ASPE Board Meeting Minutes
27 March 2015

Location: Design Alaska, Conference Room, 601 College Road, Fairbanks, AK 99701
Time: 9:00 AM to 5:00 PM

1) Call to Order
2) Roll Call
   • John Pekar     President
   • Darrell Wetherall Past-President
   • Brad Fristoe   President-Elect
   • Angela Smith   Secretary
   • Soo Choi       Treasurer
   • Jeanne Bowie   Anchorage Director
   • Frank Wuttig   Fairbanks Director
   • Maureen Hansen Juneau Director
   • Greg Latreille outgoing ASPE House of Delegates Representative
Also in attendance:
   • Mike Dean incoming ASPE House of Delegates Representative
3) Introductions
4) Changes & Approval of Agenda
   Approved with minor amendments
5) Approval of Board Meeting Minutes
   Approved February 10, 2015 meeting minutes
6) Treasurer's Report (See report from Soo) (moved to March 28)
7) Chapter & E-Week Reports
   a) Juneau – Darrell (oral report)
      No activities. Got $1000 back from ASCE that has been due for 5 years
      $2400 in the bank
   b) Fairbanks – Frank (written report provided as an attachment)
      Chapter has been fairly active.
      Fairbanks has a new mailing address.
      ASPE Fairbanks Chapter
      c/o Jennifer Holms
      601 College Road
      Fairbanks, Alaska 99701
   c) Anchorage – Jeanne (written report provided as an attachment)
8) NSPE National Discussion
   2015 meeting in Seattle, July 14-19, 2015
   State board supports the President and President-Elec to attend national meeting.
9) 2014 NSPE Annual Leadership Conference – July 1-6 was held in Washington D.C.
10) Western & Pacific Regional Report (Greg/Mike)
   a) Annual Meeting, May 22-24, Boise, ID
11) APDC Report (John)
   a) ACEC Letter on responsible charge & co-location – nothing new to report
      APDC member organizations do not agree on the responsible charge & co-location issue
      so APDC is only supporting/encouraging the discussion.
   b) Design Build continued discussion
   c) Specialty Contractors bill
12) Task Force Results
   a) Fundraising assistance for MathCounts
      i) Bowling Tournament
         Was a success; made ~$1500. It worked well holding it at the same time as e-week
         but next time we need to work around league schedules. Consider talking to Center
         Bowl now and commit them and us to a date during E-week next year.
      ii) Skeet Shoot
         Planned for this fall at Birchwood
   b) Continuing Education
      i) Seminar, October 2015
13) New Business
   a) New ASPE officers, election results, and appointments
14) Ongoing Business
   a) By-law changes
      VP duties moved to Pres-Elect and other minor amendments
      Approved (attached)
   b) Scholarship amounts
      To be set when budget is approved tomorrow
   c) ASPE Website
      Changes/update requests to be sent to the Secretary. Secretary to transmit changes
to webmaster.
   d) Notification process to members/chapters; distribution lists –
      Through Chapter Directors
   e) Google Drive for Officer File Sharing (alaskaspe@gmail.com)
   f) PEPP/Remaining funds
      ~$7200.00
   g) Colin Maynard application for Fellow membership was approved.
   h) Membership – ASPE has several student members. We need to improve our outreach
to them.
15) Recess until March 28, 2015 at 8:30am
ASPE Board Meeting Minutes, cont.

28 March 2015

Location: Duckering Building, Rm. 535, University of Alaska, Fairbanks

Time: 8:30 AM to 9:45 AM

16) Call to Order
17) Roll Call

- John Pekar  President
- Darrell Wetherall  Past-President
- Brad Fristoe  President-Elect
- Angela Smith  Secretary
- Soo Choi  Treasurer
- Jeanne Bowie  Anchorage Director
- Frank Wuttig  Fairbanks Director
- Maureen Hansen  Juneau Director
- Greg Latreille  ASPE House of Delegates Representative

