

Delaware Valley
Association of Structural Engineers
By-Laws

Article I - Name

This organization shall be known as the "Delaware Valley Association of Structural Engineers" or "DVASE".

Article II - Purposes

Section A. To provide a forum for effective action to improve the quality of structural engineering services and to promote professionalism and the image of structural engineers.

Such actions shall include but not be limited to:

1. Providing available members as speakers or participants in events where this purpose can be served.
2. Preparation and dissemination of information and data consistent with this purpose.
3. Assisting any party with a legitimate need in the preparation, publication and dissemination of structural information, policy, and criteria.

Section B. To provide a forum for member structural engineering contemporaries to share data and information pertaining to structural engineering services and practice for the purpose of enhancing member and member firm's services and avoiding the pitfalls of the practice.

Section C. To provide a forum to investigate all means of obtaining professional liability insurance at an affordable rate; to include, but not be limited to, conventional professional liability insurance companies, captive insurance companies, risk retention programs and other programs or philosophies; and to establish standards and/or guidelines for the limitation of liability.

Section D. To provide an effective means of educating our professional, governmental and industrial clients/owners regarding our responsibilities and, therefore, our inherent liabilities on a project. To inform both state and federal legislatures of our responsibilities and liabilities.

Article III - Membership

Section A. Membership is open to the following general categories: a) firm membership and b) individual membership.

Section B. **FIRM MEMBERSHIP.** Firm membership is open to those firms in the Delaware Valley Area organized to practice consulting structural engineering or firms organized to practice a profession related to structural engineering and have a structural engineering department within the firm. Member firms shall designate up to three members with an active professional registration to be its authorized, voting representatives. An authorization form signed by a principal of the firm must be submitted to the secretary if a firm's authorized voting representative(s) is not a principal.

Section C. **INDIVIDUAL MEMBERSHIP.** Voting and non-voting membership is open to individuals consistent with one of the following categories. Individual members with an active professional engineering registration are considered voting members.

- 1.) Structural Engineer Practitioner: a.) An individual structural engineering practitioner who is NOT a principal, officer or director of a firm, and who is with a firm which is not a member firm; b.) a structural engineering sole practitioner.
- 2.) Firm Affiliate: Additional individual structural engineering practitioners from a firm currently holding a Firm category membership.
- 3.) Public Owner Practitioner: Individual in-house structural engineering practitioner who is an employee of a federal, state, local governmental agency, utility or authority.

- 4.) Academic Member: Fulltime faculty teaching in a structural engineering-related degree program at an accredited college/university.
- 5.) Student Member: Fulltime student enrolled in a structural engineering-related degree program at an accredited college/university.

Section D. General membership meetings are open to firm and individual members and any individual invited by a member or the executive committee.

Article IV - Meetings/Voting

Section A. General Membership

1. Each member in good standing with an active professional engineering registration shall have one vote in all elections and on all matters brought before the general membership. The vote shall be balloted by a firm's designated voting representatives, individual voting member, or by a proxy, authorized in writing.
2. Meetings shall be held on a regular basis as scheduled by the executive committee. Special meetings may be called by the President, the Executive Committee, or one-third (1/3) of the members, provided at least ten (10) days notice is given.
3. At least one authorized voting representative from one fourth (1/4) of all member firms and one twelfth (1/12) of the total membership made up of member firm voting representatives and individual members all in good standing shall constitute a quorum for conducting business. A lesser number may meet to informally discuss matters, but may take no official action.
4. A majority of those voting on an issue shall decide the question except for amending these By-laws as provided for in Article VI.

5. Roberts Rules of Order shall be used for the conduct of all business except where it is in conflict with the provisions of these By-Laws.
6. Membership shall commence upon payment of such dues and/or fees as prescribed by the organization and shall continue except if terminated through non-payment of dues after ninety (90) days or by a majority vote.
7. New members are eligible to participate in official DVASE business and vote 30 days after receipt of a valid application with appropriate dues by the Association.

