
CODE OF REGULATIONS OF THE STRUCTURAL ENGINEERS ASSOCIATION OF OHIO

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ARTICLE I: PURPOSE

SECTION 1

The Structural Engineers Association of Ohio (SEAO) is a not-for-profit corporation established under the laws of the state of Ohio. The purposes for which SEAO exists are:

- To promote the idea that engineering services must be performed on the basis of mature practical and technical judgment and to safeguard the lives and property of the public independent of commercial interest.
- To encourage engineering education and continuing education to maintain the knowledge of current structural engineering codes and practices.
- To promote the honor and dignity of the profession.
- To encourage the pursuit of excellence in structural engineering work, and give recognition to special achievement by its members.
- To cultivate social and professional contacts within its membership.
- To encourage the principle of equitable compensation for engineering services.
- To advance proper legislation and to oppose improper legislation affecting structural engineering practice.
- To cooperate with other professionals and professional organizations in instances where SEAO would benefit from coordinated speech or actions.
- To enlighten and educate the public regarding the responsibilities of the structural engineer.
- To promote and publicize the art and science of structural engineering.
- To secure uniformity of action upon the general principles herein set forth, and upon such policies as may be decided upon from time to time for the good of the profession and the public.

The fiscal year of SEAO shall start July 1st.

ARTICLE II: MEMBERS

SECTION 1 MEMBERSHIP GRADES AND QUALIFICATIONS

Membership in SEAO shall only be held by individual persons. A member of SEAO shall be a person of good character and reputation. Members shall be designated as holding membership in one of the following grades:

- PROFESSIONAL MEMBER,
- GENERAL MEMBER, and
- STUDENT MEMBER.

A Professional Member shall be an engineer licensed in the state of Ohio and practicing in the field of structural engineering.

A General Member shall be a person with an interest in the field of structural engineering who does not qualify as a Professional Member or Student Member.

A Student Member shall be a shall be a person with an interest in the field of structural engineering who is also a full time student in a secondary or post-secondary school.

SECTION 2 APPLICATION FOR MEMBERSHIP

A person desiring membership in SEAO shall make application on SEAO's website.

SECTION 3 VOTING RIGHTS

In elections open to SEAO membership, only Professional Members shall be entitled to cast a vote.

SECTION 4 RESIGNATIONS AND EXPULSIONS

Any member of SEAO may resign his membership by written communication to the Secretary.

The Board of Directors shall consider proceedings toward the expulsion of any member:

- Found guilty of a violation resulting in disciplinary action by the state board responsible for licensing the member's profession.
- Upon information coming to its notice, derogatory to the engineering profession.

The Board of Directors shall consider each case and, if the circumstances appear to warrant further action, it shall advise in writing the accused of the charges against him. The accused may, if he so desires, present a defense either in person or writing, which shall be considered for final action at a meeting of the Board of Directors of which the accused shall receive due notice. No member shall be expelled except by an affirmative vote of two-thirds of the entire Board of Directors.

Should a member be expelled from SEAO, he shall not again be entitled to membership, unless the Board of Directors decides that extenuating circumstances or subsequent record may favor an applicant for readmission.

ARTICLE III: BOARD OF DIRECTORS

SECTION 1 BOARD MEMBERS AND QUALIFICATIONS

The Board of Directors of SEAO shall consist of:

- Six Directors
- Officers including:
 - President,
 - President-Elect,
 - Secretary,
 - Treasurer, and
 - the most recent living Past President.

Directors shall be General Members or Professional Members with at least three (3) Directors being Professional Members.

The President, President-Elect, and Past-President shall be Professional Members.

The Secretary and Treasurer shall be Professional Members or General Members.

SECTION 2 POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The powers of SEAO shall be exercised, its property controlled, and its affairs conducted by the Board of Directors, except as limited by law and this Code of Regulations.

The President shall be the chief governing officer and shall preside at all meetings of the Board of Directors. The President shall oversee activities of SEAO and be an ex-officio member of all committees.

The President-Elect shall fulfill the duties of the President in the absence of the latter. In the event of the President's death or resignation, the President-Elect shall succeed the President.

The Secretary shall keep an accurate record of all meetings of the Board of Directors. A copy of such minutes shall be preserved for a period of at least one year. The Secretary shall be responsible for preserving the membership list and communications to members.

The Treasurer shall be the custodian of all funds and financial records of SEAO, and shall make disbursements when authorized by an action of the Board of Directors.

SECTION 3 TERMS

The term of office for the President, President-Elect, and Past President shall be one (1) year. The President-Elect shall succeed to the office of President, and President shall succeed to the office of Past President.

The term of office for the Secretary and Treasurer shall be two (2) years. The term of the Secretary shall start on even numbered years, and the term of Treasurer shall start on the odd numbered years.

The term of office for a Director shall be three (3) years. Two (2) Directors shall be elected each year.

Terms of Officers and Directors shall begin on January 1st.