Also in attendance:
- Gerry Brown  ASPE Scholarship Chair
- Deb Allen  AEEF Executive Director
- LaQuita Chmielowski  Mathcounts Director

18) Treasurer’s Report (attached)

19) Budget Approval

Approved Budget for FY 15-16 (attached)

20) Adjourn
referenced documents
## FY15-16: ASPE Approved Budget
Distributed On: 3/31/2015

### Income

<table>
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<tr>
<th>Description</th>
<th>FY14-15 Budget</th>
<th>FY14-15 Actuals</th>
<th>FY15-16 Approved Budget</th>
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### Expenses

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<th>FY15-16</th>
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<td>Unified Dues P/T</td>
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<td>To Oct and March Meeting</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$14,780.00</strong></td>
<td><strong>$14,806.87</strong></td>
<td><strong>$13,967.00</strong></td>
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Notes:

- Travel allowance for President, Presi-Elect, and HOD representative to travel to the National & the Western Pacific Region Meeting.
- Income: $12,675.00
- Expenses: $13,967.00
- Net Gain (Loss) $(1,292.00)

** The supplemental funds amount will be increased as required to reach approved scholarship amount.
1. Treasurer’s Notes:

   a. Annual FY14-15 March Treasurer’s Report includes:
      i. NSPE Income from March 2014 through February 2015
   b. No longer using Quicken to track expenses to simplify budget tracking and reporting. Wells Fargo electronic statements and receipts will be submitted for documentation. Budget Reports will be created using Excel.
   c. Issued Pass-Thru checks, Host Chapter Reimbursement Check, and Mathcounts Support checks at March 2015 Meeting.
   d. Purchased Victor Apodaca’s Airfare to APDC Meeting in Juneau per Board Vote on January 26, 2015.


   a. Total Income from NSPE: $12,912.50
   b. State Income: $11,373.00
   c. Chapter Pass-Thru Total:
      i. ANC Chapter: $890
      ii. FAI Chapter: $290
      iii. JUN Chapter: $110
   d. Voluntary Contribution Pass-Thru
      i. AEEF: $175
      ii. ASPE Scholarships: $25
      iii. MATHCOUNTS: $49.50


   a. Anchorage Chapter (AK01): 111 Members
   b. Fairbanks Chapter (AK02): 49 Members
   c. Juneau Chapter (AK03): 14 Members
   d. PEPP (AK50): 5 Members
   e. Unknown (IN11): 1 Member
   f. There were 177 ASPE Members in October 2014.


5. Wells Fargo Account Balances (2/28/15):

   a. Checking: $6,556.85
   b. Savings: $13,764.12
c. Automatic reoccurring monthly transfers from checking to savings: $100/mo every first day of the month

6. IRS Filing Status:

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<th>2013 Status</th>
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<td>ASPE State</td>
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<td>ANC Chapter</td>
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<td>FAI Chapter</td>
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<td>JNU Chapter</td>
<td>1/1-12/31</td>
<td>5/15/15</td>
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7. Attached Reports

a. FY14-15 ASPE Budget & Actuals
b. FY14-15 Income/Expenses Breakdown
c. FY14-15 Monthly Pass-Thru Breakdown
d. FY14-15 Pass Thru Summary
e. FY14-15 Wells Fargo Summary
f. FY14-15 Separate Contributions Pass-Thru
g. Backup Information:
   i. Wells Fargo Savings and Checking Account Summaries
   ii. EasyBiz Ticket Mileage Summary
   iii. NSPE Financial Detail Reports (Payments for March ’14-Feb ’15)
   iv. Brad Fristoe Travel Reimbursement
   v. October ’14 Meeting Airfare Receipts
   vi. APDC Check Copy for 03/28/2014 Payment.
   vii. Separate Contributions and Receipts for Anchorage Chapter and MATHCOUNTS
   viii. Airfare Receipt for Victor Apodaca for APDC Representation
   ix. Receipt for Spring and Fall Meeting Lunches.
   x. March ’15 Meeting Airfare Receipts
Anchorage Chapter Semi-Annual Report
Friday March 27, 2015

To: ASPE Executive Board
    2015 Spring Annual Meeting

From: Jeanne Bowie, P.E., PhD, PTOE
       ASPE Anchorage Chapter Director

The current officers ASPE Anchorage Chapter include the following.

