

# **BYLAWS**

## **Professional Engineering Institute**

### **American Society of Agricultural and Biological Engineers**

#### **Preamble**

The member engineers of the American Society of Agricultural and Biological Engineers (ASABE), recognize the power of mutually devised actions when properly applied through unity of purpose.

The highest degree of service to the nation, to the engineering profession and to the society can be advanced through a united group impressed with the desire to serve. The Professional Engineering Institute commits its talents and energies to the advancement of the engineering profession as a major contributor to the social and economic well being of all people.

A successful professional entity must have the support of an institution dedicated to advancing the professional ideals and standards of the said entity. The Professional Engineering Institute of the American Society of Agricultural and Biological Engineers is conceived in dedication to the promotion and protection of licensed engineering professionals.

#### **Article I: Name and Government**

Section 1. The name of the institute shall be: The Professional Engineering Institute of the American Society of Agricultural and Biological Engineers, hereafter called the Institute.

Section 2. The Institute shall be governed in accordance with these bylaws and in harmony with the constitution and bylaws of the American Society of Agricultural and Biological Engineers.

Section 3. The Institute shall function within the ASABE organizational structure as a formally authorized Institute within ASABE. The Institute shall have the autonomy, independence, and right of self-government to accomplish its objectives.

#### **Article II: Objectives**

Section 1. The central objective shall be to promote the economic and social well being of the general public and of the collective membership of the Institute through a concerted program for expanding the applications of sound engineering practices. Specific objectives are stated in Sections 2, 3, 4, 5 and 6 of Article II.

Section 2. To position the Agricultural, Food, and Biological Systems Engineering profession and its engineering professionals to maximize the delivery of engineering services from the diverse and unique knowledge base represented by the active licensed engineers of the profession.

Section 3. To provide a forum for engineers to envision, to deliberate, to focus, to inspire and to stimulate action on issues impacting the vitality and continuity of the engineering profession in agricultural, food, and biological systems.

Section 4. To identify and quantify more effectively the expanding role for engineering in the agricultural, food, and biological systems arena for potential consumers and members alike and to broaden knowledge of the types of problems that agricultural, food, and biological systems engineers are preeminently qualified to address by virtue of uniqueness in their expertise.

Section 5. To develop a strong external focus. Expand public awareness that agricultural, food, and biological systems engineering expertise can and does advance the quality of life and general welfare; work closely with people who are responsible for resolution of societal technical problems to insure that their perception of agricultural, food, and biological systems engineering expertise and the potential for beneficial use of that expertise are in agreement.

Section 6. To maintain liaison with the National Council of Examiners for Engineering and Surveying and foster the ideals of the professional engineer through active participation in establishment of national policy on technical and legal requirements for the practice of engineering; i.e., academic education, engineering examinations, engineering licensing processes and continuing professional competency.

### Article III: Membership Eligibility

Section 1. Membership in the Institute shall be limited to ASABE members who are licensed Professional Engineers and ASABE members who hold an Engineer Intern classification provided that said classification has been in existence for less than 10 years.

Section 2. Each Institute member shall be eligible to serve on standing or special committees of the Institute. Membership on a committee is not required for membership in the Institute.

Section 3. Membership becomes effective upon payment of Institute annual dues.

Section 4. Each Institute member shall be eligible to vote on Institute matters.

### Article IV: Finances and Annual Dues

Section 1. The fiscal year shall be the calendar year.

Section 2. The budget year shall be September 1 to August 31.

Section 3. The executive committee of the Institute shall determine an annual operating budget and propose a rate of annual dues to meet the expenses of the Institute. A maximum limit on annual dues shall be approved by a majority vote of the Institute members who cast a written ballot.

Section 4. Annual dues shall be payable no later than January 1 of each calendar year.

Section 5. The Executive Committee of the Institute shall establish and enforce a policy on dues, delinquency, and membership cancellation.

