

THE BYLAWS
FOR THE
NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS - COLORADO
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BYLAW 1 – MEMBERSHIP

- Section 1. Membership applications may be received at the national, state or chapter level. They then shall be processed in accordance with procedures existing among the three levels. If eligibility for membership is approved by the State Society Membership Committee, the applicant will be added to the membership roster.
- Section 2. Membership in the State Society imposes the obligation to uphold the honor and dignity of the engineering profession; therefore, members are required to be familiar with and to observe ethical and legal standards, to aid in reporting, and resolving violations, and to be familiar with the State Society's policies and procedures relating to handling of alleged violations.
- Section 3. Violation of the State Society Constitution and Bylaws or the NSPE Code of Ethics for Engineers, or conviction of a felony shall be considered just cause for discipline as hereinafter provided.

BYLAW 2 - DISCIPLINE

- Section 1. Charges or complaints of alleged violation of the NSPE Code of Ethics for Engineers or of the laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matters. Charges concerning violation of the State Society Constitution and Bylaws shall be filed in writing by a current member (as defined in the Constitution Article IV, Section 3). Each member is responsible for rendering written reports of factual knowledge of alleged violations of the Code of Ethics for Engineers. Such charges may be filed with the State Society Secretary or with the Chair of the State Society or Chapter Ethical Practices Committee.
- Section 2. An initial informal investigation of alleged violations will be made by the Ethical Practices Committee of the Chapter concerned. When such informal investigations indicate that a formal investigation is advisable, the State Society President shall direct the State Society Ethical Practices Committee to conduct a formal investigation and recommend whether or nor a hearing is warranted.
- Section 3. Hearings will be conducted by either the State Society Executive Committee or a State Society Hearing Commission of not less than three State Society Past Presidents appointed by the State Society President which shall make recommendations to the State Society Executive Committee. The Executive Committee shall render a decision in the matter.
- Section 4. The accused shall have the right to appeal the decision to the NSPE-CO Board, in which case the State Society Executive Committee members who sat earlier shall not participate in the appeal proceedings.
- Section 5. A two-thirds vote of the State Society Executive Committee, or the NSPE-CO Board in appeal, shall be necessary to a finding sustaining a charge or charges. Thereafter the penalty shall be determined by a majority vote.
- Section 6. Disciplinary action may be taken by the State Society against a member who resigns membership after charges of unethical conduct have been filed against such member. In such 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 State Society may issue a notice of censure or prescribe that the State Society records show that such member shall not be

eligible for membership for a stipulated number of years, or indefinitely, or both. The State Society may publish its findings.

- Section 7. A licensed engineer who is charged with a violation will be advised of the charges and offered the service of the State Society in investigating the validity of and the adjudication of 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 the decision will be published in the official publication of the State Society unless the State Society Executive Committee or the NSPE-CO Board shall have determined that the ends of justice would be better served by withholding publication.
- Section 9. The NSPE-CO Board shall adopt and publish policies and procedures to govern the handling of such matters. The procedures shall provide for due process, for representation by counsel, for cooperation and exchange of information with and recommendations to the State Board of Licensure, for recording and disposition of records, for use of advisory counsel by the State Society and for cooperation with other NSPE state societies and the National Society.
- Section 10. At the discretion of the State Society President, and notwithstanding any of the foregoing nine sections of this Bylaw, the State Society may request that the National Society assume jurisdiction of any disciplinary matter arising out of the provisions of this Bylaw.

