop draft legislation on issues related to the practice of engineering.
- Once draft legislation has been prepared, submit written copies to the KSPE Executive Committee for approval.
- Develop a legislative position paper outlining all KSPE legislative positions and publish in Kentucky Engineer.
- Implement an Adopt-A-Legislator program the fall before the start of the Legislative Session.
- Host, jointly with ACEC-KY, a legislative reception in early January of every legislative year and invite the general membership.
- Assist the Executive Director and any hired professional lobbyist in the promotion and passage of all KSPE sponsored legislation.
- Upon adjournment of the legislative session publish a legislative wrap-up article in the

Kentucky Engineer.

Qualifications Based Selection (QBS)

The KSPE President (jointly with the ACEC-KY President) shall appoint a chair and committee members.

Promote QBS as best value approach for procurement of Professional Services, extend educational outreach to City/County Governments and other quasi-public interests engaged in procurement of consulting engineers, and advocate for state and local legislative policies and practices that support QBS as the preferred procurement method.

KEC Staff will provide administrative support for this committee.

Boards & Commissions List

State Boards and Commissions to which KSPE/ACEC-KY nominate individuals for appointment by the Governor's Office. *The Governor's Office requires each nominee to submit a completed form and a brief biography. These are submitted through the KSPE office.*

State Board of Licensure for Engineers and Land Surveyors*

- Nine seats on the board are appointed
- Three Nominees are submitted for each seat

Procurement Committee for Transportation**

- Three appointments are made for the "Governor's Pool"
- Nine Nominees are required - three are selected from that list

Procurement Committee for Facilities Management**

- Three appointments are made for the "Governor's Pool"
- Nine Nominees are required - three are selected from that list

Kentucky Board of Housing, Building and Construction*

- Three appointments - one Structural, one Electrical, and one Mechanical
- Three Nominees are required for each appointment

Geographic Information Advisory Council*

- One appointment
- Three Nominees are required for each appointment

Kentucky Board of Heating, Ventilation & Air Conditioning*

- One appointment
- Three Nominees are required for each appointment

State Plumbing Code Committee*

- One appointment
- Three Nominees are required for each appointment

Kentucky River Authority***

- One appointment - registered engineer

Center for Pollution Prevention Board of Directors***

- One appointment - Environmental engineer

Transportation Center Board****

- State Highway Engineer and three Public At Large appointments

*Nominees for appointment specifically to come from Kentucky Society of Professional Engineers

**Nominees for appointment specifically to come from Kentucky Society of Professional Engineers & American Council of Engineering Companies of Kentucky

***Nominees not specified to come from Kentucky Society of Professional Engineers

****State Highway Engineer Serves with no other appointments necessary

Kentucky Engineers' Golf Classic

Every year the KSPE Golf Classic Committee puts together the Kentucky Engineers' Golf Classic outing to act as a fundraising event for the Kentucky Engineering Foundation. With proceeds from the previous events, the Golf Classic has been able to help retire the debt on the Kentucky Engineering Center building and if you've been by the Kentucky Engineering Center over the last few years, you have undoubtedly seen or heard about the Training Facility in the lower level of the building. Your participation and support of the Golf Classic is important as we continue to make the Training Facility a "state of the art" classroom and meeting space.



The Kentucky Engineers' Golf Classic always provides a great opportunity to have fun, network and contribute to a Foundation that does so much for current and future engineers in Kentucky, so you don't want to miss it!



JOIN US
at the KSPE
Annual Convention
Every April
at various locations
around Kentucky

Name: _____ Email: _____ Phone Number: _____

I would be interested in assisting with the following program(s):

| | |
|--|----------------------|
| | Leadership PE. |
| | MATHCOUNTS |
| | Project Lead The Way |
| | Governor's Scholars |

I would be interested in serving on the following committee(s):

| | |
|--|------------------------------------|
| | Leadership PE. |
| | Professional Development |
| | Ethical Practices |
| | Annual Convention |
| | KEC Building |
| | Constitution & Bylaws |
| | KSPE/ACEC-KY Coordinating |
| | Membership |
| | Tellers |
| | Golf Classic |
| | Governor's Scholars |
| | Educational Outreach |
| | MATHCOUNTS |
| | Scholarship |
| | Legislative & Governmental Affairs |

Ideas I Have For New Initiatives:

*Send this sheet to us via email to kspe@kyengcenter.org or via mail: KSPE, 160 Democrat Drive, Frankfort KY 40601

ABOUT YOUR PROFESSION



Continuing Professional Development Regulations

201 KAR 18:196. Continuing professional development for engineers.

RELATES TO: KRS 322.180(3), 322.190, 322.290(16)

STATUTORY AUTHORITY: KRS 322.290(16)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 322.290(16) requires the board to adopt a program of continuing education for professional engineers. This administrative regulation establishes requirements for the continuing professional development program mandated by KRS 322.290(16) for professional engineers.

Section 1. Definitions. (1) "Continuing professional development" or "CPD" means participation in activities beyond the basic educational requirements that:

- (a) Provide specific content to improve the professional engineer's competence;
- (b) Encourage acquisition of new skills and knowledge required to maintain competence;
- (c) Strengthen the professional engineer's critical inquiry and balanced judgment;
- (d) Raise the ethical standards within the professional community; and
- (e) Meet the requirements established by the provisions of this administrative regulation.

(2) "Dual licensee" means a person licensed as both a professional engineer and a professional land surveyor.

(3) "Licensee" means a person licensed as a professional engineer.

(4) "Professional development hour" or "PDH" means not less than fifty (50) minutes of instruction or presentation that meets the requirements of this administrative regulation.

(5) "Reporting period" means the two (2) calendar years preceding the June 30 deadline for renewal of license.

Section 2. Program Structure. (1) Except as provided in Section 6 of this administrative regulation, a licensee shall complete a minimum of thirty (30) PDH units each reporting period.

(2) If a licensee exceeds the requirement, a maximum of fifteen (15) PDH units may be carried forward to the next reporting period.

(3) PDH units earned by a dual licensee under this administrative regulation may also be used to meet the land surveyor requirements under 201 KAR 18:192 if the PDH units meet the requirements of that administrative regulation.

(4) Failure to earn the required PDH units shall constitute unprofessional conduct.

Section 3. Criteria for Professional Development. (1) Continuing education hours applicable to the renewal of the license shall be directly related to the professional growth and development of the professional engineer.

(2) PDH units may be earned by successful completion of the following activities:

- (a) College courses;
- (b) Continuing education courses;
- (c) Correspondence, televised, videotaped, distance learning, and other short course or tutorials;
- (d) Presenting or attending seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences;
- (e) Teaching or instructing in paragraphs (a) through (d) of this subsection;
- (f) Authoring published papers, articles, books, or accepted licensing examination items; and
- (g) Active participation in professional or technical societies as authorized in Section 4(6)

(3) In order to qualify for credit, activities described in subsections (1) and (2) of this section shall:

- (a) Be relevant to the practice of engineering;
- (b) Contain technical, ethical, or managerial subjects;
- (c) Be an organized program of learning;

- (d) Be conducted by individuals with education, training, or expertise; and
- (e) Not include in-service training, orientation to specific institutional policies and practices, or time used to sell or advertise a product.

(4) CPD activities shall earn credit only if substantially different from a course for which credit was granted in the previous two (2) calendar years.

(5) PDH units shall be converted as follows:

- (a) One (1) university semester hour shall equal forty-five (45) PDH units.
- (b) One (1) university quarter hour shall equal thirty (30) PDH units.
- (c) For teaching an activity established in Section 3(2), multiply the number of PDH units earned by participants for that activity by two (2).
- (d) Each published paper, article, or book shall equal ten (10) PDH units.
- (e) Active participation in professional or technical society shall equal two (2) PDH units for each organization.