Jeanne Bowie, PE, PhD, PTOE       Director
Brian Looney, PE                   President
Joseph Taylor, PE                  Vice-President
Ty Wardell, EIT                    Secretary/Treasurer

Membership
As of March 16, 2015, Anchorage Chapter has 111 members.

Meetings Summaries

The Anchorage Chapter holds regular meetings on the second Thursday of the each month, with the exception of August, when the Chapter traditionally does not meet. The following summarizes the meetings held this year.

April 10, 2014
Bryan Carey, PE., project manager for the Alaska Energy Authority’s Bradley Lake Hydroelectric Project, presented on the topic “Susitna-Watana Hydroelectric Project.”

May 8, 2014
Doug Simon, PE., of HDL, presented on the topic “Ninja-crete, Crab Legs and the other Mysteries of the ShadowCliff House.” Built in the 1960's, the ShadowCliff House is one of the most striking structures along the shores of Lake Michigan. Cantilevered off a bluff several hundred feet above the lake surface, this award winning structure has been a tourist attraction for decades. After years of use and abuse, concerns developed about the stability of the structure and whether it would be safe for years to come. This presentation discussed the project, the challenges overcome with evaluating the stability, and the recommendations to insure it would last another 50 years.

June 12, 2014
Dr. Osama Abaza, PhD, professor of civil engineering at the University of Alaska Anchorage (UAA), and Trevor Strait, staff engineer with Hattenburg Dilley and Linnell in Anchorage, presented their research “Frequency and Potential Severity of Red-Light Running in Anchorage”
July 10, 2014
Robert K Reges, JR, of Reeves Amodio LLC, Attorneys at Law, spoke on the topic “The Public Face of Your Project.” Robert regaled the audience with his own “saves,” faux pas, and confrontations at public meetings, coupled with those of his engineer compatriots, to illustrate some useful pointers on how to gather support, rather than opposition, for your projects.

September 11, 2014
Mr. Paul Daugherty, AIA of Livingston Slone, Inc. presented on the topic “UAA College of Engineering – New Engineering Building Projects” Paul presented an overview of the design process for the UAA College of Engineering facility projects, which has resulted in seven distinct projects associated with the expansion of the College of Engineering as well as a pedestrian bridge that will link the Health Sciences Building and the new Engineering and Industry Building.

October 9, 2014
Dr. Jennifer Brock, PhD., chair of the UAA Mechanical Engineering Department, presented on the topic “Aircraft Design and the Sound Barrier: History and Applications of Compressible Flows.” Dr. Brock described the scientific basis for the sound barrier concept that existed prior to it being broken in 1947. She discussed how considerations of compressible and transonic flows influenced aircraft design in the 20th century.

November 13, 2014
Mr. Ian Cooper, C-SAPA Of Beacon OHSS, Inc. spoke on the topic “Best Practices for a Changing Industry: Drug Testing” Ian presented an overview of some of the current drug and alcohol testing issues that we face in our workplace. The presentation included a discussion on upcoming and current events including marijuana, synthetic drugs, and best practices for companies when testing.

December 11, 2014
Mike Melum, KL6M ADS-B Chief Scientist and Engineering Director, presented on the topic “Update on Engineering Alaska’s Largest Privately-Owned Dish Antenna for Radio Astronomy and Moonbounce Communications”

January 9, 2014
Dr. Andreas Tziolas, PhD, co-founder and President of Icarus Interstellar will present on the topic: “Anchorage Makerspace and the Maker Culture in Alaska” Dr. Tziolas described the Anchorage Makerspace, a local project that is related to the Icarus Interstellar project. His presentation included a discussion on how local engineers can use the space and get involved.

