

BYLAWS OF THE UTAH ENGINEERS COUNCIL

As amended by action of the Executive Board, May 6, 2014
Ratified by the Member Societies, May 7, 2014

ARTICLE I NAME AND PURPOSE

1. The name of this organization is the UTAH ENGINEERS COUNCIL (UEC). The Council is a coalition of Utah chapters, sections or organizations of professional engineering societies.
2. Its function is to bring together the leaders of the engineering profession in Utah for consultation, advice, discussion, and action on matters of common interest.
3. Its purposes are: (a) to advance the art and science of engineering for the general welfare of the people of Utah; (b) to promote cooperation among the various branches of engineering and science in Utah; (c) to develop recommendations regarding public policies wherein the application of the art and science of engineering will contribute to the general welfare; (d) to promote research and studies in engineering areas; (e) to promote dissemination of knowledge and information in the various fields of engineering and science; (f) to foster public recognition of the engineering profession; (g) to maintain a high professional standard among its members; (h) to work for advancement of engineering education; (i) to provide a medium for cooperative action by its member societies on matters beyond the scope of their individual organizations.
4. To achieve the purposes of the Council, three primary objectives are identified. (1) To publish an annual Professional Engineering Technical Journal; (2) Plan and conduct an annual Engineering Week Awards Banquet; and (3) Fund engineering student scholarships.

ARTICLE II MEMBERSHIP

1. The membership of the Council shall consist of Member and Affiliate societies. These societies shall subscribe to these Bylaws and have purposes which are consistent with the purpose of the UEC as outlined in Article I.
 - a. Member societies shall be Utah chapters, sections or organizations of professional engineering societies.

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- b. Affiliate societies shall be Utah chapters, sections or organizations of other professional societies which desire to support and participate in the activities of the UEC. Affiliate societies do not have voting privileges, and their representatives are not eligible to serve as elected officers of the UEC.
2. Organizations who have commercial, trade or bargaining functions are not eligible for membership as either Member or Affiliate societies.
3. A society petitioning to join the UEC shall submit a request in writing with a copy of its constitution and/or bylaws. An affirmative vote of three-fourths of the voting Board members present shall be required to accept the society as a Member or Affiliate.4. Any society may withdraw from the Council by giving written notice specifying the intent of withdrawal and the reasons for the withdrawal at least 30 days prior to the planned withdrawal date.
5. Any society may be dropped from the Council by an affirmative vote of three-fourths of the voting Council Board members following a mail ballot of the full membership of the Council Board.
6. Any society which fails to pay their annual dues assessment within a 90 day period, after notification, will lose their voting privileges. After an additional 90-day period, they may be dropped from the Council by an affirmative vote of three-fourths of the voting Council Board members following a mail ballot of the full membership of the Council Board.

ARTICLE III ADMINISTRATION

1. A representative from each Member society, the elected officers and the two most immediate Past-Chairs, shall constitute the voting members of the Council Board (Board). The representatives from Affiliate societies shall be non-voting members of the Board.
2. Each society shall appoint an official representative and an alternate to serve on the Board. It is recommended that appointments be made for two-year terms and that appointments be made on alternative years. Representatives should be a present officer or member of the Board of Directors of the local chapter or section of that society.
3. The activities of the Council shall be administered by an Executive Committee (see Article VII, Section 1) with the approval of the Council Board.
4. It shall be the responsibility of the society representative to keep their members informed of the activities of the Council and to promote the activities of the Council within their society.
5. It shall be the responsibility of the representatives to inform the Board if a

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planned action would in any way conflict with the constitution and/or bylaws of a society. In such cases, the Board will act to eliminate or minimize such conflict.

6. Each society representative must serve on at least one of the UEC functioning committees. The society representatives are encouraged to chair or vice chair UEC committees and solicit their respective society members to volunteer on UEC committees according to UEC by laws.

ARTICLE IV PROCEDURE

1. The members of the Board present at a regularly scheduled meeting shall transact the business of the Board, except for those actions specified in Article II, Sections 5 and 6.
2. Any proposed action by the Board shall be referred to the Member societies if requested by representatives of any two Member societies. The Board may take action 30 days after referral to the Member societies.
3. Any Member society may file a written dissent within 30 days after any action by the Board. Upon receipt of such dissent, the Board shall reconsider the original action in light of the dissent, and a written answer will be given confirming or denying the dissent.
4. "Robert's Rules of Order" shall govern all questions of order which are not otherwise covered in these bylaws.

ARTICLE V MEETINGS

1. The Board shall hold a regular meeting each month except in June, July and August.
2. Special meetings of the Board may be convened at the call of the Chair, or upon request of representatives of three member societies.
3. At the regular May meeting of each year:
 - a. The out-going officers and committees shall make their final reports of the previous year.
 - b. The in-coming officers shall be installed.
4. Minutes shall be kept at all Board meetings held. Distribution shall include one copy to each Board member (including alternatives) and to each society president or chair and secretary.