SECTION 4 ELECTIONS

An Election Committee shall be appointed by the President and shall consist of the President and no less than one other Professional Member. The chairman of the Election Committee shall not be running for any office with SEAO.

All elections shall be conducted by the Election Committee.

The Election Committee shall publish the nominations to the membership at least fifteen (15) calendar days before the opening of elections.

Professional Members shall be sent a ballot by such means as approved by a majority vote of the Board of Directors. The sending of ballots by the Board of Directors marks the opening of the election and it shall be closed thirty (30) calendar days thereafter. Only marked ballots received by the Election Committee within these 30 days shall be considered. The results shall be disclosed to the membership within fourteen (14) days of the closing of elections. All elections shall be completed and the elected candidates announced by December 15 of each year.

Nomination for the Board of Director candidates shall be by written petition made by any Professional Member. In the event no candidate for a position is submitted to the Election Committee, the Election Committee shall nominate a

candidate. A nomination is conditional on the acceptance of the candidate. The Election Committee shall verify the eligibility of each candidate.

A majority of the votes cast shall be necessary for the election of members of the Board of Directors.

In the event of a tie during the election between candidates for the same office, the current Board of Directors shall cast a ballot to break the tie by a majority vote.

SECTION 5 BOARD OF DIRECTORS MEETINGS

The Board of Directors shall meet as necessary to conduct the business of SEAOO. All meetings shall be open to all members.

Meetings may be at a designated physical location or by teleconferencing via remote connection.

Votes taken by the Board of Directors shall only be valid if a majority of Board Members are attending and cast a vote.

In the event the Board of Directors takes action contrary to the wishes of the membership, a petition for a membership vote may be made by twenty percent (20%) of Professional Members. An affirmative vote of two-thirds of all votes from no fewer than fifty percent (50%) of the total Professional Members shall be required to overrule the action of the Board of Directors.

SECTION 6 EXECUTIVE COMMITTEE

The Executive Committee shall consist of the five Officers of SEAOO.

In the period between meetings of the Board of Directors the Executive Committee may act on behalf of the Board of Directors when immediate action is necessary and unavoidable.

Meetings of the Executive Committee shall be conducted under the same rules as Board Meetings excepting: a) votes taken by the Executive Committee shall only be valid if unanimous, b) all members of the committee shall cast a vote, and c) meetings may also occur via emailed communications.

The Executive Committee shall at the next Board of Directors meeting report any action taken.

Action taken by the Executive Committee shall be deemed as the authorized act of the Board of Directors without any ratification or other approval being required.

SECTION 7 REMOVAL FROM OFFICE

A member of the Board of Directors may be removed from his position by a unanimous vote of the Board of Directors at a meeting of no less than two-thirds of members of the Board of Directors. The member being considered for removal shall not be entitled to cast a vote for this ballot.

If a member of the Board of Directors is removed from office, he retains his membership in SEAOO.

SECTION 8 VACANCIES

The vacancy of a position on the Board of Directors shall be filled by the Board of Directors by majority vote of the Board of Directors. The person so appointed shall hold office for the remainder of the term for the position being filled.

ARTICLE IV: COMMITTEES

SECTION 1 FORM

Standing committees of SEAO shall include:

- Annual Conference
- Communication
- Election
- Membership

The Board of Directors may establish or dissolve other committees in keeping with the purpose and objectives of SEAO.

Except as otherwise provided herein, committees shall be open to all members.

Each committee shall have a Chairperson responsible for the committee. The Chairperson shall be selected by the Board of Directors from Professional Members and General Members with the consent of the selected individual.

A committee may have subcommittees at the discretion of the committee's Chairperson.

SECTION 2 REPORTING

Each committee shall submit a written report to the Board of Directors as necessary to keep the Board of Directors informed of the committee's work. Reports shall be submitted at the discretion of the Chairperson, but not less than annually.

Committee reports shall be made available to the membership.

SECTION 3 BUDGET

Committees which require funds to perform their work shall submit an annual budget to the Board of Directors for approval prior to the date dictated by the Board of Directors. Upon approval of the Board of Directors, the Chairperson may submit requests for funds to the Treasurer who shall provide such funds provided that the request is in accordance with the budget approved by the Board of Directors.

Requests for supplemental funds not included in the approved budget shall be submitted to the Board of Directors for approval. If so approved, the Treasurer shall provide such funds.

ARTICLE V: REGIONS

SECTION 1 FORM

In keeping with the purpose and objectives of SEAO, the Board of Directors may, at its discretion, divide the state into Regions for the purpose of providing localized services to the membership.

The Board of Directors may establish or dissolve Regions at its discretion.

Each Region shall have a Chairperson responsible for the activities in that Region. The Chairperson shall be a General Member or Professional Member of SEAO and may enlist other General Members or Professional Members as necessary to facilitate Regional activities.