Section 4. Determination of Credit. (1) Credit for college or university courses shall be based upon course credit established by the college or university.

(2) Credit for qualifying seminars and workshops shall be based upon one (1) PDH for each fifty (50) minutes of instruction or presentation.

(3) Attendance at qualifying programs presented at professional or technical society meetings shall earn PDH units for the actual time of each program.

(4) Credit for correspondence, televised, videotaped, distance learning, and other short courses or tutorials shall be the equivalent PDH units recommended by the program author subject to board review.

(5) Teaching credit shall be valid for teaching a course or seminar for the first time only.

(6)(a) Credit for active participation in professional or technical societies shall require that the licensee serve as an officer committee chair of the organization.

(b) PDH units shall not be earned until the end of each year of service is completed.

Section 5. Recordkeeping. (1) The licensee shall be responsible for maintaining records used to support PDH units claimed.

(2) Records required include:

(a) A log showing the date of the activity, sponsoring organization, location, activity title, description, presenter's name, and PDH units earned; and

(b) Attendance certification records in the form of completion certificates or other documents supporting evidence of attendance.

Section 6. Exemptions and Extensions. (1) A licensee shall be exempted from continuing professional development requirements for the calendar year in which initially licensed by the board.

(2) An individual who has selected inactive or retired status shall be exempt from the requirements of this administrative regulation.

(3) A licensee who is unable to satisfy the CPD requirement because of physical disability, illness, or other extenuating circumstance shall be exempted for the reporting period in which the disability, illness, or extenuating circumstance occurs.

(4) The board shall grant an extension of time to fulfill the CPD requirement for an extenuating circumstance.

(5) An exemption or extension request shall be made in writing with supporting documentation.

Section 7. Reinstatement. Before a license shall be reinstated by the board, a former licensee shall earn the PDH units required for each reporting period the license was revoked, suspended, or expired, up to a maximum of sixty (60) PDH units.

Section 8. Reporting. (1) On the biennial renewal form, a licensee shall certify whether or not the licensee has met

the requirements of this administrative regulation.

(2) Biennial renewal forms received after September 1 shall be subject to the audit process established in Section 9 of this administrative regulation.

Section 9. Audits. (1) Compliance with the CPD requirements shall be determined through a random selection process in which a computer program shall select five (5) percent of the licensees filing biennial renewal forms on or before September 1 of that year.

(2) A licensee who is the subject of an investigation pursuant to KRS 322.190 shall be subjected to the audit requirements of this section.

(3) A licensee selected for audit shall provide the board with documentation as described in Section 5 of this administrative regulation within thirty (30) days of the board's request.

(4) If the board disallows credit due to the activity not meeting the requirements of Section 3(2) of this administrative regulation, or if the PDH units reported are less than thirty (30), the licensee shall have 180 calendar days after notification to substantiate the original claim or earn other PDH units to meet the requirement.

(5) Failure to comply with the CPD requirements shall be considered a violation of KRS 322.180(3) subjecting the licensee to disciplinary action.

(6) An audit resulting in a determination of noncompliance shall subject the licensee to an automatic audit the next reporting period and each subsequent reporting period until an audit results in a determination of compliance. (34 KyR. 1299; 1705; eff. 2-1-2008, 2206; 2390; eff. 6-6-2008.)

Kentucky Board of Licensure

Website: <http://kyboels.ky.gov>
 Phone: (800)573-2680; (502)573-2680

The Kentucky State Board of Licensure for Professional Engineers and Land Surveyors (KYBOELS) is an agency of the Governor's Office for the Commonwealth of Kentucky. The KYBOELS was established by an Act of the Kentucky General Assembly for the purpose of protecting the public health, safety, and welfare. This is accomplished through the licensing and monitoring of individuals and firms deemed qualified to practice.

Among the services KYBOELS provides to engineers and surveyors and the public are: licensure, reciprocity, examinations, and investigations and regulatory compliance. Contrary to a common misconception, KYBOELS is not associated with KSPE. However, KYBOELS resides in the Kentucky Engineering Center as a leasee of KSPE.

Statutes and regulations regarding engineering and surveying law in Kentucky are available on the KYBOELS website. If you have specific questions not addressed through the website, please contact the board office.

Renewal Information

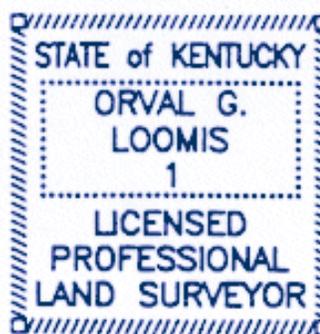
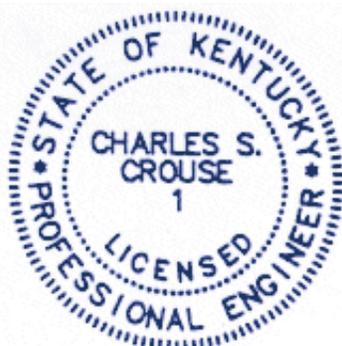
- Individual licenses expiring 6/30/2011 can now be renewed online.
- Individuals with Last Name A - K are required to renew their license every odd year by June 30.
- Individuals with Last Name L - Z are required to renew their license every even year by June 30.
- Individual renewal notices are typically mailed in early May and firm renewal notices are mailed in November. **Please make sure the Board of Licensure are made aware of any changes of address.**
- Paper renewal forms are no longer mailed. The online system is to be used for individual and firm renewals.
- Firm permits expiring 12/31/2010 can still be renewed online until 12/31/2011.
- Firms are required to renew their permit every year by December 31.

Renewal Fees:

| <i>Individuals - Land Surveying</i> | <i>Individuals - Engineering</i> | <i>Firms</i> |
|-------------------------------------|----------------------------------|----------------------------------|
| Renewal: \$150.00 | Renewal: \$150.00 | Engineering & Land Surveying |
| Retired: \$20.00 | Retired: \$20.00 | Renewal: \$150.00 |
| Inactive: \$20.00 | Inactive: \$20.00 | Engineering Renewal: \$100.00 |
| | | Land Surveying Renewal: \$100.00 |

Stamp Information

KRS 322.340 requires every licensee to have an embossed metallic seal or a rubber stamp. Samples are depicted below. The minimum sizes are 1 3/8" for the engineering seal or stamp (maximum size of 1 5/8") and 1 1/4" for the surveying seal or stamp (maximum size 1 1/2").



Qualifications Based Selection

The Correct Way to Select an Engineer

Use of the proper selection process when seeking to engage an Engineer will yield:

- A unique relationship with a trusted advisor
- Additions to your team's special experience and competence
- Someone whose mission it is to solve your problem/meet your needs
- A Professional who has the expertise to search out innovative, alternative approaches for your project

The selection of an Engineer is one of the most important decisions that will be made throughout the process of completing a successful project. This statement also applies to the selection of architects, land surveyors, and related professional services.

Design has a major impact on all other costs related to the project, even though the cost of engineering services for the average project represents less than one percent of the total lifetime cost of construction, operation and maintenance. Investing in quality design services at the outset of the project often results in significant long-term savings. The quality of the services provided by the design engineer is the single most important factor in determining the overall construction costs and life-cycle cost of a project.

Cost-effective problem solving and high-quality design can only be achieved with competence and experience. The proven process that best helps owners find the design consultant most qualified for their project is known as Qualifications Based Selection (QBS). It is the time-proven method endorsed by federal, state, and local governments as well as organizations. QBS, required for federal and federally funded construction projects, by at least 44 states, many local agencies and many private sector owners and institutions, has a long and positive history.

The most effective use of an engineer is for them to become the "trusted advisor" of the owner, a member of the team representing the owner's interests.