BYLAW 3 - CHAPTERS

- Section 1. The State of Colorado shall be divided into chapter areas with such territorial boundaries as may be established by the NSPE-CO Board. Each chapter may organize in accordance with the provisions of the State Society Constitution and Bylaws and shall, upon application, receive a charter from the State Society and be known as a chapter of the State Society. Any chapter which is delinquent in the rendering of required reports to the State Society may have its charter revoked at the discretion of the NSPE-CO Board. The current chartered chapter names and areas are:
- A. **Central Chapter** – Boulder, Broomfield, Clear Creek, Gilpin, Grand, Jefferson, Summit County, Park, Adams, Arapahoe, Denver, Delta, Eagle, Garfield, Gunnison, Lake, Mesa, Moffatt, Montrose, Ouray, Pitkin, Rio Blanco, Routt and San Miguel Counties.
 - B. **Northern Chapter** - Jackson, Larimer, Logan, Morgan, Phillips, Sedgwick, Washington, Weld and Yuma Counties.
 - C. **Pikes Peak Chapter** - Cheyenne, Douglas, Elbert, El Paso, Kit Carson, Lincoln and Teller Counties.
 - D. **Southern Chapter** - Alamosa, Baca, Bent, Chaffee, Conejos, Costilla, Crowley, Custer, Fremont, Huerfana, Kiowa, Las Animas, Otero, Prowers, Pueblo, Saguache, Archuleta, Dolores, Hinsdale, La Plata, Mineral, Montezuma, Rio Grande and San Juan Counties.
- Section 2. Charters shall be issued only by the NSPE-CO Board and shall be signed by the President and the Secretary of the State Society.

Section 3. Each chapter shall elect one or more Directors in addition to its other officers. The Chapter President, State Director(s) will represent the chapter on the NSPE-CO Board. Directors will be elected for two-year terms with chapters that have more than one Director alternating terms so that, to the degree practicable, only one-half of the chapter's allotted number of Directors are elected each year.

Section 4. The number of Directors authorized for a chapter during an administrative year is established by the following table and is based on the number of Current members excluding student members (where the word Current refers to the National Society's Dues Status classification) included in the official membership records published by the National Society as of the June 30th, one year and one day before the July 1st start of the administrative year during which the Directors will serve.

Voting Members Directors

25 or less	One (1) + Chapter President
26 to 250	Three (3) + Chapter President
250 and up	Four (4) + Chapter President

Section 5. The NSPE-CO 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 NSPE-CO Board and shall be designated according to the policies of the National Society.

- A. Each student chapter shall have a faculty advisor who, wherever possible, shall be a member of the State Society. The student chapter advisor shall be appointed by the State Society, through the local chapter involved, on the recommendation of the dean of the college or school involved.
- B. Each student chapter shall have a liaison officer from the local chapter who shall not be directly affiliated with the college or school involved. The liaison officer shall be appointed by the local chapter.

BYLAW 4 - AFFILIATED GROUPS

Section 1. Local chapter auxiliaries or a state auxiliary may be established with approval of the local chapter membership or the state membership respectively. The purpose of an auxiliary shall be to assist in promoting the best interests of professional engineers and the State Society. An auxiliary shall be responsible to the local chapter or the state for its policies. The local chapter or the State Society, as appropriate, shall ratify an auxiliary's constitution and bylaws.

BYLAW 5 - FISCAL AND ADMINISTRATIVE YEARS

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

Section 2. The administrative year of the State Society shall be from July 1 through June 30.

BYLAW 6 - DUES

- Section 1. Dues become due and payable annually in accordance with NSPE invoicing schedule.
- Section 2. The dues for membership in the National Society of Professional Engineers shall be as set by the National Society of Professional Engineers. The dues for membership in the National Society of Professional Engineers - Colorado shall be as set by the Board of Directors.
- Section 3. Dues may include a year's subscription to any official publication of the State Society.
- Section 4. Prorating of dues amounts for new members and the rendering of member services shall be in accordance with the policies and procedures of the National Society.
- Section 5. The National Society shall mail statements for annual dues to each member or its agent before the beginning of the calendar year.
- Section 6. Classification of members as delinquent, removal of delinquents from the membership roster, and all related matters, shall be in accordance with the policies and procedures of the National Society.
- Section 7. A member shall become eligible for Retired Membership if the member has retired from full-time employment and the active practice of engineering is no more than 20 hours per week, and if the member is at least 55 years of age. One-half dues shall be paid annually until Life Membership requirements are met. Application for Retired Membership may be made personally, by the member's chapter, or by the member's State Society. Application for membership in the Retired Membership grade may be made by any member who meets the eligibility requirements.
- Section 8. Upon receipt of a bachelor's degree in engineering or land surveying, current Student Members (as defined in Constitution Article IV, Section 3) shall be advanced without filing an application to the next higher membership grade for which qualified. An exception is that graduate students may retain Student Membership by written request to the State Society.

