

1 **BYLAWS**

2 **of the**

3 **Structural Engineers Association of Kansas & Missouri - [Wichita](#) Chapter**

4  
5 **Article I - General**

6 *Section 1.* The name of this Chapter shall be "Structural Engineers Association of Kansas & Missouri -  
7 [Wichita](#) Chapter".

8 *Section 2.* The Chapter shall be a subsidiary of the Structural Engineers Association of Kansas &  
9 Missouri, hereinafter referred to as SEAKM, and shall be governed by the SEAKM Bylaws, which shall  
10 control over these bylaws

11 **Article II - Purpose**

12 (a) *Section 1.* The vision, mission, and objectives of the Chapter shall be the same as those of  
13 SEAKM as prescribed in the SEAKM Bylaws.

14 *Section 2.* Specific goals of the Chapter consistent with its vision, mission, and objectives shall, on at  
15 least an annual basis, be developed by the Chapter president and adopted by the Chapter officers with or  
16 without modifications.

17 **Article III - Membership**

18 *Section 1.* Membership in the organization shall consist of those Members of SEAKM in good standing  
19 whose permanent residence or principal place of employment is located in close proximity to the [Wichita,](#)  
20 [Kansas](#) metropolitan area.

21 *Section 2.* Grades of membership in the Chapter and the corresponding initiation fees and annual dues  
22 shall be those prescribed by the SEAKM Bylaws.

23 *Section 3.* Only Professional and Associate Members of the Chapter shall have voting rights therein, and  
24 each Professional and Associate Member of the Chapter shall have exactly one vote. Only Professional  
25 Members of the Chapter shall be eligible for election as Chapter officers, unless otherwise approved for  
26 specific situations by a two-thirds majority vote of the entire SEAKM Board of Directors. All members  
27 of the Chapter shall be eligible for appointment to Chapter committees, except that the chairperson of  
28 each Chapter committee shall be a Professional or Associate Member of the Chapter.

29 **Article IV - Students**

30 *Section 1.* The Chapter officers may sponsor student groups at institutions in close proximity to the  
31 [Wichita, Kansas](#) metropolitan area that offer ABET-accredited bachelor's degree or substantially  
32 equivalent programs in structural, civil, or architectural engineering, or a graduate degree program in  
33 structural engineering.

1 *Section 2.* The Chapter president, with the approval of the Chapter officers, shall appoint a faculty  
2 advisor for each student group from among the Professional and Associate Members of the Chapter who  
3 are employed by the corresponding institution to a one-year term that coincides with the academic year.  
4 There shall be no limit on the number of consecutive or non-consecutive terms that a member may serve  
5 as faculty advisor.

6 **Article V - Government**

7 *Section 1.* The Chapter officers shall establish the policies, manage the affairs, and direct the activities of  
8 the Chapter, and shall include the Chapter president, vice-president, and secretary, as well as two  
9 SEAKM Directors.

10 *Section 2.* The Chapter president shall have general supervision over the Chapter and shall preside at all  
11 meetings thereof and of its officers.

12 *Section 3.* The duties of the Chapter vice-president shall include

- 13 (a) presiding at all meetings in the absence of the Chapter president; and  
14 (b) serving as chairperson of the Chapter program committee.

15 *Section 4.* The duties of the Chapter secretary shall include

- 16 (a) keeping an accurate record of the proceedings of the Chapter and its officers, including minutes  
17 of their meetings and lists of their past and present members to facilitate evaluation of each  
18 individual's eligibility to hold office in the Chapter;  
19 (b) conducting the correspondence of the Chapter, including meeting notices and ballots for elections  
20 and other votes;  
21 (c) reporting the business affairs of the Chapter to its officers at each regular meeting thereof and to  
22 the members of the Chapter at its annual meeting, the latter report having been audited as directed  
23 by the Chapter officers; and  
24 (d) timely filing of all reports required by the SEAKM Board.

25 *Section 5.* The chairperson of the Chapter finance committee shall also serve as the Chapter treasurer,  
26 whose duties shall include

- 27 (a) having custody of all funds of the Chapter and maintaining an accurate set of books showing all  
28 receipts and disbursements;  
29 (b) depositing all moneys received and paying out all monies authorized by the Chapter officers on  
30 appropriate forms designated thereby;  
31 (c) reporting the financial affairs of the Chapter to its officers at each regular meeting thereof and to  
32 the members of the Chapter at its annual meeting, the latter report having been audited as directed  
33 by the Board; and  
34 (d) timely filing of all financial reports required by the SEAKM Board.