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5. An agenda for each Board meeting shall be presented to the Board members at least three days prior to the meeting. Any Board member may have an item put on the agenda for a meeting by timely submission thereof. The Board may refuse to consider a particular action unless it is on the agenda.

ARTICLE VI OFFICERS

1. The officers of the Council shall be a Chair, Vice-Chair, and Secretary-Treasurer. The normal term of office for each is one year. Unless there is sufficient reason to the contrary, the Vice-Chair shall succeed the Chair each year.
2. No more than one elected officer shall be a representative of the same Member society. Officers will be chosen from those who are Member society representatives at the time the election takes place or who have been a UEC officer or a Member society representative at any time during the previous two years.
3. The officers of the ensuing year shall be elected at the regular April Board meeting, each Member society representative or alternate present casting one vote.
4. Nominations to office shall be with the prior advice and consent of the nominee.
5. The incumbent Secretary-Treasurer shall notify officers of their election by a letter accompanied with a copy of these bylaws.
6. The duties of each officer shall be those commonly associated with the office to which that officer is elected.
7. The Council officers shall provide mandatory training to the new officers and committee chairs to ensure understanding of their responsibilities. This training shall include distribution of the UEC Training and Responsibilities document. A current training and responsibilities document shall be available on the UEC website. For specific responsibilities of Board officers and members please refer to this Training and Responsibilities document.
9. In the absence of the Council Chair at a Board meeting, the Vice-Chair shall officiate. In the absence of both of these, the Secretary-Treasurer shall officiate.
8. If a vacancy should occur among the officers of the Council, it shall be filled for the remainder of the term by election at a regularly scheduled Board meeting, each Member society representative present casting one vote.
9. An Executive Secretary may be appointed annually by an affirmative vote of the voting Board members. If appointed, the Executive Secretary will provide a telephone answering service for the Council, a current mailing, email and

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telephone list of all Board members, and society officers and representatives. Other duties and monthly compensation will be determined by action of the Board. The Executive Secretary will collect from each society representative an electronic list of each society member providing their mailing and email address for the sole purpose of communicating Council information to the Council members. The Executive Secretary will support the Council in distribution of information to the Board and Council members; maintaining meeting minutes; maintain the UEC website and maintain historical records for the Council.

10. An officer may be removed by a three-fourths vote of the voting Board members.

ARTICLE VII COMMITTEES

1. EXECUTIVE COMMITTEE: Between Board meetings the affairs of the Council will be conducted by an Executive Committee. The Executive Committee will be made up of the elected officers of the Council and the two most recent Past-Chairs. The Executive Committee shall have the authority to approve expenditures up to \$200.00. A quorum of the Executive Committee will consist of four members. The Chair of the Council will also be Chair of the Executive Committee.
2. NOMINATING COMMITTEE: A Nominating Committee of three Board members will be appointed by the Council Chair not later than February 10th of each year. The First Past Chair of the Board will serve as the Chair of the Nominating Committee. The Nominating Committee will prepare a slate of nominations for elected officers and provide them to the Board members at least 30 days prior to the regular April meeting of the Board.
3. AUDITING COMMITTEE: The Chair shall appoint an auditing committee of three members no later than the regular May meeting, to audit the Secretary-Treasurer's accounts and to report at the August Executive Committee meeting. These three members shall not include the incoming Treasurer or the outgoing Treasurer. It shall be mandatory, however, that the incoming and outgoing Treasurers should be in attendance at the auditing committee meeting.
4. ENGINEERS WEEK COMMITTEE: The Vice-Chair of the Council will serve as Chair of the Engineers Week Committee, and the Council Secretary-Treasurer shall serve as Vice-Chair. The Committee will be composed of one representative from each society. The committee members may be either Board members or appointed by their society from the membership at large. The E-Week committee will include a member to serves as a university coordinator during E-Week planning and organization of the E-Week Awards Banquet.
5. FUND RAISING COMMITTEE: The first past chair of the Council shall serve as the Chair of the fund raising committee each year. The primary function of the fund raising committee is to solicit donation from companies and individuals

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through advertising in the UEC Journals, donation through annual sponsorship or event sponsorship such as the annual E-Week Awards Banquet to help fund and support UEC scholarships or UEC operating expenses. The committee members shall not handle reception of donations directly. All donations must be submitted to the Council Treasurer. The fund raising function shall be a year round effort beginning in the spring quarter.