BYLAW 7 - BOARD OF DIRECTORS

- Section 1. The State Society Board of Directors, hereinafter called the NSPE-CO Board, shall have the direction and general supervision of all matters pertaining to the State Society. The NSPE-CO Board shall adopt and monitor a budget and cause the accounts of NSPE-CO to be audited not less than bi-annually.
- Section 2. The NSPE-CO Board shall provide for the publication and distribution of major proceedings or transactions of the State Society and have the authority to publish an official periodical for the State Society.
- Section 3. The NSPE-CO Board shall be empowered to invest and reinvest surplus funds as may be available in an established reserve fund. A three-fourths vote of the NSPE-CO Board shall be required to authorize expenditures from this fund that are other than for investment or reinvestment.

Section 4. Each member of the NSPE-CO Board shall attend NSPE-CO Board and chapter meetings for the purpose of inquiring into the condition of the profession and to provide the communication between the chapter membership and the State Society.

Section 5. The Secretary shall record as a part of the minutes of the appropriate meeting the data concerning each letter ballot, including the dates of the mailing and the closing of the ballots, and the names and votes of all members voting. The Secretary shall notify all members of the NSPE-CO Board of the results.

BYLAW 8 - LETTER BALLOT OF THE NSPE-CO BOARD

Section 1. The President may at any time direct the Secretary to submit any question to the members of the NSPE-CO Board by means of a letter ballot. Letter ballot may include electronic communication.

Section 2. Upon direction of the majority of the NSPE-CO Board members present at any meeting where less than all members of the NSPE-CO Board are present, the Secretary shall submit any question to the members of the NSPE-CO Board by means of a letter ballot.

Section 3. A majority of all votes received within 30 days of the mailing of a letter ballot shall decide the question provided that votes are received from at least two-thirds of the total membership of the NSPE-CO Board.

Section 4. The Secretary shall record as a part of the minutes of the appropriate meeting the data concerning each letter ballot including the dates of the mailing and the close of the ballot and the names and votes of all members voting. The Secretary shall notify all members of the NSPE-CO Board of the results.

BYLAW 9 - EXECUTIVE COMMITTEE

Section 1. As provided by Article VI, Section 8 of the Constitution, the Executive Committee may conduct the business of the State Society between NSPE-CO Board meetings. The Executive Committee shall have the power to act for the NSPE-CO Board between NSPE-CO Board meetings but shall not modify any action taken by the NSPE-CO Board nor alter the total annual budget in effect at that time or commit NSPE-CO finances or resources that have not been approved by the NSPE-CO Board. The Executive Committee shall make a report of its activities since the last NSPE-CO Board meeting at each regular NSPE-CO Board meeting and the NSPE-CO Board shall act to ratify all such actions at each of its Board meetings.

Section 2. The Executive Committee shall meet at least once between board meetings.

Section 3. Special meetings of the Executive Committee will be held at the call of the President or at the request of three of its members, and such meetings shall be held at a location determined by the President.

BYLAW 10 - ELECTIONS

Section 1. The State Society Nominating Committee shall canvass each chapter for suggested nominees for the offices of President- Elect, Vice-President, National Director, Alternate National Director, Secretary and Treasurer by directing a written request therefore to each Chapter President on or before November 1st.

