

ENGINEERS' CLUB OF THE VIRGINIA PENINSULA

CONSTITUTION

ARTICLE I - NAME AND PURPOSE

1. NAME - The name of this organization shall be "The Engineers' Club of the Virginia Peninsula, Inc."
2. PURPOSE - The purpose of the Club shall be to act for the mutual betterment of the members of the engineering profession living on the Virginia Peninsula and vicinity; to stimulate a greater interest among engineers in the welfare of the community, state, and nation; to assist in the solution of public questions involving engineering and allied sciences; to promote advancement of the arts and sciences connected with engineering; and to encourage communication among members of the Club.

ARTICLE II - MEMBERSHIP

1. The Club shall consist of Regular, Charter, Honorary Life, Student, and Corporate Members.
2. Applications for membership:
 - (a) Applications for Regular membership shall be provided by the Club and shall be endorsed by two members (Regular, Charter, or Honorary Life) .
 - (b) Applications for Student membership shall be provided by the Club and shall be endorsed by two members (Regular, Charter, or Honorary Life).
 - (c) Applications for Corporate membership shall be provided by the Club and shall be endorsed by the ECVP board. Applications shall provide appropriate information such as firm's name, location, and nature of business.
3. REGULAR MEMBERS
 - (a) In general this class of members shall consist of persons engaged in engineering, architecture, or applied sciences, or persons

teaching these subjects, or persons interested in the advancement of engineering, architecture, and the applied sciences.

(b) All applicants shall submit on the membership application a statement of education and experience.

4. CHARTER MEMBERS - This class of membership consists of persons that hold the distinction of being members of the Club in the first year of its formal organization on April 11, 1940.

5. HONORARY LIFE MEMBERS - Members in good standing, who have performed noteworthy and/or long (25 years) service in a field of engineering, whether or not retired from active practice, may be elected to honorary life membership at the discretion of the Board of Governors at a regular governors' meeting. Honorary life members may serve on committees and the Board of Directors. Candidates for honorary life membership shall be submitted to the Board of Governors by the endorsement of five members in good standing. The total number of honorary life members shall not exceed fifteen.

6. STUDENT MEMBERS - This class of members shall consist of college or local high school students planning to pursue careers scientific or engineering-related technologies on a full-time basis and are to be eligible for ECVP-approved student organization status sponsored by a faculty member in an educational institution. Student members shall have all membership privileges except for holding offices and endorsing new members.

7. CORPORATE MEMBERS - This class of members shall consist of firms, partnerships, or corporations engaging in engineering, science, or architecture. Corporate members shall be represented by two individuals who shall be the corporate head and a corporate-appointed representative. These two individuals shall have all membership privileges.

8. Applications for membership shall be submitted to the Treasurer, who shall refer the application to the Membership Committee. The Membership Committee shall, after investigation, promptly decide as to eligibility of membership of the applicant and notify the Treasurer of such decision. The Treasurer will at once advise the applicant accordingly. At each regular meeting of the Board of Governors, the

Membership Committee will report to the board all such actions taken since the previous meeting.

9. Resignations from the Club shall be submitted in writing to the Treasurer.

ARTICLE III - OFFICERS, DIRECTORS AND GOVERNMENT

1. OFFICERS - The officers of the Club shall be a President, a First Vice-President, a Second Vice-President, a Recording Secretary, a Treasurer, and a Corresponding Secretary. The Recording Secretary shall keep minutes of all meetings. The Treasurer shall keep a roster of members with classification, address, and occupation; receive, record, and take custody of all income; and notify the Corresponding Secretary of any members becoming delinquent. The Corresponding Secretary shall send notices of all regular and special meetings to all members; send notices of meetings of the Board of Governors to the Board of Governors, notify all new members of admission to the Club and send each a copy of the current yearbook; notify any member becoming delinquent or dropped from the Club; and carry on and keep files of all general correspondence of the Club.

2. BOARD OF DIRECTORS - There shall be six directors, one of whom shall be the last resident president.

3. GOVERNMENT - The elected officers and directors of the Club shall constitute the Board of Governors in which the government of the Club shall be vested. It shall administer the business of the Club subject to the Constitution and By-Laws. It shall not be empowered to spend in any one fiscal year an amount exceeding the income for that year, without special authorization by a majority of the members present at a regular meeting.