February 12, 2015
Michael Bourdukofsky, P.E. ANSEP Regional Director presented on the topic “The Alaska Native Science and Engineering Program.” ANSEP has developed into a longitudinal program that engages students from 6th grade thru a PhD, with experiential learning, hands-on activities, collaborative problem solving, social engagement, academic support, and
professional networking. ANSEP has become a model for all academic and professional mentoring programs to follow.

**March 12, 2015**
Colin Maynard, P.E., Professional Engineer with BBFM Engineers in Anchorage and a sitting member on Alaska’s State Board of Registration for Architects, Engineers and Land Surveyors, presented on the topic “An Update on the State Board of Registration for Architects, Engineers and Land Surveyors.”

**Seminar Summary**
**September & October – PE Exam Refresher**

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<tr>
<th>Class Date</th>
<th>Time</th>
<th>Class Topic</th>
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<td>Thursday, September 11, 2014</td>
<td>7:45 pm - 9:30 pm</td>
<td>Structural Analysis</td>
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<td>Tuesday, September 16, 2014</td>
<td>7:45 pm - 9:30 pm</td>
<td>Hydraulics</td>
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<td>Thursday, September 18, 2014</td>
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<td>Tuesday, September 23, 2014</td>
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<td>Tuesday, September 30, 2014</td>
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<td>Thursday, October 02, 2014</td>
<td>7:45 pm - 9:30 pm</td>
<td>Foundations</td>
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<td>Tuesday, October 07, 2014</td>
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<td>Thursday, October 09, 2014</td>
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<td>Transportation &amp; Engineering Economy</td>
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<td>Thursday, October 16, 2014</td>
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<td>Concrete</td>
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<td>Saturday, October 18, 2014</td>
<td>9:30 am - 12:30 pm</td>
<td>Practice Exam</td>
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Income from the event was $1406 after expenses. The Chapter has been using the proceeds for scholarships for UAA Engineering students.

**E-Week Summary**
Jeanne Bowie and Brian Looney participated in the E-Week Steering Committee, with Joe Taylor occasionally in attendance to get familiar with the format of the meetings. Chapter President was the Chair and the Master of Ceremony at the Banquet. Given that the E-Week Committee is directly tied to the Anchorage Chapter financial reporting to the IRS, the E-Week Treasurer (Gerry Brown) provides financial statements from E-Week to the Chapter at the end of each E-Week season.

**Treasurer’s Report**
General Account: As of now, we have $3,791.89 in checking and $4,919.95 in savings for a total of $8,705.84.
## Anchorage Chapter Budget Report 2014-2015

Updated by Secretary/Treasurer, Jeanne Bowie/Ty Wardell

3/11/2015

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<td><strong>EXPENSES</strong></td>
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<td>$48.00</td>
<td>$48.00</td>
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<td>$62.36</td>
<td>* 2011-2012 this is the cost of new checks</td>
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<td>President's Discretionary Fund</td>
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<td>Membership Promo-Exps:</td>
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<td>Support of Profession:</td>
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<td>Send to E-Week in January</td>
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<td>JETS</td>
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<td>MATHCOUNTS Donation</td>
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<td>$225.00</td>
<td>Includes Discount Rate for Students</td>
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<td>Pass Through to AEEF Support of Profession - Other</td>
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<td>Travel Expenses:</td>
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<td>Legislative Affairs Day (Fly-In)</td>
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<td>State Meeting Travel</td>
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<td>Travel Expenses - Other Seminars</td>
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<td><strong>TOTAL EXPENSES</strong></td>
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<td>$2,117.90</td>
<td>($444.66)</td>
<td>($373.00)</td>
<td>($554.79)</td>
<td>($1,463.36)</td>
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MEMBERSHIP

Section 1. The membership shall consist of Licensed Members, Members, and Student Members. Each member shall abide by the Constitution and Bylaws of the Society, and shall be subject to election, dues, and discipline as provided in the Bylaws.

a. A Licensed Member shall be a Professional Engineer, as defined in Section 3.
b. A Member shall be as defined in Section 4.
c. A Student Member shall be an undergraduate or graduate engineering student.
d. References to “members” (all lower case) refers to all members of the Society regardless of class of membership.