- Section 2. The Nominating Committee's report of its nominees, together with a brief biographical sketch of each nominee, shall be published in a State Society publication or sent by mail to the membership no later than the opening date of the official ballot.
- Section 3. Nominations by petition must be delivered to the Secretary on or before January 15 in order to be placed on the ballot.
- Section 4. An official ballot, together with a special ballot envelope that shall provide space for the signature and address of the member voting to be affixed thereon, shall be mailed by the Secretary to each current member (as defined in Constitution Article IV, Section 3) on or before March 1. The official ballot shall contain a listing of all offices to be filled and the nominations therefore, and voting shall be limited thereto.
- Section 5. A valid ballot shall be one that is returned to the Secretary in an envelope bearing a postmark date on or before April 1. This required postmark date shall be specified on the ballot. The ballot also may be hand-carried to a location designated on the ballot.
- Section 6. All valid unopened ballots shall be promptly delivered by the Secretary to the Tellers Committee which shall tally the ballots and report the number of votes cast for each nominee to the Secretary on or before April 8. The Secretary shall transmit such information to the officers, officers-elect and chapters on or before April 25 and shall publish same in the next issue of the State Society publication.
- Section 7. The nominee for each office receiving the greatest number of votes cast for such office shall be declared elected to such office. Ties shall be broken by the President of the State Society.
- Section 8. 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.
- Section 9. The election of chapter officers and the selection of the chapter Directors on the NSPE-CO Board shall be completed on or before May 1 of each year. They shall assume their duties on the first day of the administrative year for which elected and shall hold office until their respective successors assume such duties. The Secretary of each chapter shall send a report of said election to the Secretary of the State Society at least 30 days prior to the date fixed for the Annual Meeting.

BYLAW 11 - DUTIES OF OFFICERS

- Section 1. The President shall preside at all meetings of the State Society and of the NSPE-CO Board; shall be, ex-officio, a member of all state committees; shall appoint chairmen of all committees; and shall have the general direction of the business of the State Society. The President shall exercise supervision over the operations of the Executive Director or Administration Entity and keep the NSPE-CO Board apprised concerning that office.
- Section 2. The President-Elect shall be a member of each standing committee. The principal activities of the President-Elect shall be operation of the State Society and the development of plans for the following year to include selecting state committee chairmen and committee members for the upcoming year. This shall

be done prior to the annual meeting at which time the President-Elect takes office as President.

- Section 3. In the absence of the President, it shall be the duty of the Vice-President to perform all the duties of the President.
- Section 4. The Secretary shall perform such duties as are required by law or assigned by the NSPE-CO Board. As a minimum, the Secretary shall keep and publish minutes of all NSPE-CO Board, Executive Committee and Annual Meetings.
- Section 5. The Treasurer shall direct the management of all records of accounts of the State Society, make an annual report to the State Society of receipts and disbursements, give such bond as required, serve as custodian of State Society funds, and discharge duties as may be determined from time to time by the NSPE-CO Board. The fee for the above bond shall be paid out of the treasury of the State Society. At the expiration of the term of office, all books, papers, and monies belonging to the Society shall be turned over to the successor Treasurer, who shall give the preceding Treasurer a receipt therefore.
- Section 6. The National Director shall represent the State Society on the National Society Board of Directors. The National Director shall report regularly to the State Society members on National Society issues of interest and importance to State Society members.
- Section 7. The Alternate National Director shall serve as the National Director when the National Director is unable to do so.

BYLAW 12 - EXECUTIVE DIRECTOR

- Section 1. The NSPE-CO Board is authorized to engage an Executive Director or Administrative Entity when the financial and other conditions warrant and to fix compensation and set forth the duties of the Executive Director or Administrative Entity. The Executive Director or Administration Entity shall not be a member of the NSPE-CO Board.

BYLAW 13 - COMMITTEE(S)/TASK FORCE(S)

- Section 1. A Standing Committee shall be a committee formed for a critical need of the Society that requires continuing existence throughout the foreseeable future.
- Section 2. The Chairman and the Members of the Standing Committee(s) will be appointed annually by the President of the Society to perform specific tasks as determined by the President and/or the Board of Directors of the Society and will automatically sunset at the completion of the task or each year.
- Section 3. The follow shall be Standing Committees of the Society:
- A. Executive Committee
 - B. Nominating Committee
 - C. Legislative and Governmental Affairs Committee
 - D. Sustaining Fund Committee

Section 4. Each Standing Committee and each Task Force shall prepare a written report of the Committee/Task Force activities and shall present such report in writing to the Board of Directors at scheduled Board meetings and at the Annual Meeting as directed by the President.