ARTICLE IV - COMMITTEES

1. STANDING COMMITTEES - At the first meeting of the Board of Governors after election, the President shall appoint, subject to the approval of the Board, the following standing committees: Program;

House; Membership; Publicity; Yearbook, By-Laws and Resolutions; Auditing; Student Award; Telephone; and Student Loan. All standing committees shall continue throughout the elective year and until others are appointed.

2. SPECIAL COMMITTEES - Special committees shall be appointed by the President and their duties defined as the Club or Board of Governors deems necessary.

3. The Yearbook Committee shall compile the Yearbook including the Roster during the current year and publish it in February.

4. The Student Loan Committee shall consist of three members, one member to be appointed each year to serve for three years and shall be charged with carrying out the responsibilities stipulated in Section VII of the "Procedure for Student Loans."

5. The By-Laws and Resolutions Committee shall consist of at least two members who are responsible for assuring the integrity, consistency, and applicability of the ECVF Charter and Constitution.

ARTICLE V - MEETINGS

1. REGULAR MEETINGS - At least four regular meetings of the Club shall be held during the year, except in July and August, unless otherwise ordered by the Board of Governors. Ten percent of the members in good standing shall constitute a quorum for the transaction of business at all meetings of the Club.

2. SPECIAL MEETINGS - Special meetings of the Club shall be called by the Corresponding Secretary at the request of the President, a written request of a majority of the Board of Governors, or the written request of at least seven members of the Club stating the object for which such meeting is being held. Notice of a special meeting of the Club shall be given by the Corresponding Secretary at least three days before it is to be held.

3. GOVERNORS' MEETING - The Board of Governors shall meet at least twice a year. The Board will be subject to call by the Corresponding

Secretary at the request of the President or in his absence, the Vice-President, or at the request of two or more members of the Board. Notice of special Board meeting shall be given at least three days prior to the meeting. Five members shall constitute a quorum.

4. ANNUAL MEETINGS - The regular May meeting of the Club shall be the Annual Meeting. At this meeting the election of officers will take place.

5. PARLIAMENTARY ORDER - "Roberts Rules of Order, Revised," shall be the parliamentary standard of the Club on all points not provided for in this constitution.

ARTICLE VI - ELECTION AND TERMS OF OFFICE

1. NOMINATING COMMITTEE - At the regular meeting in March, a Nominating Committee of five members in good standing shall be appointed by the President to make nominations for officers for the ensuing year. No officer of the Club shall be eligible to a place on the Nominating Committee. This committee shall place in nomination, having first secured their consent to serve if elected, one nominee for President, one for First Vice-President, one for Second Vice-President, one for Corresponding Secretary, one for Recording Secretary, one for Treasurer, and one for each office of Director which becomes vacant at the end of the current fiscal year. Additional nominations may be made by written petition signed by a least ten members in good standing and submitted to the Treasurer who will check the standing of the signers and transmit the nominations to the Nominating Committee at least three weeks prior to the date of the Annual Meeting.

2. ELECTION - The Nominating Committee shall prepare a small ballot including on it all legal nominations. The ballot shall allow space to permit the addition of names not nominated. Ballots shall be mailed by the Corresponding Secretary to all members at least eight days prior to the Annual Meeting. Ballots may be cast at the Annual Meeting or may be mailed to the Corresponding Secretary in time to be counted at the Annual Meeting. The new officers shall be installed at the June Meeting.

3. TERMS OF OFFICE - Officers shall be elected for one year and Directors (other than the last resident Past President) for three years. They shall assume the duties and responsibilities of their offices on the first day of July following their election. The President, First Vice-President, and Directors shall not be eligible to succeed themselves more than once.

4. (a) Any officer of the Club may be removed from office by a two-thirds vote of the entire Board for cause deemed prejudicial to the interests of the Club, based on the written charge signed by at least fifteen members. The accused officer shall have at least fifteen days written notice of the charge and shall be entitled to be represented by counsel and to call witnesses on his (or her) behalf.