6. AWARDS COMMITTEE: The second past chair of the Council shall serve as the Chair of the Awards committee each year. The primary function of the awards committee is 1) to gather nominations of the engineer of the year, fresh face engineer of the year and engineering educator of the year, 2) prepare the awards plaques for all nominees and winners, and 3) prepare awards plaques for the scholarship winners and MESA teacher awards winner.

(The Treasurer is responsible for gathering scholarship nominations from all accredited universities and the MESA teacher winner from the State board of education)

7. MEMBERSHIP COMMITTEE: The Chair shall appoint a society representative to serve as membership committee chair. The membership committee shall seek out other engineering societies which do not currently have membership in the Council. The committee chair shall approach representatives from these societies, explain the goals and function of the council and invite them to attend the monthly UEC board meeting, and present an invitation to join the Council. The membership committee will provide an annual calendar of events and benefits associated with membership in the Council.
8. LEGISLATIVE COMMITTEE: The Chair shall appoint a society representative to serve as legislative committee chair. The responsibilities of the chair 1) monitor all legislative matters, including but not limited to propose bills during state and federal legislative sessions that are related to all fields of engineering services in our society. 2) Gather all available details of these proposed legislative actions and report to the Council. Assist in dissemination of pertinent legislative information to all member society within the Council.
9. SPECIAL COMMITTEES: The Chair shall appoint special committees whenever directed to do so by the Board; and, at his/her discretion whenever circumstances require. The work of each special committee will be reported to the Board.
10. PROFESSIONAL LICENSURE: It shall be a UEC responsibility to advise the Division Director, Utah Division of Occupational and Professional Licensing, each June of the current UEC officers and to recommend engineering candidates to fill vacancies on the Utah Board of Professional Engineers and Land Surveyors when vacancies arise.
 - a. A Committee Chair will be appointed by the UEC Chair who will

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maintain expiration date, etc, on each engineering member of the Utah Board of Professional Engineers and Land Surveyors and will notify the UEC Chair of impending vacancies on that Board for which nominations are needed a minimum of four months prior to the expiration date.

- b. A committee consisting of the Committee Chair, the Chair of the UEC and the two most recent Past Chairs will review all potential nominations received by the Committee Chair from all sources and will nominate at least two candidates to fill the Utah Board vacancy. The recommendations will be forwarded to the Department of Commerce, Division of Occupational and Professional Licensing on UEC letterhead by the UEC Secretary-Treasurer.

- 11. SCHOLARSHIP COMMITTEE: A scholarship committee will be established each year consisting of the Secretary-Treasurer of the Council, who will act as its Committee Chair; the Engineer Week University Coordinator; the Council's 2nd Past Chair; and other members appointed by the Council Chair. The committee will: (1) oversee the Council's Scholarship Grant Award Program; (2) select appropriate college student scholarship recipient applicants from the fully accredited engineering colleges in the State of Utah on a rotating basis if necessary; (3) review the applications and select the final recipient(s); (4) award the recipient(s) the scholarship grant check(s) during the Engineer's Week Banquet; (5) see that all scholarship funds are safeguarded and invested wisely in federally insured organizations.

Funds for the scholarship grant(s) will come from three sources: (1) the UEC Scholarship Endowment; (2) UEC funds from Engineer's Week or dues; (3) donations specifically for scholarships.

- 12. PUBLISHING COMMITTEE: A publishing committee will be established each year consisting of the Council Chair and three members of the Board. The Council Chair shall appoint a member of the Board as Publishing Committee Chair. The Committee shall oversee publication of the UEC *Journal*, solicit articles for the *Journal*, announce deadline dates for article submissions, act as liaison between UEC and publisher of *Journal*, oversee distribution of *Journal* to engineers, companies, governmental offices (Governor, GEOD, city and county mayor) university engineering department heads, university and local libraries, and allow article review by authors before final publication of *Journal* UEC members.

Submit a final report in the May meeting of the UEC

ARTICLE VIII FINANCE

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1. The incoming Executive Committee shall submit to the regular September meeting of the Board an estimate of the income and expense of the Council for the ensuing year and a proposed annual budget.
2. The Board shall adopt an annual budget at the regular September meeting and shall vote the necessary assessment on each society. The dues assessment shall be mailed to each society by October 1.
3. The annual dues will be (1) a uniform assessment for each society irrespective of its total membership and (2) an annual per-member assessment. A maximum total society assessment will be established yearly. There is no assessment for student members of a society. The uniform assessment, the per-member assessment and the maximum total assessment for the ensuing year, shall be proposed by the Secretary-Treasurer to the council in the regular April meeting of UEC. The final version of the fiscal year assessments must be approved at the May meeting by a three-quarters majority of the Member society representatives present.

ARTICLE IX AMENDMENTS

1. These bylaws may be amended by a majority vote of the voting Board members present and ratified by three-fourths of the Member societies as attested by their respective society secretaries.

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