

OPERATING PROCEDURES OF THE NORTHERN KENTUCKY CHAPTER OF THE KENTUCKY SOCIETY OF PROFESSIONAL ENGINEERS, INC

PREAMBLE

These Operating Procedures are designed to provide binding operational controls considered necessary as supplement to, or amplification of, the Northern Kentucky Chapter Bylaws and should be used in conjunction with the same. Additionally, these Operating Procedures supplement the Operating Procedures of the Parent Society and shall not be in conflict. Any provisions found to be in conflict shall be null and void. However, this shall in no way invalidate the remaining provisions of these Operating Procedures.

ARTICLE I. MEMBERSHIP

Section 1.01 Application

A candidate for admission to this Chapter shall make application to KSPE utilizing the KSPE website or by sending an application to KSPE that is available from the Chapter President. The first year's dues shall accompany application.

ARTICLE II. FEES AND DUES

Section 2.01 Annual Dues

The Dues for membership in KSPE are as established by KSPE. Annual Dues for membership in NSPE are as established by NSPE.

Section 2.02 Northern Kentucky Chapter Dues

The Dues for membership in the Chapter are \$5 per year. These dues are payable when joining or renewing membership with KSPE. Renewal Dues shall be invoiced by KSPE.

Section 2.03 Meeting and Event Fees

The Chapter Board of Directors will determine the charge for attendance at General Membership Meetings, Continuing Education Sessions, other Chapter Meetings and attendance to Chapter Events.

ARTICLE III. FISCAL AND ADMINISTRATIVE YEARS

Section 3.01 Fiscal Year

The fiscal year of the Chapter shall be July 1 through June 30 to coincide with KSPE.

Section 3.02 Administrative Year

The administrative year of the Chapter shall be from May 1 through April 30 to coincide with KSPE.

ARTICLE IV. DUTIES OF OFFICERS

Section 4.01 President

The President shall preside at the Chapter meetings and will serve as Chairperson of the Board of Directors. The President shall preside at Board of Director meetings and prepare a meeting agenda for the meeting that normally occur monthly or as determined by the Board of Directors. The President shall have the authority to approve expenditures up to \$100 without approval from the Board of Directors. As a member of the Board of Directors, the President shall have the duty to review the account of the Treasurer, and to make such recommendations on the fiscal and other affairs of the Chapter as will promote its welfare and usefulness.

Section 4.02 President-Elect

The President-Elect shall preside at meetings in the absence of the President. The President-Elect upon successful completion of his/her term shall become the Chapter's President. As a member of the Board of Directors, the President-Elect shall have the duty to review the account of the Treasurer, and to make such recommendations on the fiscal and other affairs of the Chapter as will promote its welfare and usefulness.

Section 4.03 Vice President

The Vice President shall preside at meeting in the absence of both the President and the President-Elect. The Vice President shall be responsible for organizing General Membership Meetings including securing program speakers, confirming meeting locations and making all luncheon arrangements for the General Membership Meetings such as approving reasonable expenditures related to purchasing meals for meetings, taking member payment and providing receipt of payment. The Vice President upon successful completion of his/her term shall become the Chapter President-Elect. As a member of the Board of Directors, the Vice President shall have the duty to review the account of the Treasurer, and to make such recommendations on the fiscal and other affairs of the Chapter as will promote its welfare and usefulness.

Section 4.04 State Director

The State Director shall represent the Chapter at all meetings of the KSPE Board of Directors. If he/she is unable to attend any such meeting, the President of the Chapter shall appoint another Chapter Member as a substitute to represent the Chapter. The President upon successful completion of his/her term shall become the Chapter State Director. As a member of the Board of Directors, the State Director shall have the duty to review the account of the Treasurer, and to make such recommendations on the fiscal and other affairs of

the Chapter as will promote its welfare and usefulness.

Section 4.05 Treasurer

The Treasurer shall keep a record of all transactions and fiscal affairs of the Chapter; shall receive all monies and deposit same in the Chapter's account; shall issue all notices and other documents requiring verification; shall coordinate with the Finance Committee on the management of investments for the Chapter; and shall make a detailed report of transactions and investment's status at least semi-annually or more frequently at the discretion of the Board of Directors.

The Treasurer shall be responsible for the funds of the Chapter; and shall pay: (1) all orders drawn as approved by the Board of Directors; (2) orders drawn as approved by the President for expenditures under \$100; (3) orders drawn associated with General Membership Meeting luncheon purchases by the Vice President or Continuing Education Session luncheon purchases made by the Continuing Education Chair; or (4) orders for other purchases as determined by the Board of Directors.

Payments shall typically be processed by the Treasurer within 30 days of receipt. The Treasurer shall keep a detailed account of official transactions and submit a financial report to the Board of Directors on a semi-annual basis.

The Treasurer through coordination with the Board of Directors shall cause to be conducted an independent audit of the Chapter's financial reporting and accounts on a 5-year basis or more frequently as determined by the Board of Directors.

Section 4.06 Secretary

The secretary shall be responsible for maintaining and updating the Chapter's Operating Procedures and Bylaws; taking minutes for the Chapter Board of Director Meetings and other duties requested by the President. As a member of the Board of Directors, the Secretary shall have the duty to review the account of the Treasurer, and to make such recommendations on the fiscal and other affairs of the Chapter as will promote its welfare and usefulness.

Section 4.07 Director

A Director shall discharge all duties required under the provisions of the Operating Procedures and Bylaws, and such other duties as may be required by the President, Board of Directors and/or Chapter Membership. As a member of the Board of Directors, a Director shall have the duty to review the account of the Treasurer, and to make such recommendations on the fiscal and other affairs of the Chapter as will promote its welfare and usefulness.

ARTICLE V. COMMITTEES

Section 5.01 Standing Committees

The President shall appoint the following standing committees to help conduct the Chapter's activities as needed:

1. Awards and Recognition
2. Career Day
3. Christmas Party
4. Operating Procedures and Bylaws
5. Continuing Professional Development
6. Finance Review
7. Golf Outing
8. MathCounts
9. Membership
10. Programs and Meetings
11. Public Relations/Community Action
12. Public Utility Policy Review
13. Records and Archives
14. Scholarships
15. Website

Section 5.02 Special Committees

Special committees for other purposes may be appointed by the President when deemed necessary for the interest of the Chapter.

ARTICLE VI. ORDER OF BUSINESS

Section 6.01 Business Routine

The President shall call to order the General Membership Meetings and the Board of Directors Meetings and shall determine the agenda and order of business for the meetings.

Section 6.02 Rules of Order

Robert's Rules of Order will be the accepted parliamentary procedure of the Chapter, except where these rules are not applicable or are inconsistent with the Operating Procedures and Bylaws of the Chapter or KSPE.

ARTICLE VII. HEADQUARTERS

Section 7.01 Headquarters

The headquarters of the Chapter shall be designated by the Board of Directors.

ARTICLE VIII. AMENDMENTS

Section 8.01 Amendments

The Operating Procedures may be amended by a two-thirds vote of the entire Board of Directors, provided, however, that the text of the 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. A Board Member who, for good reason, cannot attend a meeting at which a vote will be taken on a proposed amendment may vote by email or letter ballot mailed to the Secretary and marked so as to indicate that it is a letter ballot to be opened at the Board Meeting.