SECTION 2 ACTIVITIES

Each Region may engage in activities at the discretion of the Chairperson provided that such activities are in keeping with the purpose and objectives of SEAO.

SECTION 3 BUDGET

The Chairperson shall submit an annual budget to the Board of Directors for approval prior to the date dictated by the Board of Directors. Upon approval of the Board of Directors, the Chairperson may submit requests for funds to the Treasurer who shall provide such funds provided that the request is in accordance with the budget approved by the Board of Directors.

Requests for supplemental funds not included in the approved budget shall be submitted to the Board of Directors for approval. If so approved, the Treasurer shall provide such funds.

ARTICLE VI: YOUNG MEMBERS GROUPS

SECTION 1 FORM

Young Members Groups may be organized for any SEAO Region.

Each Young Members Group shall have a Chairperson. The Chairperson shall be selected by the Board of Directors from Professional Members and General Members with the consent of the selected individual. The Chairperson shall act as liaison between the Young Members Group and the Board of Directors. Excepting this requirement, the organization of a Young Members Group shall be determined by the members of the group subject to approval by the Board of Directors.

SECTION 2 ACTIVITIES

Each Young Members Group may engage in activities at the discretion of the Chairperson provided that such activities are in keeping with the purpose and objectives of SEAO.

SECTION 3 BUDGET

The Chairperson shall submit an annual budget to the Board of Directors for approval. Upon approval of the Board of Directors, the Chairperson may submit requests for funds to the Treasurer who shall provide such funds provided that the request is in accordance with the budget approved by the Board of Directors.

Requests for supplemental funds not included in the approved budget shall be submitted to the Board of Directors for approval. If so approved, the Treasurer shall provide such funds.

ARTICLE VII: STUDENT CHAPTERS

SECTION 1 FORM

Student Chapters may be organized on any ABET accredited college or university campus within Ohio where there is sufficient interest to warrant such a chapter and such a chapter is approved by the Board of Directors.

Student Chapters may organize activities in keeping with the purpose and objectives of SEAO.

The internal organization of a Student Chapter shall be determined by its members and shall be subject to approval by the Board of Directors.

The relationship between Student Chapters, SEAO, and each group's members shall be as follows::

- Students may be Student Members of SEAO without belonging to a Student Chapter and students may be members of a Student Chapter without being members of SEAO.
- Each Student Chapter shall have a Faculty Advisor and a SEAO Advisor. The two Advisors shall act as liaisons between the Student Chapter and SEAO.

SEAO will provide support for Student Chapter activities when requested by a Student Chapter and approved by the Board of Directors.

SECTION 2 FUNDING

Student Chapters shall be financially self-sustaining and may impose dues consistent with the financial needs of the Student Chapter. The Board of Directors at its sole discretion may provide financial support to Student Chapters.

SECTION 3 REVOCATION OF AUTHORIZATION

The Board of Directors may revoke a Student Chapter's authority to use SEAO's name and its right to associate itself with SEAO by an affirmative vote of not less than two-thirds of the Board of Directors.

ARTICLE VIII: DUES

SECTION 1 AMOUNT

The annual dues for SEAO shall be set by the Board of Directors for all grades of membership.

The Board of Directors may increase the annual dues by not more than 25% in any one year. Increases in excess of 25% shall be approved by an affirmative vote of not less than two-thirds of the Professional Members.

SECTION 2 TERM OF PAYMENT

Dues shall be paid in advance by all members in accordance with a schedule approved by the Board of Directors.

The Board of Directors at its discretion, and as approved by majority vote, may remit part or all of the dues of any member or extend the time of payment of same.

ARTICLE IX: ALTERATIONS.

SECTION 1 AMENDMENTS AND CHANGES

Amendments and changes to this Code of Regulations shall be initiated either by a) petition signed by at least ten (10) Professional Members and submitted to the President or b) by two-thirds majority vote of the Board of Directors.

SECTION 2 APPROVAL OF AMENDMENTS AND CHANGES

Proposed amendments and changes to the Code of Regulations initiated by Professional Members shall be submitted via ballot to Professional Members. Notice of the ballot for approval shall be sent to Professional Members no less than fifteen (15) days prior to voting. Such notice shall include details of the proposed amendments and changes.

Amendments and changes shall be considered approved with a two-thirds majority of the Professional Member votes cast in the ballot. At least twenty-five percent (25%) of Professional Members must have cast a vote for the election to be considered valid.

Amendments and changes to the Code of Regulations initiated by the Board of Directors shall be voted on by the Board of Directors. Notice of voting shall be sent to all Professional Members no less than fifteen (15) days prior to voting. Such notice shall include details of the proposed Amendments and Changes. If twenty-five percent (25%) of the Professional Members submit in writing an objection to the proposed amendments and changes, the Board of Directors shall not proceed with voting. In absence of such objection, the proposed amendments and changes shall be approved by an affirmative vote of not less than two-thirds of the Board of Directors.