35 *Section 6.* The Chapter president or another Chapter officer may be removed from office if he or she does  
36 not or cannot carry out his or her duties in a manner consistent with these bylaws. Such removal shall  
37 require the approval of a two-thirds majority vote of the entire remaining Chapter officers, or a two-thirds  
38 majority at-large vote of eligible Chapter members, except that it shall be automatic in the case of  
39 resignation or death.

40 *Section 7.* The Chapter officers may overturn any action by the Chapter president or another Chapter  
41 officer. Any action by the Chapter officers may be overturned by a two-thirds majority at-large vote of  
42 eligible Chapter members.

1           **Article VI - Elections**

2           *Section 1.* The Chapter shall annually elect, as one of its officers, a SEAKM Director for a two-year term  
3 of office, so that two SEAKM Directors represent the Chapter at all times. Directors shall remain officers  
4 of the Chapter at least until the completion of their terms of office as Directors. Duly elected Directors  
5 shall take office at the conclusion of the SEAKM Annual Meeting in the year in which they are elected.

6           *Section 2.* The Chapter president and other officers other than SEAKM Directors shall be elected at-large  
7 to a one-year term of office, which shall commence at the conclusion of the SEAKM Annual Meeting in  
8 the year of their election. Upon expiration of the Chapter president's term of office, he or she shall be  
9 designated as Chapter past president and shall continue to attend Chapter officer meetings ex-officio  
10 (nonvoting) for one additional year.

11           *Section 3.* In the event of a vacancy in a Chapter office, the Chapter shall elect an interim Chapter officer  
12 to complete the unexpired term, except that in the event of a vacancy in the office of Chapter president,  
13 the Chapter vice-president shall immediately assume the office of Chapter president and complete the  
14 unexpired term.

15           *Section 4.* Chapter officers who complete two consecutive terms of office shall be ineligible for  
16 reelection for a period of one year. Chapter officers who leave office prior to the expiration of their terms  
17 shall be ineligible for reelection for a period of two years. In any given year, the current Chapter past  
18 president and president shall be ineligible for reelection to any Chapter office.

19           *Section 5.* At-large elections and other votes, where prescribed herein, shall be conducted by mail ballot  
20 or at a regular or special meeting of the Chapter with provision for proxy voting by those unable to attend.  
21 When these bylaws require or the Chapter officers authorize a mail ballot, the Chapter secretary shall  
22 distribute such ballot, together with all supplemental information deemed necessary by the Chapter  
23 officers, to all Professional and Associate Members of the Chapter within thirty days of the action by  
24 which the election or vote was called. The Chapter secretary shall then canvass all returned ballots  
25 received within thirty days of their distribution.

26           *Section 6.* Except where prescribed otherwise herein, all those eligible and casting ballots shall decide all  
27 elections and other votes, and such decisions shall require a simple majority of the votes cast. Where  
28 more than two candidates or options are presented, and no candidate or option receives a majority on the  
29 first ballot, additional ballots, with the candidate or option receiving the fewest votes on the previous  
30 ballot removed, shall be distributed and cast until the election or vote is decided. In the event of a tie in  
31 the election of the Chapter president, the Chapter officers shall cast a secret ballot to select one of the tied  
32 candidates.

33           **Article VII - Committees**

34           *Section 1.* Standing and special Chapter committees may be established by the Chapter officers or by an  
35 at-large vote of the eligible members of the Chapter for specific purposes. The scope, duties, size, and  
36 duration of each Chapter committee shall be defined at the time at which it is created. Each standing  
37 committee shall have a minimum of three members representing a minimum of two firms.

38           *Section 2.* The Chapter president, with the approval of the Chapter officers, shall appoint the members of  
39 each Chapter committee, including its chairperson, to a term of office of one year, and shall serve as an  
40 ex-officio member of all Chapter committees. Chairpersons shall not be eligible for reappointment to that  
41 office. Any member of a Chapter committee that has served two consecutive terms on the same  
42 committee shall be ineligible for reappointment to that committee for a period of one year.

1 *Section 3.* The chairperson of each Chapter committee shall submit a written report of the committee's  
2 activities to the Chapter officers prior to each of the Chapter officers' regular meetings. The chairperson  
3 shall attend a meeting of the Chapter officers to deliver this report in person when requested to do so by  
4 the Chapter officers.

5 *Section 4.* Standing committees shall continue to operate until such time as they are dissolved by the  
6 Chapter officers or by an at-large vote of the eligible members of the Chapter, and the appointments of  
7 their members shall begin upon their establishment and on July 1 of each year thereafter. Special  
8 committees shall cease to operate after the amount of time specified upon their creation unless they are  
9 reauthorized by the Chapter officers or by an at-large vote of the eligible members of the Chapter.