Cheap design is expensive. Selecting a designer based on qualifications will enable the most qualified consultant to apply technical knowledge and relevant project experience to develop a functional and cost effective project designed to meet the intended needs.

Qualifications Based Selection is a competitive contracting process that includes public announcement of projects, full and open competition, and careful review of firms' capabilities, experience, technical skill and personnel. Fee negotiations with the most qualified firm begin only after a mutually agreed and detailed scope of work is drafted.

Perhaps the most important aspect related to the use of the QBS process in procuring design services is the unique relationship which it creates. When a design professional is selected based on qualifications, competency and experience they become an extension of the owner's staff and provide the opportunity for innovative approaches and alternative methods as you work together to determine the precise scope of the project. The most effective use of

an engineer is for them to become the “trusted advisor” of the owner, a member of the team representing the owner’s interests. The product of this relationship is a quality design and, ultimately, a quality project that meets or exceeds the needs for which the project was originally conceived.

What is QBS?

Qualifications Based Selection (QBS) is an objective, flexible procedure for obtaining engineering, architectural and related professional services for projects. The QBS process is helpful to frequent users of design services as well as one-time users with little or no past experience in working with design professionals. QBS provides owners with a selection process that is straightforward and easy to implement, is objective and fair, can be well documented, and is open to public scrutiny.

QBS describes a general competitive contracting process that includes public announcement of projects, full and open competition, and careful review of firms’ capabilities, experience, technical skills and personnel. When using QBS, in addition to delivering quality projects, government agencies safeguard the public while being accountable to taxpayers. Selection of design professionals using qualifications accomplishes these goals.

How Does QBS Work?

The owner prepares a preliminary scope of work – that is, the owner describes the project to be built or the problem to be solved.

The owner then invites design professionals to submit statements of qualifications for this project. Statements of qualifications are reviewed and evaluated based on specific evaluation criteria. A short list of firms is selected for further consideration. These firms are interviewed and ranked based on a scoring system. The top ranked firm is notified of its selection for the project, and the owner and selected firm open discussions leading to agreement on a final scope of services and a contract between the two parties.

Why use QBS?

- Federal Law requires its use. The Brooks Act, Public Law 92-582; reaffirmed by Public Law 100-464; included in transportation (T-21), aviation (Air-21) legislation and Superfund; soon to be included in Federal water acts.
- Kentucky State Law requires its use. KRS 45A requires the use of QBS when procuring Engineer, Architect or Engineering-related services (“... specialized professional services . . . that are involved in the planning, design, construction, maintenance, or operation of Kentucky’s transportation systems or construction projects. . .”)
- QBS is endorsed by the APWA (American Public Works Association) which represents the owners who procure engineering services. APWA publication ‘Selection and Use of Engineers’ — the “public’s best interest is served when governmental agencies select architects, engineers, and related professional technical consultants for project and studies through QBS procedures. Basing selection on qualifications and competence (rather than price) fosters greater creativity and flexibility, improves the delivery of professional services, increases the value to the owner in construction and life cycle expenses, and minimizes the potential for disputes and litigation.”
- QBS is recommended by the ABA (American Bar Association) in its model procurement code for

state and local governments. "The principal reasons supporting this selection procedure for architect, engineer and land surveying services are the lack of a definitive scope of work for such services at the time the selection is made, and the importance of selecting the best qualified firm. In general, the architect, engineer, or land surveyor is engaged to represent the (states) interest and is, therefore, in a different relationship with the (state) from that normally existing in a buyer-seller situation. For these reasons, the qualifications, competence, and availability of the most qualified architect, engineer or land surveyor firm is considered initially, and price negotiated later."

- It works—the owner gets a personal advisor on their team, the project is designed specifically to meet the intended need and use, it results in lower life cycle cost for the project.
- Most importantly, it means that our buildings, bridges, roadways, water and waste water facilities and other projects will be designed in the most competent and cost effective manner, not only for today, but also for the future. QBS is in the best interest of the safety and welfare of the public.

The QBS Process

Step 1 - Select The Best Qualified Firm

- Prepare a description of the project and develop evaluation criteria
- Solicit Statement of Qualifications from interested firms
- Develop a Short List of firms, investigate and evaluate firms
- Interview firms and rank them

Step 2 - Jointly Define Scope and Contract, With The Highest Ranked Firm - Taking Advantage of The Selected Firms Experience and Expertise

- Invite the highest ranked firm to assist in defining the scope of work (Discussions should include the Owner's goals and concepts of the for the project, the designers approach to the project as well as any alternatives which should be considered)
- Establish contract terms
- Reach agreement (If agreement cannot be reached, return to the beginning of Step 2 and proceed with the next highest ranked firm)

Step 3 - Retain the Firm Based On An Acceptable Proposal

- Ask for fee proposal
- Reach agreement on fee and contract terms (If agreement cannot be reached, return to the beginning of Step 2 and proceed with the next highest ranked firm)
- Retain the firm and enter into written contract

Order of the Engineer

The Order of the Engineer was initiated in the United States to foster a spirit of pride and responsibility in the engineering profession, to bridge the gap between training and experience, and to present to the public a visible symbol identifying the engineer.

The first ceremony was held on June 4, 1970 at Cleveland State University. Since then, similar ceremonies have been held across the United States at which graduate and registered engineers are invited to accept the Obligation of the Engineer and a stainless steel ring. The ceremonies are conducted by Links (local sections) of the Order.

The Order is not a membership organization; there are never any meetings to attend or dues to pay. Instead, the Order fosters a unity of purpose and the honoring of one's pledge lifelong.

The Obligation is a creed similar to the oath attributed to Hippocrates (460-377 B.C.) that is generally taken by medical graduates and which sets forth an ethical code. The Obligation likewise, contains parts of the Canon of Ethics of major engineering societies. Initiates, as they accept it voluntarily, pledge to uphold the standards and dignity of the engineering profession and to serve humanity by making the best use of Earth's precious wealth.

The Obligation of the Order of the Engineer is similar to the Canadian "Ritual of the Calling of an Engineer" initiated there in 1926. It uses a wrought iron ring, conducts a secret ceremony, and administers an oath authorized by Rudyard Kipling. The extension of the Ritual outside Canada was prevented by copyright and other conflicting factors. The basic premise, however, was adapted for the creation of the Order of the Engineer in the United States in 1970.

The Obligation

I am an Engineer. In my profession I take deep pride. To it, I owe solemn obligations.

Since the Stone Age, human progress has been spurred by the engineering genius. Engineers have made usable nature's vast resources of material and energy for Humanity's [Mankind's] benefit. Engineers have vitalized and turned to practical use the principles of science and the means of technology. Were it not for this heritage of accumulated experience, my efforts would be feeble.

As an Engineer, I pledge to practice integrity and fair dealing, tolerance and respect, and to uphold devotion to the standards and the dignity of my profession, conscious always that my skill carries with it the obligation to serve humanity by making the best use of Earth's precious wealth.

As an Engineer, [in humility and with the need for Divine guidance,] I shall participate in none but honest enterprises. When needed, my skill and knowledge shall be given without reservation for the public good. In the performance of duty and in fidelity to my profession, I shall give the utmost.

Note: Brackets indicate the original wording of the Obligation. Either wording is acceptable, but new certificates have the newer wording.*

*excerpt from above was taken from the Official Order of the Engineer website (<http://www.order-of-the-engineer.org>)

GENERAL SOCIETY INFORMATION



Kentucky Society of Professional Engineers

Adopted Constitution

June 2011

PREAMBLE

Recognizing that service to the public, to the state and to the profession is a fundamental obligation of the professional engineer, the Kentucky Society of Professional Engineers does, hereby, dedicate itself to the promotion and protection of the engineering profession as a social and economic influence vital to the health, safety, and welfare of the community, the Commonwealth of Kentucky, the United States of America, and all mankind.