Section 5. No Committee/Task Force shall commit the State Society to any obligation without specific authorization from the Board of Directors.

BYLAW 14 - MEETINGS

Section 1. The Annual Meeting of the State Society shall be held as decided by the State Board of Directors.

Section 2. The NSPE-CO Board shall meet not less than four times a year at times and places as it determines.

BYLAW 15 - ORDER OF BUSINESS

Section 1. The order of business at NSPE-CO Board meetings and the Annual Meeting shall include the following:

- A. Roll Call
- B. Approval of agenda
- C. Approval of NSPE-CO Board or Annual Meeting Minutes
- D. Communications
- E. Special Items
- F. Reports of Officers (Acceptance of Treasurer's Report)
- G. Reports of Committees
- H. Reports of Chapters
- I. Unfinished Business (including' Acceptance of Executive Committee Minutes)
- J. New Business
- K. Adjournment

Section 2. Robert's Rules of Order (current version) shall govern matters of parliamentary procedures of the State Society.

Section 3. No action shall be taken by the NSPE-CO Board on motions which affect the Finances or operation of the State Society unless the contents of such motions are presented in printed form in the information packet sent to each member of the NSPE-CO Board at least 10 days prior to the next scheduled meeting. The 10-day requirement may be set aside for a specific action by a vote of three-fourths of the NSPE-CO Board members present.

BYLAW 16 - SUSTAINING FUND ADVISORY COMMITTEE

Section 1. PURPOSE

The purpose of the National Society of Professional Engineers - Colorado (NSPE-CO) Sustaining Fund (FUND) is to provide a means for individuals, organizations and businesses, collectively referred to as (BENEFACTORS), to

help provide long term financial stability to NSPE-CO and to provide funds for various activities of NSPE-CO as approved by the NSPE-CO Board. The FUND shall be comprised of all monies received for this purpose.

Section 2. SUSTAINING FUND ADVISORY COMMITTEE

The FUND shall be administered by the NSPE-CO Sustaining Fund Advisory Committee hereinafter referred to as (COMMITTEE).

A. MEMBERSHIP

1. The COMMITTEE shall consist of three members of NSPE-CO with at least one member being a Past President of NSPE-CO, each serving a three (3) year term, such terms-staggered so that one new member is appointed to the COMMITTEE each year, prior to and effective on July 1st of that year. That new member shall be appointed by the President-Elect of NSPE-CO.
2. If a position becomes vacant on the COMMITTEE, the NSPE-CO President shall appoint a member to complete the unexpired term.
3. COMMITTEE members shall serve no more than two (2) consecutive three (3) year terms.
4. A COMMITTEE member shall be removed for cause from the COMMITTEE by such motion to do so made a regular NSPE-CO Board Meeting and approved by a 3/4 or more affirmative votes of the NSPE-CO Board present at that meeting.
5. The initial COMMITTEE membership shall be appointed by the NSPE-CO President then. holding office, who shall specify their individual terms of office, approximately one (1) year, two (2) years and three (3) years respectively.

B. DUTIES

The COMMITTEE shall perform the following duties:

1. Administer the funds in accordance with Section 4, Fund Management.
2. Provide an accounting to the NSPE-CO Board and membership of the disposition of funds received and dispersed each fiscal year or at such other time as requested by the NSPE-CO Board, subject to a reasonable time for preparation.
3. Prepare direct mailings to prospective BENEFACTORS, and initiate such advertisements and public relations as needed to perpetuate the FUND.
4. Take such other actions as directed elsewhere in the Bylaws.