(b) Any member of the Board of Governors who is absent from five consecutive Board meetings shall no longer be a board member unless absences are excused by a majority vote of Board members.

5. RESIGNATION - Upon resignation of an officer, director or member of the Executive Advisory Board, the Board of Governors shall declare the office vacant and elect a successor to serve for the unexpired portion of the term of his predecessor.

ARTICLE VII - FINANCE

1. FEES AND DUES - The annual dues shall be as determined by the Board of Governors to provide for club operations during the year. The annual dues for Student members shall be \$2.00. The annual dues for Corporate members shall \$25.00.

Dues shall be payable annually in advance. The dues of the Corresponding Secretary, Recording Secretary, Treasurer, and House Committees shall be remitted for their terms of office. Honorary Life Members shall not be required to pay dues.

2. The Corresponding Secretary shall mail to each member no later than September 15, a separate individual statement of dues for coming year. To every member in arrears on November 1, he shall send a second statement. If dues are not received by January 15, the

delinquent member shall be removed from the roster of active members and the active mailing list. A delinquent member may reinstate his active membership by payment of dues before the end of the Club year. Failure to pay dues before the end of the Club year in June shall be considered as a forfeit of membership.

The Board may, in specific cases, and for cause deemed sufficient and duly recorded, extend the time for the payment of dues and the application of the above penalty and in special cases may remit dues.

3. ASSESSMENTS - Assessments may not be levied except by two-thirds vote of the Board of Governors followed by two-thirds vote of all legal ballots cast by mail or at regular meetings specified on the ballot.

4. STIPENDS - The Corresponding Secretary, Recording Secretary, and Treasurer may receive a stipend in an amount and at a time fixed by the Board of Governors.

5. The fiscal year of the Club shall begin on the first day of August and a financial report for the past fiscal year shall be included in the yearbook.

6. A member who resigns in good standing and subsequently applies for re-instatement shall not be assessed a new initiation fee.

7. ACCOUNTING PROCEDURE - All persons handling Club money shall keep their books in accordance with an accounting procedure approved by the Board of Governors. He shall submit a written financial report at each regular meeting of the Board of Governors.

8. Payment of all bills shall be approved by the Board of Governors.

9. The Treasurer or the President or the First Vice-President shall sign all checks.

ARTICLE VIII - AFFILIATION

1. The Club may affiliate with any organization whose object is the advancement of engineering or the betterment of the status of engineers. The Club may also affiliate with the Chamber of Commerce or other civic groups in order to keep the Club informed on community projects. Action on affiliation must first be approved by a majority of the attending members of the Board of Governors. After this approval, the matter shall be presented for discussion by the members at a regular meeting; it shall then be submitted to the membership by mail ballot. A two-thirds vote of all ballots cast shall be required for adoption. Such affiliation shall take effect immediately following its adoption. Representatives to such organizations shall be elected by the Board of Governors and shall make reports on the affairs of the affiliated organization at such times as the Board may designate.

ARTICLE IX - STUDENT ASSISTANCE

1. A special standing committee known as the Student Loan Committee shall have the duty of administering the Loan Fund described in the following paragraphs. Funds will be handled by the Recording Secretary-Treasurer in accord with Articles III and IV.

2. To provide for the work of this committee, the Club shall provide a revolving loan fund for assisting deserving local engineering students.

3. The lending activities of the committee shall be in accord with the rules approved by the Board of Governors. The committee will investigate applicants and make recommendations to the Board. The approval of the Board will be required for each loan.

4. Preference will be given to providing loans to members of the community of the Virginia Peninsula, in accredited engineering schools; maximum permissible loan outstanding to an individual shall not exceed \$3000.00. Loans above \$3000.00 will require special Board of Governors approval.

ARTICLE X - AMENDMENT

1. PROPOSED AMENDMENTS - Any proposed amendment to this constitution shall be signed by three or more members and presented at a regular meeting. It may then be discussed and amended, and shall afterwards be submitted in its final form to all members by mail ballot to be counted at the next regular meeting. An affirmative vote of two-thirds of all legal ballots cast shall be necessary for adoption of any amendment.

2. WHEN IN EFFECT - Any amendment to this constitution shall take effect immediately following its adoption.