ARTICLE 1 – NAME OF THE ORGANIZATION

Section 1. The name of this organization shall be the Kentucky Society of Professional Engineers, hereinafter, called the Society.

Section 2. The Society is incorporated as a nonprofit organization under the laws of the State of Kentucky.

Section 3. The Society is a member state society of the National Society of Professional Engineers, a national organization of like aims and purposes, hereinafter called NSPE. The Society shall participate actively in NSPE Meetings and other State/NSPE functions and activities.

Section 4. The Society subscribes to and supports the Code of Ethics of NSPE.

ARTICLE 2 – OBJECTIVES

Section 1. The objectives of this Society shall be to:

- a. Advance and promote the public health, safety, and welfare.
- b. Advance the professional, social, and economic interests of the professional engineer.
- c. Strive throughout the profession to make licensure more meaningful in terms of acknowledgement of individual achievement in engineering as reflected by education and practice, and encourage all qualified engineers to seek legal status through licensure.
- d. Unite all qualified engineers of the State in one organization.
- e. Stimulate and develop professional concepts among all engineers.
- f. Advance self-education and self-improvement, motivating practicing engineers to upgrade and expand their competence by continuing study.
- g. Develop the civic consciousness of members of the engineering profession, and serve the public good by support of and cooperation with public officials.
- h. Represent the engineering profession in legislative matters in the interest of the State and the profession.
- i. Promote high standards of engineering education.
- j. Establish and preserve high standards of ethical conduct and practice by members of the profession.
- k. Cultivate public appreciation for the work of the engineer through improved public relations, and provide a forum for effective exchange and advancement of knowledge of matters concerning the profession.
- l. Assist young people in obtaining reliable information concerning the profession of engineering.
- m. Mentor young engineers and assist them in their career track toward licensure.

ARTICLE 3 – MEMBERSHIP

Section 1. The membership grades(1) shall coincide with those grades as set by NSPE and shall consist of:

- a. Licensed Member – A Licensed Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States, or the equivalent as defined under the laws of any other country, or a retired engineer who obtained and retained a valid license or certificate while in active practice in the profession until retirement.
- b. Member – A Member shall be defined as a person holding a valid Engineer-In-Training or Engineering Intern certification, issued under the laws of any state, territory, possession or district of the United States, or the equivalent under the laws of any other country. A Member shall automatically advance to the Licensed Member grade as soon as eligible by licensure.
- c. Graduate Member – A person who has graduated with a bachelor’s degree or higher from an engineering curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) shall be granted provisional status as a member for up to two years to achieve the full requirements for the Member grade. Graduate Members shall not have voting privileges and shall not be allowed to hold office in NSPE. Graduate Members shall become full Members immediately upon successfully meeting the requirements for Member status.
- d. Student Member – A Student Member is an undergraduate or full time graduate engineering student.
- e. Grandfathered Member – A current member who has maintained membership in the Society, but is no longer eligible for membership due to changes in membership criteria, shall be allowed to maintain their membership in good standing. If the membership of said member lapses, they will not be permitted to re-join NSPE without first meeting the then current membership requirements.
- f. Honorary Member – An Honorary Member shall be an individual, whose knowledge and accomplishments deserve special recognition for contributions to the licensed practice of professional engineering. An Honorary Member shall not have voting privileges, may not hold office, and shall be exempt from paying dues. An Honorary membership shall be awarded upon the approval of two-thirds of the Executive Committee. At no time shall there be more than ten living Honorary Members of KSPE.

(1) Licensed Members and Members may become eligible for Life-Member and Retired-Member dues status if they satisfy the requirements set by NSPE.

Section 2. All members shall pay annual Society dues as set forth in the Bylaws. A member’s Society and Chapter dues shall be current for the member to be in good standing and receive the privileges and benefits of membership. The procedure for collecting and billing all dues, dealing with delinquencies, and dropping from membership shall be established by the Board.

Section 3. All members other than Graduate Members, Student Members, and Honorary Members shall have voting privileges in the Society.

Section 4. Should the licensure of a member be revoked, the person shall automatically cease to be a member of the Society.

Section 5. A member may be disciplined by the Society for cause as provided in the Society’s Bylaws. In disciplinary matters, the Board may: (a) authorize joint action with other state societies; (b) waive jurisdiction to another state society; or (c) request the assistance of NSPE where, in the Board’s judgment, the circumstances warrant.

ARTICLE 4 – OFFICERS

Section 1. The officers of the Society shall consist of the president, president-elect, regional vice presidents, state directors, secretary, treasurer, NSPE delegate, and immediate past president.

Section 2. The president-elect, secretary, and treasurer shall be elected for a term of one year. The president-elect shall automatically assume the presidency for the year following election. The president shall automatically become past-president upon completion of the year as president.

Section 3. The regional vice-presidents shall be elected for a term of one year, with three consecutive terms permitted.

Section 4. The state directors shall be elected for a term of two years.

Section 5. Eligibility to nomination, election or retention of a position as an elective officer of the Society shall be contingent upon residence or employment in the State and membership in the Society. Only Licensed Members in good standing shall be eligible to hold an elective office in the Society.

Section 6. The duties of the officers shall be as defined in the Bylaws.

Section 7. The treasurer shall be bonded, at the expense of the Society, for such amount as may be determined by the Board.

Section 8. The officers shall take office, and the president-elect elected the previous year shall become president, on the first day of the Administrative Year following their election and shall hold office until their successors have been duly elected and installed.

Section 9. In the event the president becomes unable to serve, the president-elect shall complete the term of the vacating president and then their own term as president. The office of president-elect shall remain vacant until the next Annual Meeting, at which meeting a president-elect shall be installed. In the absence of, or in case of the inability of the president and president-elect to serve, the immediate past president shall assume the duty of the office of president. A vacancy occurring in any other position shall be filled by election through the Board except for regional vice presidents and state directors which shall be filled by the chapter or chapters affected. Any vacancy shall be filled for the un-expired term of the officer being replaced.

Section 10. A Delegate to the NSPE House of Delegates shall be elected by the Board to represent the Society at the NSPE House of Delegates Assembly, as set forth in Article on Elections. This member shall serve as Delegate for a two year term and shall be eligible to serve no more than two consecutive terms.

ARTICLE 5 – ELECTIONS

Section 1. Nominations for elective offices except for the NSPE delegate, the regional vice presidents and the state directors shall be made by the Nominating Committee or by a petition signed by 10 percent of the members eligible to vote or 50 such members, whichever is less. The regional vice president candidates are to be nominated by the chapters within the regions and placed on the ballot. A state director is to be elected by each chapter.

Section 2. The Nominating Committee shall be comprised of the most recent available past president as its chair and each chapter's state director.

Section 3. Procedures for nomination shall be established in the Bylaws.

Section 4. Election of officers shall be made annually by a plurality vote on individual letter or by electronic means provided to all voting members of the Society in good standing. Procedures for collecting and counting ballots shall be defined in the Bylaws.

Section 5. Election of the Delegate to the House of Delegates shall be made biannually by a plurality vote of the Board. The Delegate shall be elected from the Past-Presidents of the Society.

Section 6. The nominee for each office receiving the greatest number of votes cast for office shall be declared elected for such office. The elected officers shall be known by the title of the office to which elected, with the suffix "elect" until they assume the duties of their respective offices.

ARTICLE 6 – ADMINISTRATION

Section 1. The officers of the Society will constitute the Board of Directors (Board). The Board shall determine all questions of policy and shall administer the affairs of the Society under this Constitution and its Bylaws and the general provisions of the law under which it is incorporated.