Section B. Executive Committee

1. The Executive Committee shall meet prior to the General Membership and at special sessions called by the President or any three Executive Committee members.

Article V - Government

Section A. Executive Committee

1. The Executive Committee of the organization may exercise all powers except those reserved to the officers and members.
2. The Executive Committee Shall consist of at least seven (7) members. It shall include the President, Vice President/President Elect, Secretary, Treasurer, Past Presidents and Committee Chairmen.

Section B. Offices and Duties of Officers

1. President: The President shall preside or appoint a meeting leader for all meetings of the Executive Committee and general membership; appoint chairmen and members of committees; serve as spokesman for the organization; propose an annual budget for adoption at the annual organizational meeting; and

possess all powers normally exercised by an organization's President. The President's term shall be for one year.

2. Vice President/President Elect: The Vice-President/President Elect shall have duties assigned by the President. Assume the office of President if vacated. Vice President's term shall be for one year at which time the Vice President will assume the office of President for the next officer's terms.
3. Secretary: The Secretary shall be responsible for recording and distributing minutes or summaries of Executive Committee and general membership meetings; maintain a current membership list and official administrative records of the organization; and distribute meeting and other notices. The secretary shall have a copy of Robert's Rules of Order available at all business meetings and, at the request of the President or appointed meeting leader, shall assist in the conduction of meetings in accordance with that authority. The Secretary's term shall be for one year.
4. Treasurer: The Treasurer shall maintain receipts and disburse funds; bill the membership for dues and assessments; sign checks drawn upon these funds and disburse funds upon approval; and maintain financial records of the organization. The Treasurer may delegate routine responsibilities, with Executive Committee approval, to others in the association. The Treasurer's term shall be for one year.
5. Past President. The immediate Past President shall perform such duties as assigned by the current President.

Section C Election of Executive Committee and Officers

1. Officers shall be elected by secret ballot. Voting shall take place at the election meeting. The election meeting shall typically be the May meeting. A majority of votes cast is required for election.

2. The term of office shall be as noted above. It begins on the date officers assume their posts at the first meeting after the election meeting (typically the July meeting). There is no limit on the number of terms an individual may serve.
3. The President shall appoint a Nominating Committee. The committee shall submit a list of nominees for the various offices to the member firms no later than March 15th or as designated by the President. Recommendations may be submitted to the Committee for consideration.
4. Additional nominations will be called for at the election meeting and may be made from the floor when seconded by two (2) authorized representatives.
5. Vacancies caused by resignation, death or incapacitation will be filled by a majority vote of those attending the next regular or special meeting.

Article VI - Amendments

Section A. These By-Laws may be amended by a majority of those present and voting so long as the total votes in favor are equal to or greater than one-third (1/3) of the total membership.

Section B. An amendment, when signed by members constituting a quorum, may be proposed by mailing it to each member firm and individual member in good standing no later than thirty (30) days prior to the meeting at which it is to be considered.

Article VII - Dues/Assessments/Payments

Section A. Member firms and individual members shall pay annual dues in amounts proposed by the executive committee and approved by vote by the membership.

Section B. Additional assessments may be proposed, when signed by members consisting of a quorum, by mailing it to each member firm and individual member no later than thirty (30) days prior to the meeting at

which it is to be considered. Such assessments shall be collected from member firms and individual members if adopted by a majority vote of the general membership of those present at the meeting when the proposed assessment is presented.

Section C. Funds will be deposited in an account(s) bearing the name DVASE. The President and Treasurer shall be authorized to sign checks; one signature shall be required for a check to be valid.

Article VIII - Committee/Task Forces

Section A. Members of all Committees, whether standing or special, and members of all Task Forces shall be appointed by the President and serve at his (her) discretion.

Section B. Committee and Task Force meetings are subject to the call of their respective Chairmen.

Section C. Standing committees are:

1. Membership/Attendance Committee
2. Contract and Liability Committee
3. Management (Insurance & Benefits) Committee
4. Public Relations and Education Committee
5. Fundraising Committee