Section 2. All members shall be members of, and in good standing with, the National Society.

Section 3. A Licensed Member shall be defined as a person holding a valid license or a valid certificate of registration as a Professional Engineer issued by the lawfully constituted registration board of any state, territory, possession or district of the United States.

Section 4. A Member shall be defined as:

a. A person who has completed a four-year curriculum leading to a degree of bachelor of science in engineering or its equivalent in a college or a university of recognized standing.
b. A Member shall advance to the Licensed Member grade as soon as eligible by registration.
c. Retired Members and Life Members are members who are:

   (1) eligible for special status in the National Society of Professional Engineers,
   (2) have met the NSPE Membership requirements, and
   (3) have been approved by ASPE for this Member status by action of the ASPE Board. Those persons desiring such status must petition the ASPE Board for approval. The petition may be made by the Member, the Member's Chapter, or recommended by the Board itself.

Section 5. All members, other than Student Members, whose dues are currently paid shall be eligible to vote in the Society.

Section 6. Discipline Of Members

a. The Board of Directors may recommend discipline, suspension or termination of a member to the National Society upon proper filing of charges of unethical conduct and under the procedures set forth by the National Society.
b. Should the professional registration of a Member be revoked for any reason, the person shall automatically cease to be a member of the Society.
c. If the registration of a member should lapse, except in the case of Life or Retired Members who no longer practice engineering, the Licensed Member, if otherwise eligible, will be reclassified to Member grade.
BYLAW I - ADMINISTRATION

Section 1. The Society shall be administered by a Board of Directors, hereinafter referred to as the Board. Within the provisions of the Constitution and these Bylaws, the Board shall have the full authority and power of the Society between Annual Meetings, at which meetings any action of the Board is subject to reversal by a two-thirds of the votes cast by the Members, provided not less than 20 percent of the voting members of the Society cast affirmative ballots.

Section 2. The Board shall consist of the elected officers, the immediate Past President, and a Chapter Director elected for two years from and by each Chapter of the Society.

Section 3. The President of the Society shall be Chairman of the Board and the Secretary of the Society shall be the Secretary of the Board.

Section 4. 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. The President shall vote only when necessary to break a tie.

Section 5. The Board shall have such powers and duties as are prescribed by statute and by these Bylaws and shall determine all questions of policy.

Section 6. The Board shall direct the investment and care of funds for the Society and shall make appropriations for specific purposes.

Section 7. The Board shall have authority to decide upon any question by means of a letter or electronic ballot directed to all members of the Board. Procedures for determining a vote by letter or electronic ballot include the following:

a. The President may at any time direct the Secretary to submit any question to the members of the Board by means of a letter or electronic ballot.

b. Upon direction of the majority of the members of the Board present at any meeting, where less than a quorum of the Board are present, the Secretary shall submit any question to the members of the Board by means of a letter or electronic ballot.

c. In the event of any meeting at which less than all members of the Board are present and the majority vote on any question constitutes less than a majority of the members of the Board, any member of the Board may direct the Secretary to submit the question to all members of the Board by means of a letter or electronic ballot.

d. A majority of all votes received within 15 days of the mailing of the ballots shall decide the questions, provided votes are received from at least two-thirds of the total membership of the Board.

e. The Secretary shall record as a part of the minutes of the appropriate meeting the dates concerning each letter ballot, including the dates of the mailing and the return of the ballot, and the names and votes of all members voting. The Secretary should notify all members of the Board of the results within three weeks of the date of the original action.

Section 8. The Board is authorized to appoint an Executive Secretary or Executive Director when the financial and other conditions warrant and to fix compensation and define the duties. The Executive Secretary or Executive Director shall be an ex-officio, and non-voting, member of the Board, serve at the pleasure of the Board, and may be removed for cause.