Section 6. The Executive Committee of the Institute shall control distribution of all revenues and other monies designated for the Institute in accordance with the Institute budget. Such funds may be disbursed for the purposes itemized in the annual budget and in increments authorized by the Executive Committee of the Institute.

Section 7. The Executive Committee of the Institute is empowered to contract with ASABE for services including collection of Institute member annual dues and mailings to Institute members.

#### Article V: Executive Committee and Steering Committee

Section 1. Composition. The Executive Committee of the Institute shall be composed of the Chair, the Vice-Chair, the Secretary/Treasurer, and the Immediate Past-Chair. The Committee shall direct the affairs of the Institute and implement plans to carry out the objectives of the Institute.

Section 2. The Steering Committee shall consist of the Institute Chair, Vice-Chair, Immediate Past Chair, and the Chair and Vice-Chair of each functional committee within the Institute.

Section 3. Term of Office. Members of the Executive Committee of the Institute shall be elected as provided for hereafter for a term of two years, except the initial term of office for the Vice-Chair and the Representative of the Institute shall be one year. Thereafter, each Executive Committee member shall be elected for a two-year term.

#### Article VI: Duties of Officers

Section 1. The Chair succeeds to the office from the office of Vice-Chair. The Chair shall conduct all meetings, appoint all committees with the approval of the Executive Committee, and serve as ex-officio member of all committees except the Nominating Committee.

The Chair shall be the coordinator of all committee activities. The Chair shall, with assistance from each Executive Committee member, prepare an annual report for

presentation to members of the Institute at the annual PEI meeting. The Annual Report shall contain a comprehensive fiscal report of PEI income and expenses, a report of program accomplishments, programs under development and future outlook.

The Chair shall be the Chief Executive Office of the Institute. The Chair shall be charged with formulation of general policy subject to the approval of the Executive Committee, and shall act as the official spokesman for affairs within the Institute.

Section 2. The Vice-Chair shall perform all duties of the Chair when so directed or when necessary because of the absence of the Chair.

In the event that the Chair position is vacated before the term of Chair expires, the Vice-Chair shall assume the remainder of the Chair's term. After a new Vice-Chair is selected during regularly scheduled elections, the Vice-Chair who had just completed the partial term of Chair will continue to serve as Chair for two more years.

The Vice-Chair shall serve as the official representative of the Institute on the Meetings Council and shall provide liaison between the Institute and Meetings Council.

Section 3. The Secretary/Treasurer shall record the minutes of each meeting of the Institute and each meeting of the Executive Committee; shall serve as chair of the Finance Committee; in conjunction with the Finance Committee, present at each Executive Committee meeting and each Institute Annual Meeting a current statement of revenues and expenditures; and annually, shall present to the Executive Committee a proposed budget for the following year.

The Secretary/Treasurer shall serve as Interim-Chair in the event the Chair and Vice-Chair positions are vacated. As Interim-Chair, the Secretary/Treasurer shall assume all the duties of Chair and order a special election to elect a new Chair and Vice-Chair. Once a new Chair is elected, the Secretary/Treasurer shall vacate the Interim-Chair position and return solely to the Secretary/Treasurer position.

Section 4. The Past-Chair shall serve as the official representative of the Institute on the ASABE Membership Development Council and shall provide liaison between the Institute and Membership Development Council.

#### Article VII: Interest Groups and Standing Committees

Section 1. The executive Committee may authorize and/or delete special committees, interest groups, and standing committees as necessary to advance the work of the Institute. The Chair of the Institute with approval of the Institute Executive Committee, shall appoint individual Institute members to membership on interest groups and special committees.

Section 2. Interest Groups and Standing committees shall include but shall not be limited to the following:

1. Membership
2. Finances
3. Professional Programs
4. Engineering Registration
5. Continuing Education
6. Consulting Engineering
7. Professional Engineering Examinations and Related Issues
8. Government and Public Relations
9. Nominating and Elections
10. Professional Ethics
11. Recognition and Awards

#### Article VIII: Meeting

Section 1. An annual Institute meeting shall be scheduled, usually in conjunction with the ASABE Annual Meeting.