Section 2. Electronic means may be used to expedite the ratification of decisions of the Board and of the Society. Procedures for employing electronic means shall be established in the Bylaws.

Section 3. A majority of the Board members shall constitute a quorum. An affirmative vote of a majority of the Board members present at any regular or duly called meeting shall be required to pass any motion not inconsistent with the Constitution and Bylaws of the Society.

Section 4. The Board shall have authority to decide upon any question by letter or electronic means directed to all members of the Board. At any point during the voting period when a question is voted up or down by a majority of those eligible to vote, that determination is final.

Section 5. The Board shall direct the investment and care of funds for the Society and shall adopt and monitor an annual budget and make appropriations for other specific purposes

Section 6. No member of the Board shall receive a salary or compensation from the Society, except for expenses incurred on behalf of the Society as approved by the Board.

Section 7. The Board may appoint an executive director, when the financial and other conditions warrant, and fix compensation and define duties of the office. The executive director shall be bonded, at the expense of the Society, for such amount as may be determined by the Board.

Section 8. The administrative and fiscal years of the Society shall be established by the Board.

Section 9. The location of the Headquarters of the Society shall be the Kentucky Engineering Center, Frankfort, Kentucky.

Section 10. The Board shall prepare and adopt a series of Bylaws which shall govern all procedures under this Constitution, including those of the Board and of the committees.

Section 11. The Bylaws may be amended by an affirmative vote of a majority of all members of the Board provided that the text of a proposed amendment shall be furnished to each member of the Board at least ten days before the meeting at which a vote on the amendment will be taken.

Section 12. There shall be an Executive Committee of the Board consisting of the Board Officers less state directors. The Executive Committee shall act for the Board between Board meetings. All acts of the Executive Committee shall be reported to the Board. A majority of the Executive Committee shall constitute a quorum.

ARTICLE 7 – MEETINGS

Section 1. The Society shall hold an Annual Meeting at a time and place as may be selected by the Board, which meeting shall be open to all members and their guests.

Section 2. Special meetings of the Society shall be called by the president: (a) on a two-thirds vote of the Board, or (b) upon a petition by 50 members of the Society or by 10 percent of the members of the Society, whichever is less.

Section 3. The Board shall meet regularly in accordance with the Bylaws.

ARTICLE 8 – CHAPTERS

Section 1. The membership of the Society shall be organized into chapters (as determined by the Board). The Board shall authorize and charter such chapters; defining boundaries as may best serve the members of the Society. Each chapter thus formed shall have a minimum of ten voting members. All qualified members of the chapter shall also be members of the Society and may be members of NSPE.

Section 2. The Board shall have authority to make rules and regulations for and the decisions affecting the chartering, combining or dissolving chapters.

Section 3. Each chapter chartered by the Society shall adopt such constitution and bylaws for its operation as it may deem proper; provided that nothing contained therein shall conflict with or contravene the Constitution and Bylaws of the Society. Such constitution and bylaws, and any changes thereto are subject to approval of the Board.

Section 4. Chapters shall engage only in such activities as are consistent with the objectives of the Society. Such activities shall be restricted to the geographical area, for which the chapter is chartered, except as authorized by the Board.

Section 5. In all matters of local concern not covered by this Constitution and Bylaws, chapters shall retain full autonomy, but may call upon the Society and NSPE for advice, counsel and assistance.

Section 6. Chapters shall not contract any debt or obligations on behalf of the Society unless expressly authorized by the Board.

Section 7. The fiscal and administrative years of the chapters shall be concurrent with those of the Society.

Section 8. The annual chapter dues shall be determined by the Chapter.

Section 9. Chapters shall be organized into regions to give representation on the Board. Regions shall be defined in the Bylaws.

Section 10. The election of chapter officers shall be conducted so that the Society can be notified at least 30 days prior to the Annual Meeting. Chapter officers shall assume their duties on the first day of the administrative year and shall hold office until their respective successors assume such duties. The procedures for electing chapter officers

shall be established in the chapter bylaws.

Section 11. Student members in engineering colleges and universities may be organized into student chapters, as provided in the Bylaws.

ARTICLE 9 – PRACTICE DIVISIONS

Section 1. To further the objectives of the Society, establishment of practice divisions is authorized.

Section 2. The Board of Directors may sanction the creation of or order the dissolution of practice divisions as provided in the Bylaws.

ARTICLE 10 – COMMITTEES

Section 1. Such committees as may be appropriate shall be established as provided in the Bylaws.

Section 2. The duties of committees shall be defined by President and approved by the Board.

Section 3. Appointments to committees shall be made as set forth in the Bylaws.

ARTICLE 11 – AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by: (a) a majority vote of the entire Board; or (b) a petition signed by not less than 10 percent of the members of this Society or 50 such members whichever is smaller.

Section 2. Proposed amendment(s) to the Constitution shall be furnished by letter or electronic means to each member of the Board at least ten days before the meeting at which time a vote on the proposed amendment will be taken. A Board member, who for good reason cannot attend a meeting at which the vote will be taken on a proposed amendment, may vote by letter or electronic means sent to the secretary and marked so as to indicate that it is a ballot to be opened at the Board meeting.

Section 3. Proposed amendments thus approved by the Board shall be submitted by letter or electronic means at least twenty days before the ballot is due to eligible voting members of the Society along with a ballot and instructions on how to cast the ballot. The Board shall decide if letter or electronic means shall be used. The due date shall be established by the Board. The amendment shall be adopted immediately after the twenty day voting period if approved by two-thirds of those eligible members voting or dropped if not approved within the twenty days. The Board shall make the decision which of the two methods shall be used.

ARTICLE 12 – SAVINGS CLAUSE

Section 1. Any article or section of the Constitution and Bylaws found to be in conflict with the laws of the Commonwealth, the Society Charter, or the Society's Articles of Incorporation shall be null and void. However, this shall in no way invalidate the remaining articles and sections of the Constitution and Bylaws.

ARTICLE 13 – DISSOLUTION

Section 1. The Society shall use its funds only to accomplish the objectives and purposes specified in this

Constitution, and no part of said funds shall inure, or be distributed, to the members of the Society. On dissolution of the Society, any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific or philanthropic organizations to be selected by the Board. Any residual shall be contributed to NSPE.

ARTICLE 14 – EFFECTIVE DATE

Section 1. This Constitution shall become effective upon its adoption in the manner prescribed for voting on amendments and thereupon the previous Constitution and/or Bylaws and prior amendments thereto are repealed.

Kentucky Society of Professional Engineers

Bylaws

Adopted August 1, 2008 - Amended April 6, 2009

BYLAW 1 – MEMBERSHIP

Section 1. 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 2. Violation of the Society Constitution, NSPE Bylaws or of the Code of Ethics, or criminal conviction shall be considered as just cause for discipline as hereinafter provided.

Section 3. Any applicant that has been refused membership shall have the right to appeal to the Board.

BYLAW 2 – DUES

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

Section 2. The dues for membership in the Society shall be as follows:

| | |
|----------------------|----------|
| Licensed Member | \$112.00 |
| Member | \$112.00 |
| Grandfathered Member | \$102.00 |
| Retiree Member | \$ 56.00 |
| Student Member | \$ 10.00 |
| Honorary Member | None |
| Life Member | None |

The dues above do not include any National, chapter or practice division dues, if applicable. Dues include a year’s subscription to the official publication of the Society.

Section 3. 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 4. A member shall become eligible for Honorary, Life or Retired membership status, with waiver or reduction of dues after meeting the requirements as set forth by the NSPE Bylaws.

Section 5. After five years of continuous membership, an application for waiver of one-half dues and after 10 years an application for waiver of full dues, because of disability of a total and permanent nature, may be made by a member or chapter on behalf of a member. Such application, if approved by the chapter and the Board, shall be submitted to NSPE for approval of reduction or elimination of national dues.