Section 9. The duties of the members of the Board shall be those usually associated with the respective offices or positions.
Section 10. No member of the Board shall receive compensation, except for expenses incurred in behalf of the Society and as approved by the Board.

Section 1. The administrative and fiscal year for the Society shall be from April 1 to March 31st of the following year.

Section 2. The location of the headquarters of the Society shall be at Anchorage or as otherwise determined by the Board.

BYLAW II - DUES

Section 1. The Dues of the Society shall be determined by the Board.

Section 2. The Dues of the Society shall be a unified rate, which includes State Society, Chapter and State Practice Division dues. The unified rate does not include National Society dues. The Society dues shall be $100 for a Licensed Member; $60 for a Member; $50 for a Retired Member; $0 for a Life Member; and $0 for a Student Member.

Section 3. If the dues of a member remains unpaid three months after the due date, said member shall be dropped from the rolls of the Society as a member. The dropped member must pay the current year dues for the National and State Society prior to re-enrollment.

BYLAW III - OFFICERS

Section 1. The elected officers of the Society shall be the House of Delegates Representative, President-Elect, Secretary, and Treasurer.

Section 2. The President, President-Elect, and Secretary shall take office on April 1 following their election and shall hold office until the following April 1, or until their successors have been duly elected and installed.

Section 3. The term of office of the Treasurer shall be two years and shall coincide with the administrative year of the Society. Election, or re-election, shall be every other year.

Section 4. The term of office of the House of Delegates shall be two years and shall coincide with the administrative year of the National Society. Election, or re-election, shall be every other year.

Section 5. Should an Executive Director or Executive Secretary be appointed by the Board the offices of Secretary and Treasurer may be combined as one elected office.

Section 6. Eligibility for nomination, election or retention of a position as an elected officer of the Society shall be contingent upon residence in the State of Alaska for a period of at least one year. All elected officers, and Directors elected by Chapters, shall be current Members of the Society.

Section 7. The Treasurer, Executive Director, or Executive Secretary, if such is appointed by the Board to conduct treasury affairs, shall be bonded, at the expense of the Society, for such amount as may be determined by the Board.

Section 8. Fees and expenses of persons serving the Society shall be allowed at the discretion of the Board.

Section 9. In the event the office of the President becomes vacant or the President is unable to serve, the President-Elect shall assume the office of President. Other vacancies in state Directors on the Board shall be filled by the affected Chapter.

Section 10. The President-elect shall automatically assume the office of President following his/her term as President-elect. In the event that the President-elect cannot serve as President, a President shall be elected.
BYLAW IV - NOMINATION AND ELECTION OF OFFICERS

Section 1. Nominations for elective offices shall be made by the Nominating Committee.

Section 2. The Nominating Committee shall consist of the immediate Past-President, as its chairman, and one member appointed by each Chapter.

Section 3. One or more nominations shall be made for each office, but no member of the Nominating Committee shall be eligible for nomination by the Committee.

Section 4. Nominations may also be made by a petition signed by the Members in good standing. Nominations by petition must be in the hands of the Secretary fifty (50) days before the date of the Annual Meeting and shall be placed on the ballot.

Section 5. The Nominating Committee shall report the names of its nominees to the Secretary sixty (60) days before the date of the Annual Meeting and the ballots shall be (e)mailed by the Secretary to all Members in good standing at least thirty (30) days and not more than forty-five (45) before the Annual Meeting. Only those ballots returned to the Secretary two days prior to the opening of the Annual Meeting shall be considered, and such date shall be specified on each ballot.

Section 6. If there is more than one nominee for any office, then the following process shall be followed:

a. Three tellers shall be appointed by the presiding officer of the Annual Meeting.

b. Ballots to be canvassed shall be delivered to the tellers in suitably identified but unopend envelopes or by email by noon of the first day of the Annual Meeting.

c. The names of the newly elected officers and other balloting results shall be transmitted by the tellers in writing to the Secretary for release at the Annual Meeting.