## 10 **Article VIII - Revenue**

11 *Section 1.* The Chapter officers may authorize and collect a reasonable registration fee from those  
12 members who attend the annual meeting or another meeting of the Chapter. However, at no time shall the  
13 balance of Chapter funds exceed the amount of one thousand dollars (\$1,000.00). In the event that this  
14 balance is exceeded, an immediate appropriate expenditure shall occur, in order to reduce the balance  
15 below the maximum. All expenditures of the Chapter shall be in accordance with these bylaws.

16 *Section 2.* No member of the Chapter, including its officers, shall receive a salary or other compensation  
17 from the Chapter, except for expenses incurred on behalf of the Chapter that are reported to and approved  
18 by the Chapter officers on forms prescribed thereby. Funds of the Chapter, regardless of their source,  
19 shall not be used for lobbying.

20 *Section 3.* The Chapter officers may provide funding for student groups and Chapter committee activities  
21 at their sole discretion. Student groups and Chapter committees shall not collect any fees, dues, or  
22 assessments from their members, or contributions of any kind from any other source, except that student  
23 groups may obtain funding from their institutions with the approval of the Chapter officers.

24 *Section 4.* The fiscal year of the Chapter shall be the same as that of SEAKM.

## 25 **Article IX - Meetings**

26 *Section 1.* The Chapter shall hold an annual meeting of its members for the purpose of conducting the  
27 election of the Chapter officers and any other business of the Chapter. The Chapter officers shall  
28 determine the place and time of the annual meeting, but it shall occur at a location within the [Wichita,](#)  
29 [Kansas](#) metropolitan area and not sooner than January 1 nor later than March 1. The Chapter officers or a  
30 three-fourths majority vote of the eligible members of the Chapter may call additional meetings of the  
31 Chapter at any time. The Chapter secretary shall provide notice of each meeting and the specific items to  
32 be discussed to all Chapter members at least seven days in advance. A quorum for duly notified Chapter  
33 meetings shall consist of those Professional and Associate Members of the Chapter present or voting by  
34 proxy.

35 *Section 2.* The Chapter officers shall meet at least once during each quarter of each year at a time and  
36 place determined by the Chapter officers. The Chapter president or any three other Chapter officers may  
37 call additional meetings of the Board at any time. The Chapter secretary shall provide notice of each  
38 meeting and the specific items to be discussed to all Chapter officers at least seven days in advance. A  
39 quorum for duly notified Chapter officer meetings shall consist of a majority of the Chapter officers.

1        *Section 3.* Each Chapter committee shall meet at least once during each quarter of each year at a time and  
2 place determined by the committee. The chairperson may call additional meetings of the committee at  
3 any time. The chairperson shall provide notice of each meeting and the specific items to be discussed to  
4 the Chapter president and all committee members at least seven days in advance. A quorum for duly  
5 notified Chapter committee meetings shall consist of the chairperson and a majority of the remaining  
6 members of the committee.

7        *Section 4.* All meetings of the Chapter, its officers, and its committees shall be conducted in accordance  
8 with *Robert's Rules of Order Revised*, 1915 version, as applicable and where not inconsistent with the  
9 law, the SEAKM Bylaws, these bylaws, or any special rules of order adopted by the SEAKM Board or  
10 Chapter officers.

## 11        **Article X - Amendments**

12        *Section 1.* Amendments to these Bylaws may be proposed by a simple majority vote of the Chapter  
13 officers or by a three-fourths majority vote of the Chapter.

14        *Section 2.* A proposed amendment shall become effective only when approved in an at-large vote by mail  
15 ballot in which not less than one-fourth of the eligible members of the Chapter cast ballots and a two-  
16 thirds majority of the votes cast are in the affirmative, and when approved by the SEAKM Board. The  
17 ballot shall include or be accompanied by, at a minimum, the complete text of the proposed amendment.  
18 An approved amendment shall become effective immediately.

## 19        **Article XI - Dissolution**

20        In the event of the dissolution of the Chapter, its net assets shall be distributed pro rata to its members in  
21 proportion to their annual dues.

## 22        **Article XII - Implementation**

23        These bylaws shall take effect immediately upon their adoption by a two-thirds majority vote of the  
24 eligible Chapter members present or voting by proxy at a duly notified meeting of the Chapter and their  
25 approval by the SEAKM Board.