BYLAW 3 – FISCAL AND ADMINISTRATIVE YEARS

Section 1. The fiscal year of the Society shall be from July 1 through June 30.

Section 2. The administrative year of the Society shall be from May 1 through April 30.

BYLAW 4 – CHAPTERS

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

Section 2. A charter shall be issued upon approval of an application by the Board and shall be signed by the president and secretary of the Society.

Section 3. As required by the Constitution, in advance of the Society's Annual Meeting, each chapter shall elect officers and directors as needed.

Section 4. The Board may authorize and issue charters for student chapters at approved engineering colleges or institutes of technology. Rules and regulations for the organization and operation of student chapters shall be determined by the Board and shall be designated according to the policies of NSPE.

- a. Each student chapter shall have a faculty adviser who shall wherever possible be a member of the Society.
- b. Each student chapter shall have a liaison officer from the sponsoring chapter who shall not be directly affiliated with the college or school involved. The sponsoring chapter shall appoint the liaison officer.

BYLAW 5 – AFFILIATED GROUPS AND PRACTICE DIVISIONS

Section 1. Affiliated groups and practice divisions may be established with approval of the Board. The purpose of such affiliations or divisions 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 or division. The affiliated group or practice division shall be responsible to the Board for fulfilling the actions defined in the charter.

BYLAW 6 – BOARD OF DIRECTORS

Section 1. The Board of Directors shall have the direction and supervision of all matters pertaining to the Society.

The Board shall consider all questions brought before it involving the rights and standing of members. The Board shall hear and decide all questions affecting the conduct of members or chapters and its decision in such matters shall be final.

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 of the Society.

Section 3. Each state director shall attend chapter meetings for the purpose of inquiring into the condition of the profession and to improve communication between the chapter membership and the Society.

Section 4. The Board shall hold a regular meeting at least once each quarter, one meeting of which shall be at

the Annual Meeting. It shall hold special meetings at the call of the president or on the petition of 25 percent of the Board.

Section 5. A notice of each meeting of the Board shall be transmitted in writing or by electronic means to each member of the Board at the member's last recorded address at least 10 days prior to the scheduled date thereof. An agenda shall accompany the notice of the meeting.

Section 6. An Officer, Director or other member of the Board must notify the Society's executive director if they are unable to attend a Board meeting. In such case they may designate another member of the Board to have their proxy. Such proxy must be in writing. Only the first nine proxies received by the executive director may be authorized at any one meeting.

BYLAW 7 - BALLOTS OF THE BOARD

Section 1. The president may at any time direct the secretary to submit any question to the members of the Board by way of a letter or by electronic means.

Section 2. The secretary shall notify all members of the Board of the results within three weeks of the date of the original action. Details of the action shall be recorded in the minutes of the following Board Meeting.

BYLAW 8 – ELECTIONS

Section 1. The Nominating Committee shall solicit candidates for office from the chapters, Leadership PE, and membership-at-large by contacting each organization's leadership and notifying the membership through the state publication. The committee shall solicit candidates from each chapter for the office of regional vice president. One candidate from each chapter may be placed on the ballot. However, where only one chapter makes up a region, that chapter may nominate two candidates. The Nominating Committee shall make each chapter aware of its need to elect a state director to serve on the Board for a two year term. (Discuss use of alternating years)

Section 2. Any member can submit nominations to the Nominating Committee for consideration. Nominations may be submitted to the secretary or directly to the Nominating Committee. The nomination shall contain the name of the member being nominated along with a brief description of the member's biography. Endorsements and testimonials of the member's capabilities to fulfill the duties of the office for which they are being nominated for shall be encouraged. A member may be self-nominated for an office.

Section 3. The Nominating Committee shall review the nominations for each office and consider whether candidates are qualified. They may contact the candidate or others who may be familiar with the candidate's qualifications and capabilities to determine whether they are capable of serving in the office for which they are nominated. Specific officer requirements are as follows:

- a. Regional vice presidents shall have served at least as a chapter president or a state director.
- b. A candidate for president-elect shall have served at least as regional vice president or other equivalent service to the Society.

The Nominating Committee shall report the names of the nominees, together with a brief biographical sketch of each nominee, to the secretary for inclusion on the official ballot for voting, not later than 60 days before the Annual Meeting.

Section 4. The Nominating Committee must prepare a ballot listing at least one candidate for the office of

president-elect, secretary, treasurer and regional vice president from each region. The secretary must place the names of all candidates, properly nominated, on the ballot along with a space for a write-in.

Section 5. The ballot shall be mailed by letter or by electronic means to the voting members of the Society not later than 30 days prior to the Annual Meeting. Ballots shall be returned to Society Headquarters not later than 7 days before the Annual Meeting.

Section 6. Society Headquarters shall promptly deliver ballots to the Tellers Committee, which shall canvass the ballots and report the results at the Annual Meeting. The results shall be published in the next issue of the Society publication.

BYLAW 9 – OFFICERS

Section 1. President - The president shall preside at all meetings of the Society, of the Board of Directors, and of the Executive Committee; shall be, ex-officio, a member of all committees; shall appoint chairs and members of special committees; and have general direction of the business of the Society. The President shall work with the executive director and keep the Board apprised concerning that office.

Section 2. President-Elect -The president-elect shall act as president in the president's absence, shall be an ex-officio member of all committees, and shall undertake assignments at the request of the president or the Board. The principal activity of the president-elect shall be an assessment of the Society, and the development of plans and an annual budget for the following year. As stipulated in the Bylaw on Committees, the president-elect shall appoint members to standing committees for his administrative year.

Section 3. Regional Vice Presidents - The regional vice presidents shall have such duties as the president or Board may assign including supervision of committees

Section 4. Treasurer - It shall be the duty of the treasurer to protect all money and records of account of the Society. The treasurer, with the assistance of the Society staff, shall:

- a. work with the president-elect to prepare the annual budget,
- b. report the current financial situation to the Board at regularly scheduled meetings and be responsible for determining ways and means of financing the Society's operations,
- c. maintain a set of books showing receipts and disbursements of the Society and the account of each member,
- d. submit a complete report of the year's business of the Society at each Annual Meeting, which shall be audited as directed by the Board,
- e. have custody of all funds of the Society and shall deposit same as directed by the Board, and
- f. pay out all monies of the Society as authorized and as directed by the Board.

Section 5. Secretary - The secretary shall record proper proceedings of meetings and perform such duties as are required by law, or assigned by the Board. The secretary, with the assistance of the Society staff, shall:

- a. keep an accurate record of Society membership and proceedings of Society and Board meetings,
- b. inform the president and the Board, from time-to-time, of duties to be performed at stated times or at stated intervals,
- c. issue all calls and notices as instructed by the president of the Board,
- d. conduct the correspondence of the Society and shall have custody of all books, papers, records and documents, and
- e. maintain a complete record of past members of the Board and of chapter officers for the purpose of establishing information for appointment or election.

The secretary shall be responsible for the Constitution and Bylaws and for any revision(s) thereto.

Section 6. Executive Director--The executive director shall:

- a. work with the president and be responsible to the Board;
- b. keep an accurate record, and have custody, of all official papers and records;
- c. call the meeting to order in the absence of the president, president-elect and immediate past-president;
- d. issue all calls and notices ordered by the president or the Board;
- e. submit at the Annual Meeting a written report covering the duties and activities of the position, including a statement of the membership of the Society;
- f. receive such salary as the Board shall determine;
- g. have such other duties and prerogatives as the Board may assign, and
- h. may employ other staff, subject to the approval of the KSPE-ACEC/KY Coordinating Committee.