BYLAW V - DUTIES OF OFFICERS

Section 1. PRESIDENT-- It shall be the duty of the President to preside at all meetings of the Board of Directors. The President shall be an ex-officio member of all committees, with the sole exception of the Nominating Committee. The President shall, subject to the approval of the Board of Directors, have general direction of the business of the Society.

Section 2. PRESIDENT-ELECT -- It shall be the duty of the President-Elect to assist the President and to perform such duties as delegated by the President. The President-Elect shall perform all of the duties of the President in case the President is absent or unable to act.

Section 3. HOUSE OF DELEGATES REPRESENTATIVE -- It shall be the duty of the House of Delegates Representative to represent the Society at the meetings of the National Society’s Western and Pacific Region and National Society’s Annual Meeting, and to act as a liaison between the Society and the National Society.

Section 4. SECRETARY -- The Secretary shall perform the following duties:

a. Conduct Society correspondence.

b. Keep an accurate record of the affairs and transactions of the Society and of its Board of Directors.

c. Have custody of all official papers and records.

d. Maintain Society membership roll.

e. Issue all calls and notices initiated by the President.
Section 5. TREASURER -- The Treasurer shall perform the following duties:

a. Receive and safeguard all monies paid to the Society.

b. Make only such disbursements as are approved by the Board of Directors at any scheduled Board Meeting, or by the President in interim periods.

c. Make a report to the Board of Directors at each of its meetings.

d. Make an annual report to the membership at the Annual Meeting.

e. Assist the Secretary in maintaining a list of members in good standing.

f. Assist the President in the preparation of the current administrative year's annual budget for presentation at the Annual Meeting, and to keep the President informed on a regular basis of the status of income and expenditures of the Society during the current fiscal year.

g. Assist the President-Elect in preparation of an Annual Budget for the incoming Administration.

Section 6. SECRETARY and TREASURER -- At the expiration of term of office, the Secretary and Treasurer shall turn over to their successors all books, papers, documents, and monies in their custody, belonging to the Society, taking receipt therefore.

Section 7. EXECUTIVE DIRECTOR -- The Executive Director (if one is appointed by the Board) shall perform such duties as defined by the Board. The Board may delegate certain Secretary/Treasurer duties to the Executive Director, which may include:

a. Have custody of all official records and papers.

b. Maintain Society paid-up member roll, and correspondence with National regarding membership.

c. Receive and safeguard all monies paid to the Society.

d. Make only such disbursements as are approved by the Board of Directors at any scheduled meeting, or as approved in the interim by the President or Secretary/Treasurer.

e. Attend each scheduled meeting of the Board of Directors.

f. Make financial report to the Board of Directors at each of its scheduled meetings.

g. Make an Annual Report to the membership at the Annual Meeting.

h. Keep the President and Secretary/Treasurer informed on a regular basis of the status of the Society income and expenditures.

i. Assist the President-Elect in preparation of an Annual Budget for the incoming Administration.

BYLAW VI - MEETINGS

Section 1. The Board of Directors shall meet at least twice during each year, one of which meetings shall be held in conjunction with the Annual Meeting of the Society. Either of these meetings may be held as an electronic teleconference if approved by a majority of the Board. The Board shall convene at the call of the President, or may convene itself upon written request to the President by a majority of its members.

Section 2. The Annual Meeting of the Society shall be held at such place as determined by the Board and shall be convened during the month of March.
Section 3. Special meetings of the Society may be called at the discretion of the Board, but no business shall be transacted at such meetings other than that for which the special meeting is called and which business shall be clearly stated in the call for the special meeting.

**BYLAW VII - COMMITTEES**

Section 1. Committees of the Society shall be:

a. Nominating Committee.
b. Continuing Education Committee.
c. Scholarship Committee.

Section 2. The Nominating Committee shall be constituted as set forth in Section 2 of Bylaw V – Nomination and Election of Officers.

Section 3. Continuing Education Committee members shall be appointed and assigned duties by the President and approved by the Board.

Section 4. The Scholarship Committee shall consist of a Chair and one member from each Chapter. The Committee is charged with awarding scholarships to high school seniors pursuing an engineering degree.