C. ORGANIZATION

1. The COMMITTEE shall elect its Chairman and Secretary.
2. The Chairman shall direct all work of the COMMITTEE. The Secretary shall record the minutes of all official meetings of the COMMITTEE.
3. Roberts Rules of Order (latest edition) shall govern all official meetings of the COMMITTEE.

Section 3. BENEFACTOR DESIGNATION

A. DEFINITION

A BENEFACTOR is an individual, organization or business that financially contributes to the FUND. BENEFACTORS will be solicited only from individual members of NSPE-CO, organizations or businesses with NSPE-CO member employees and organizations approved the NSPE-CO as an Affiliate Group.

B. BENEFACTORS CLUB Destination and Minimum Contributions

BENEFACTORS' names shall be entered on the rolls of a BENEFACTOR CLUB appropriate to their financial contribution. A LIFE BENEFACTOR shall make a one time lump sum contribution and ANNUAL BENEFACTORS shall be billed annually. The BENEFACTOR CLUB designations and minimum contributions are as follows:

<u>BENEFACTOR LEVEL</u>	<u>MINIMUM CONTRIBUTION</u>
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Life

Org and Business	\$1,500.00
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Life - individual	\$ 500.00
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Annual –

Org and Business	\$ 200.00
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C. Dues Escalation Clause

The COMMITTEE may increase the minimum donation required for each BENEFACTOR level, as necessary, in order to compensate for inflation or to keep the original Club level meaningful. The NSPE-CO Board shall be officially notified of such increases at least three (3) months prior to their implementation

D. Acknowledgments

All BENEFACTORS shall receive an acknowledgment of their contribution.

Section 4. FUND MANAGEMENT

A. The COMMITTEE shall deposit all monies received in investment accounts at one or more recognized financial institution(s).

B. Life Sustaining contributions shall be placed in a separate stable investment account and shall not be withdrawn without the recommendation of COMMITTEE and a 3/4 or greater affirmative vote of the NSPE-CO Board present at a regular Board Meeting. Such withdrawal shall clearly conform to a stated Purpose of the FUND.

C. The expense of operations for the FUND shall be paid for from the FUND.

D. The COMMITTEE shall provide input to the Budget Committee annually as to the estimated amount of funds that shall be made available to the NSPE-CO Board of Directors for use in accordance with the stated purpose of the FUND for the coming fiscal year.

E. The estimate of funds to be made available could include all or part of donations and interest received less expenses excepting from all Life Benefactor Accounts.

- F. Request for funds for official business of NSPE-CO shall be made to the FUND by the State Board.
- G. Funds shall be available by special request to the Executive Committee of the NSPE-CO Board by a Chartered Chapter of NSPE-CO, an official State Committee or Task Force. The Executive Committee shall review the request and submit the request to the COMMITTEE for action, or may deny the request. If the request is submitted to the FUND, the COMMITTEE will act on the request and return its action to the Executive Committee of NSPE-CO which will submit it to the Board of Directors.
- H. Funds may be provided to the State Board by grant or by loan, either with interest or interest free as determined by the COMMITTEE.
- I. All financial transactions shall be initiated by a motion during an official COMMITTEE meeting.
- J. All financial transactions or instruments shall require two signatures; the COMMITTEE Chairman and one of the other two members of the COMMITTEE.
- K. The COMMITTEE members shall be appropriately bonded if required by the NSPE-CO Board or desired by the COMMITTEE.
- L. See ATTACHMENT "A" for the NSPE-CO office Sustaining Fund Operating Procedures.

Section 5. BY-LAW CHANGES

These Bylaws, excepting Section 6 (B) as noted in Section 7 ENACTMENT OF THE NSPE-CO SUSTAINING FUND AND Bylaws, shall be changed only upon recommendation of the COMMITTEE and a 3/4 or greater affirmative vote of the NSPE-CO Board present at a regular Board meeting. No changes shall be considered that conflict with the stated Purpose of the FUND or Section 7, Enactment of the FUND and Bylaws.