At the expiration of service, the executive director shall turn over to a designated successor all books, documents and other property of the Society in the custody of the executive director, receiving a receipt therefore.

Section 7. NSPE Delegate -The Delegate to the House of Delegates shall attend and represent the Society at the NSPE House of Delegates Assembly and represent the Society in all other matters of the House of Delegates. The Delegate shall report actions taken by the House of Delegates to the Board of Directors and shall consult with the Board of Directors on a regular basis to properly represent the wishes of the Society before the NSPE House of Delegates.

Section 8. Immediate Past President: Upon assuming this position, the immediate past president shall become the Society's liaison with the Kentucky State Board of Licensure for Professional Engineers and Land Surveyors, fostering communication and offering the full cooperation and support of the Society. In accordance with the Bylaw on Committees, the immediate past president will serve as chair of the Nominating Committee

BYLAW 10 – COMMITTEES

Section 1. The Standing Committees of the Society shall be as set forth by the Board below:

- Annual Meeting
- Boards and Commissions Selection
- Building
- Constitution & Bylaws
- Professional Development
- Ethical Practices
- Golf Classic
- Governor's Scholars Program
- Awards
- KSPE-CEC/KY Coordinating Committee (Past President, President, President-Elect)
- Leadership P.E.
- Legislative and Government Affairs
- MATHCOUNTS
- Membership
- Nominating
- Order of the Engineer
- Planning
- Public Relations

Scholarship
Tellers

Section 2. The chair and members of the standing committees (excluding Awards, Nominating and Coordinating Committees) shall be appointed by the president-elect and shall be designated prior to the beginning of the administrative year in which they and the president-elect are to serve.

Section 3. Each standing committee shall inform the Board and the Society of its activities at least once each year, or as otherwise directed by the president.

Section 4. The president shall appoint such other special committees as may be desirable for the conduct of the business of the Society.

Section 5. No committee shall commit the Society to any financial or other obligations without specific authorization from the Board.

Section 6. It shall be the policy of the Society to cooperate to the fullest extent with other organized groups of engineers within the state.

BYLAW 12 – USE OF ELECTRONIC EMAIL AND WEBSITES

Section 1. The Society shall maintain a website accessible to the membership to facilitate:

- a. the growth of the Society,
- b. coordination amongst its chapters, and
- c. voting on Society issues.

Section 2. It shall be the responsibility of the officers of the Board and members of the Society to provide an e-mail address for communications and the business of the Society. It shall be the sole responsibility of these persons to monitor and maintain their respective e-mail addresses, including hardware, software and licenses required for such e-mail. Similarly, it shall be the sole responsibility of these persons to provide adequate and timely notice of any changes to the ability to receive, transmit or otherwise obtain e-mails.

Section 3. Electronic voting results or procedures shall not be challengeable by an officer or member unless it can be shown that:

- a. the officer or member did not receive the e-mail,
- b. the officer or member's e-mail address was valid at the time the e-mail was sent,
- c. the officer or member's vote would have changed the outcome of the vote, and
- d. the officer or member had no knowledge of the voting and had no other opportunity to submit a ballot.

Section 5. Procedures for an electronic ballot by the Board and the Society shall be as follows:

- a. The secretary shall prepare an electronic ballot for distribution to all voting members of the body or to be placed on the Society's website. The ballot shall contain a clear and concise explanation of what the vote entails.
- b. Upon distribution of the electronic ballot, a minimum of 72 hours shall be included for discussion (the discussion period) prior to the commencement of the voting period. No discussion period is required for Society votes except for amendments to the Constitution.
- c. A deadline for response to a ballot issue (the voting period) shall be included with the ballot submission to the body. A minimum of 48 hours shall be allowed as the voting period for respondents to cast a ballot after the end of

the discussion period, if the voting period is not established in the voting instructions.

d. At the end of the voting period, the secretary shall announce the results of voting. Except for elections and votes on amendments to the Constitution, the total number of votes cast must meet or exceed the requirements for a quorum, for the vote to be valid. For elections, a plurality of the votes cast shall determine the outcome.

e. Once a member in good standing submits a vote, they will not be allowed to rescind or change their vote during the voting period.

Section 6. Reasonable security procedures to assure the integrity of electronic voting shall be developed and defined by the Board.

BYLAW 13 – MEETINGS

Section 1. The Annual Meeting of the Society as required by the Constitution shall be held for receiving the annual reports and the transaction of any other business. All members of the Society are welcome at this meeting.

Section 2. Periodic and/or special meetings of the Board, called as provided for in the Constitution shall be meetings open to all members of the Society. A “closed” or “executive” session may be called only to discuss personnel, disciplinary or other legal matters that require strict confidentiality. A “closed” meeting shall be called only upon a vote of the Board. Only business specifically allowed for in a “closed” meeting shall be discussed.

Section 3. The order of business at meetings of the Board shall be determined by the president and shall be subject to approval of the Board.

Section 4. The Executive Committee of the Board shall meet at the call of the president and at such intervals as necessary to conduct the business of the Society. When practical, one meeting per month should be conducted.

BYLAW 14 – OFFICIAL PUBLICATION

Section 1. The Society shall publish an official periodical to be known as Kentucky ENGINEER. This publication shall be produced as many times per year as designated by the Board and shall be distributed to all members of the Society, either via mail or electronically. The subscription cost for members shall be included in their annual dues fee. The Board shall establish a subscription rate for non-members interested in receiving the publication.

Section 2. Paid advertisements may be sold to generate revenue in conjunction with the official periodical. The Board shall establish advertising standards and rates. Any revenue generated shall be deposited in the general fund of the Society.

Section 3. Board shall cooperate with the Kentucky Board of Licensure to publish information the Kentucky Board of Licensure may want distributed to the licensed professional engineers in the State. Additional costs above and beyond normal costs for regular publication shall be absorbed by the Kentucky Board of Licensure.

BYLAW 15 – DISCIPLINE

Section 1. Charges or complaints of alleged violations of the Code of Ethics or of laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matters; charges concerning the NSPE Bylaws or Society Constitution shall be filed by a member in good standing. Each member is responsible to render written reports of factual knowledge of alleged violations of the Code of Ethics. Such charges shall be filed with the secretary of the Society.

Section 2. The Ethical Practices Committee shall conduct an initial informal investigation of alleged violations. When such informal investigations indicate that a formal investigation is advisable, the Society president shall direct the Ethical Practices Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.

Section 3. Hearings will be conducted by a Hearing Commission of not less than three past presidents, appointed by the president, which shall render a decision in the matter.

Section 4. The accused shall have the right to appeal the decision to the Board of Directors, in which case the Hearing Commission members who sat earlier shall not participate in the appeal proceedings. In hearing appeals, the Board may admit oral or written evidence which most fairly presents the facts. Prior to all hearings, the Board shall exhaust efforts at conciliation and compromise.

Section 5. A two-thirds vote of the Board in an appeal shall be necessary to a finding sustaining a charge or charges. Thereafter the penalty shall be determined by majority vote.

Section 6. Disciplinary action may be taken by the Society against a member who resigns his membership after charges of unethical conduct have been filed against such member, in which case the former member shall have the same rights of defense and procedure as prescribed for members in good standing. In the case of resigned members, the Society may issue a notice of censure or prescribe that the Society records show that such member shall not be eligible for membership for a stipulated number of years, or indefinitely and may publish its findings.

Section 7. If a professional engineer is charged who is not a member, the accused will be advised of the charges and offered the service of the Society in investigating and adjudicating the charges. If the person charged consents, the case will be handled in the established manner.

Section 8. The person who filed the charges will be notified of the final decision and it shall be published in the official publication of the Society unless the Board shall have determined that justice is better served by withholding publication.