**BYLAW VIII - CHAPTERS**

Section 1. The membership of the Society may be organized into Chapters. The Board may authorize and charter a Chapter on application of ten or more Members.

Section 2. The Board shall have authority to make rules and regulations for chartering, combining or dissolving Chapters.

Section 3. Each Chapter chartered by the Society shall adopt such 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 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 professional ideals and ethics. Such activities shall be restricted to the area for which the Chapter is chartered, except as the Board may in other respects authorize.

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 for advice, counsel, and assistance.

Section 6. No Chapter shall in anywise contract any debt or obligation on behalf of the Society unless expressly authorized by the Board.

**BYLAW IX - PRACTICE DIVISIONS**

Section 1. The Board may authorize the establishment of a Practice Division comprising members having common professional interests, to operate under the Constitution and Bylaws. The Board shall define the scope of activities and spheres of interest of such sections.

Section 2. The activities of Practice Divisions shall be so conducted as to provide an effective forum for discussion and united action on the part of their members for the enhancement and betterment of the professional recognition and status, conditions of employment and other matters of mutual welfare.
Section 3. Participation in any Practice Division shall be open only to members having professional interests in common with the Division.

Section 4. The officers of each Practice Division shall consist of a Chairman and a Secretary/Treasurer. Officers shall be elected by the Division participants at a General Division Meeting held at the time of, or soon after, the Annual Meeting of the Society. The officers shall hold office for a period of one year. The Division Chairman shall act as Governor of the Society Practice Division on the Board of Governors of the corresponding National Society Practice Division, which meets twice each year. If unable to attend the National Meetings, the Chairman shall designate a substitute to act as Governor.

Section 5. Officers shall assume the duties usually performed by officers in the same positions; subject to rules which may be adopted by the Division and approved by the Board of Directors.

Section 6. The officers shall constitute the Division Executive Committee. It shall maintain contact with similar Practice Divisions at the National Level. It shall conduct the business and activities of the Division during the time between general meeting and shall make necessary arrangements for the general meetings.

Section 7. Each Practice Division shall hold at least one general meeting each year. Meetings of the Division Executive Committee shall be open to the Division participants.

Section 8. When considered necessary for promoting or forwarding its special objectives, any Practice Division may establish a fund for the purpose. The method of securing funds shall be approved by the Society Board. The Secretary/Treasurer of the Practice Division shall be the custodian of all Practice Division funds, the expenditure of which shall be subject to the approval of the Division's Executive Committee. The Secretary/Treasurer shall make an accounting of all Practice Division income and expenses to the Society Board at each of that Board's meetings.

Section 9. Minutes shall be kept of all meetings of Practice Divisions and of their Section Executive Committees, and copies thereof shall be filed with the Secretary of the Society as soon as possible after the close of such meetings. An annual report outlining each Division's activities for the year, including financial statement, officers, etc. shall be made to the Board of Directors.

Section 10. The chairman of each Practice Division shall at their request be invited to attend the meetings of the Board of Directors where the chairman, or a duly appointed representative, will be permitted to present and discuss the Division's business under the normal rules of procedure.

Section 11. All proposed programs, as well as activities to formulate or to implement existing Society policy, all public statements, recommended policy action, or any action affecting other Practice Divisions, shall be submitted for approval to the Board of Directors.

Section 12. The Board of Directors may dissolve any Practice Division upon request of that Division, or if it fails to comply with the Constitution and Bylaws or the policies of the Society. Upon dissolution of a Practice Division, all funds shall be accounted for to the Board of Directors and deposited in the Society treasury.

BYLAW X - CONSTITUTIONAL AMENDMENTS

Section 1. Proposed constitutional amendments to the Society’s Constitution and the associated letter ballots, as described under the Constitution, Article V - Amendments, may be electronically mailed to each member with a known e-mail address, and shall be posted
on the Society’s website at least 45 days before the date that the ballots are required to be returned to the Secretary.