Section 2. Executive Committee. The Executive Committee shall meet at least once per year or more often as necessary to conduct the business of the Institute on a timely schedule.

Section 3. Quorum. The presence of a majority of the Executive Committee shall constitute a quorum for the transaction of business.

Section 4. Rules. All Executive Committee and Institute meetings shall be conducted in accordance with the latest edition of Roberts' Rules of Order Revised.

Section 5. The presence of 25 Institute members shall constitute a quorum for conducting business at an annual or special meeting of the Institute. When a quorum is not present at the annual meeting then the business meeting can proceed with the following stipulations:

1. Within 30 days after the annual meeting the entire membership shall be notified by mail of the business conducted during the annual meeting.
2. If ten percent of the voting membership not in attendance during the annual meeting questions a particular meeting decision or vote within 45 days after the notification mailing, then the decision or vote shall be nullified.
3. If a decision or vote is nullified, the Chair has the option of tabling the decision or vote until the next annual meeting or polling all voting members in regards to the decision or vote. If the voting members are polled then the decision or vote of the majority of the voting members submitting votes within the timeframe specified by the Chair shall become official.
4. If a vote or decision is not questioned within 45 days after the notification mailing then the decisions or votes made at the annual meeting shall become official.

Section 6. All voting shall be by voice vote or show of hands, at the option of the chair, except that if ten percent of the members present request it, secret ballots shall be used.

Section 7. When an issue requires a vote of the full membership, the Secretary shall prepare and mail a ballot to each member who is eligible to vote. The Chair shall appoint a Tellers Committee to tabulate the ballots. Any ballot not returned shall be declared void.

Section 8. A motion shall be declared adopted upon receiving a favorable vote from a majority of those Institute members voting.

#### Article IX: Elections

Section 1. The administrative year shall be July 1 through June 30.

Section 2. Election Timetable. Elections should be held during even calendar years. Special elections can be held at any time in the event that the Institute does not have a Chair and Vice-Chair, or when deemed necessary by the Executive Committee.

Section 3. Nominating Committee. The Nominating Committee, chaired by the most recent Past Chair of the Institute, shall report a slate, selected from eligible voters, not less than four months before the annual meeting. The Committee shall include the Chair and three additional, voting members not presently serving on the Executive Committee. The initial slate shall present a nomination of each of the offices, namely: Chair, Chair-Elect, Vice-Chair, Secretary/Treasurer and Institute Representative. A subsequent slate shall omit a nomination for the office of Chair, Chair-Elect, and Institute Representative. The office of Chair shall be attained by succession from the office of Vice-Chair. Write-in candidates shall be authorized. The ballot shall be structured to accommodate write-in candidates.

Section 4. Balloting. The Secretary shall prepare ballots and shall mail a ballot to each eligible voting member not less than 45 days before the annual meeting.

Section 5. Tabulation. The Tellers Committee shall tabulate the returns and report the results at the annual meeting.

Section 6. A candidate receiving a majority of the votes cast shall be declared to be elected.

#### Article X: Geographic Units

Section 1. PEI members are encouraged to form a committee or group within ASABE-defined geographic units to promote the objectives of the Institute.

## Article XI: Amendment and Revision

Section 1. Any proposed amendment or revision to the bylaws shall be submitted to the Executive Committee of the Institute for approval. If approved by the committee, the proposed bylaws amendment or revision shall be mailed to the voting members not less than 45 days prior to any regular or special meeting in which the amendment or revision is an action item on the agenda.

Section 2. The membership shall have the right of petition to have a proposed bylaw change presented to the voting members if ten percent of the voting members sign a petition requesting same.

Section 3. The original Bylaws were adopted in 1998.

Section 4. The Bylaws were amended:

December 2001

April 2007 (ASABE name change)