Section 9. The Board shall adopt and publish a policy and procedures to govern the handling of disciplinary matters. The procedures shall provide for due process, for representation by counsel, for cooperation and exchange of information with and recommendations to the Kentucky Board of Licensure, for recording and disposition of records, for use of advisory counsel by the Society and for cooperation with other state societies and the National Society.

BYLAW 16 - ADMINISTRATIVE REGIONS

Section 1. The administrative regions of the State for the election of regional vice presidents shall be as follows:

- a. The Western Region shall be the area included in the Kentucky Lake, Green River and Mammoth Cave Chapters.
- b. The Central Region shall be the area included in the Northern Kentucky, Capital, and My Old Kentucky Home Chapters.
- c. The Eastern Region shall be the area included in the Ashland, Big Sandy, Kentucky River, Pine Mountain and Cumberland Falls Chapters.
- d. The Bluegrass Region shall be the area included in the Bluegrass Chapter.
- e. The Louisville Region shall be the area included in the Louisville Chapter.

BYLAW 17 - ORDER OF BUSINESS

Section 1. The recommended order of business at meetings of the Board shall be:

- a. Roll call;
- b. Reading of minutes of previous meeting;
- c. Reports of officers;
- d. Report of committees;
- e. Unfinished business;
- f. New business; and
- g. Adjournment.

Section 2. The recommended order of business at the Annual Meeting shall be:

- a. Roll call;
- b. Reading of minutes of previous Annual Meeting;
- c. Reading of communications;
- d. Reports of officers;
- e. Reports of Tellers Committee;
- f. Introductions of officers-elect;
- g. Unfinished business;
- h. New business; and
- i. Adjournment.

Section 3. Roberts Rules of Order (revised) shall govern matters of parliamentary procedures of the Society.

Kentucky Society of Professional Engineers Committees & Their Responsibilities

Note: If you are interested in serving on any of the committees described within this section, please contact the Kentucky Engineering Center staff by phone at 800-455-5573 or by email at kspe@kyengcenter.org.

Goal One Committees

The following committees were formed to help reach KSPE's first goal: supporting the continuing development of the individual engineer and the professional image of the engineer.

Awards Committee

The Awards Committee shall consist of the five latest recipients of the Distinguished Service Award; the chair of the committee shall be the latest recipient.

The objective of the committee is to make award recommendations to the KSPE Executive Committee and prepare submission to NSPE when appropriate.

This committee is responsible for selecting recipients for the following awards: Young Engineer of the Year, D.V. Terrell, Distinguished Service, Outstanding Contribution to MATHCOUNTS, Outstanding Contribution to Leadership PE, Most Active Chapter, Hall of Fame Award and more.

Leadership PE. Committee

The Leadership PE. Committee is made up of KSPE and ACEC-KY members chosen by the KSPE President and the ACEC-KY President.

Contact Us!

If you are looking for additional information on items you have seen in this book or other KSPE offerings, please visit our website at <http://www.kyengcenter.org>. Or give us a call at: **502-695-5680** or toll free at **800-455-5573**.

Thank you!

Russell L. Romine
Executive Director
russ@kyengcenter.org

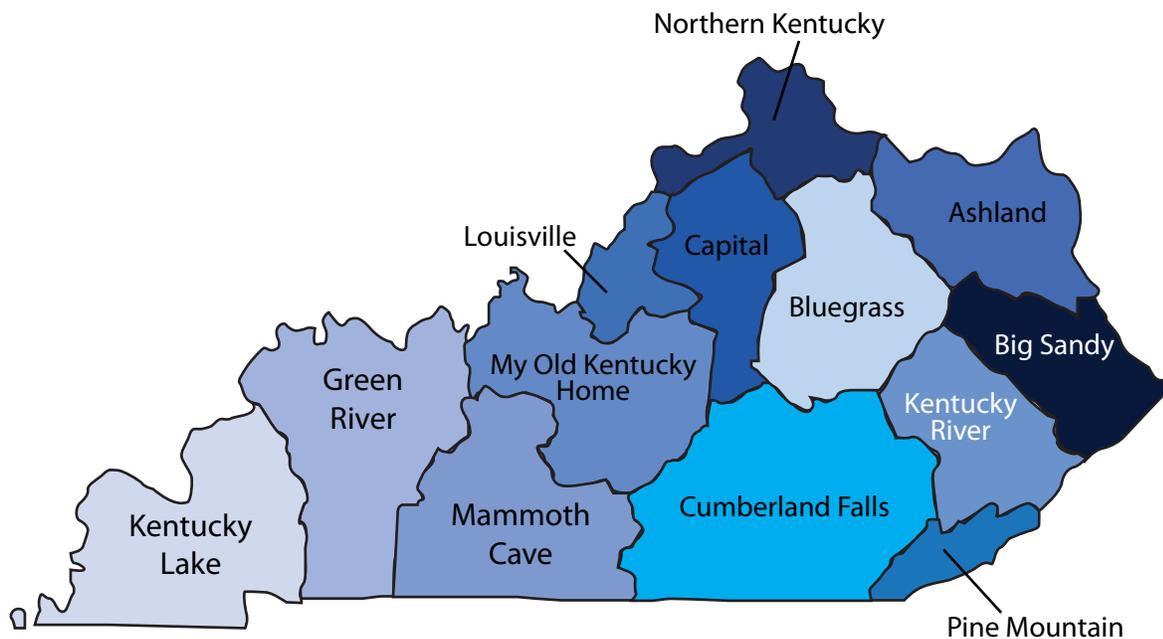
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For the most up to date KSPE Membership Guidebook, visit <http://www.kyengcenter.org> and visit the KSPE homepage.

Kentucky Society of Professional Engineers

Chapters



Ashland Chapter - includes the following counties: Mason, Lewis, Carter, Greenup, Boyd, Fleming, Rowan, Elliott, and Lawrence.

Bluegrass Chapter - includes the following counties: Robertson, Harrison, Nicholas, Bourbon, Fayette, Clark, Montgomery, Bath, Jessamine, Garrard, Madison, Estill, Powell and Menifee

Capital Chapter - includes the following counties: Owen, Henry, Shelby, Franklin, Scott, Anderson, Woodford, Mercer, and Boyle

Green River Chapter - includes the following counties: Union, Henderson, Daviess, Hancock, Webster, McLean, Ohio, Hopkins, Muhlenberg, Christian and Todd

Kentucky Lake Chapter - includes the following counties: Ballard, McCracken, Livingston, Crittenden, Carlisle, Graves, Hickman, Fulton, Marshall, Calloway, Trigg, Lyon and Caldwell

Kentucky River Chapter - includes the following counties: Wolfe, Lee, Breathitt, Owsley, Perry, Knott, Letcher and Leslie

Louisville Chapter - includes the following counties: Oldham, Jefferson, Bullitt and Spencer

Mammoth Cave Chapter - includes the following counties: Grayson, Butler, Edmonson, Logan, Warren, Barren, Metcalfe, Simpson, Allen and Monroe

My Old Kentucky Home Chapter - includes the following counties: Breckinridge, Meade, Hardin, Larue, Nelson, Washington, Marion, Taylor, Green and Hart

Northern Kentucky Chapter - includes the following counties: Trimble, Carroll, Gallatin, Boone, Kenton, Campbell, Grant, Pendleton and Bracken

Big Sandy Chapter - includes the following counties: Morgan, Magoffin, Floyd, Johnson, Martin and Pike

Cumberland Falls Chapter - includes the following counties: Cumberland, Adair, Russell, Clinton, Casey, Lincoln, Wayne, Pulaski, Rockcastle, Jackson, Laurel, McCreary, Whitley, Knox and Clay

Pine Mountain Chapter - includes the following counties: Bell and Harlan