Section 6. FUND TERMINATION

- A. There are two reasons that could cause the operations of the FUND to cease and the FUND disbanded, they are as follows:
 - 1. NSPE-CO ceases to exist. A name change per se shall not be considered as causing NSPE-CO to cease existence. NSPE-CO shall mean the National Society of Professional Engineers - Colorado, or such other professional engineers organization that is the Colorado affiliate of NSPE in the event that NSPE-CO no longer carries that designation.
 - 2. By motion duly made at a regular NSPE-CO Board Meeting and carried by 3/4 or more affirmative vote at that meeting, and the succeeding regular NSPE-CO Board Meeting, by the NSPE-CO Board members present at each meeting.
- B. In the event of the FUND termination, the following guidelines shall be adhered to:
 - 1. All donations received following the final acceptance of the termination motion shall be returned to the donator immediately without depositing the monies in any amount. A special accounting shall be kept of those monies.

2. All termination expenses shall be paid for from the FUND.
3. Legal notice of such termination shall be placed in the Denver Post for three successive weeks immediately following one of the actions designated in Section 6-A. An immediate mailing shall be made to all NSPE-CO members informing them of this action, if possible.
4. All funds, except those enumerated under Section 6-B-I above, shall not be returnable to the BENEFACTOR but will be incorporated into the NSPE-CO treasury. If this is not possible, such funds will be distributed equally with a designated use to the Colorado School of Mines, Colorado State University and the University of Colorado, to be used to support engineering scholarships at these institutions.

Section 7. **ENACTMENT OF THE NSPE-CO SUSTAINING FUND AND Bylaws**

The NSPE-CO Sustaining Fund shall be enacted into existence by such motion made at a regular NSPE-CO Board Meeting to accept these Bylaws and approved by majority vote of the NSPE-CO Board present at that meeting. By such action the NSPE-CO Board agrees that Section 6-B relating to the FUND disbandment guidelines shall not be changed. The NSPE-CO Board further agrees that they have only such control and authority as specifically delegated to them within the FUND Bylaws.

ATTACHMENT "A"

NSPE-CO SUSTAINING FUND OPERATING PROCEDURES

1. All funds received in the NSPE-CO office earmarked for the NSPE-CO Sustaining Fund, whether from NSPE monthly reports or regular individual contributions, are to be immediately credited to the Sustaining Fund Account in the NSPE-CO accounting system.
2. On a quarterly basis, a list of all contributors by date shall be prepared. A copy of this list to be kept on file at the NSPE-CO office and a copy sent to the members of the Advisory Committee.
3. Prepare and send a letter of thanks to each former contributor together with the necessary within 30 days of receipt of a contribution.
4. Prepare and provide a certificate for each new annual contributor and arrange to have a presentation made at the next meeting of the contributor's Chapter by a member of the Advisory Committee or the Chapter President.
5. Arrange to have plaques prepared for each organizational or individual life benefactor and arrange to have a presentation made at an appropriate Chapter or board meeting by a member of the Advisory Committee or NSPE-CO officer within six weeks of receipt of a life benefactor contribution.
6. Prepare an office record file of all contributors by Benefactor Club showing date and amount received. These should be arranged so that copies may be obtained periodically by the Advisory Committee as they may request them.
7. Keep an accurate and up-to-date bookkeeping account of income and expenses of the Fund showing two separate accounts; one for the Life Club, and one for the Annual Club. From these accounts, report each quarter and annually to the Advisory Committee the amount of contributions made, income received and

expenses incurred in each of the two accounts together with a running total for the fiscal year and the balance in each of the two accounts.

8. Each quarter, prepare a statement that shows time spent, cost of office support and other expenses of the above items and submit them to the Advisory Committee for action to reimburse the NSPE-CO General Account. Upon approval by the Advisory Committee, any positive balance shall be deposited with the fiscal agency designated currently by the Advisory Committee. Where a negative balance occurs, upon approval of the Advisory Committee, they will draw a check in favor of the NSPE-CO General Fund.