

NCSEA

RULES OF POLICY AND PROCEDURE

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ADOPTED

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Introduction

The purpose of this document is to consolidate in writing the policies and procedures adopted by NCSEA as guidelines for conducting NCSEA operations and functions. The Rules of Procedure and Policy (Rules) will supplement the NCSEA Bylaws and shall be used in conjunction with the Bylaws by the Board of Directors, Member Organization (MO) Delegates, Committee Chairs and the Executive Director as a reference for the conduct of NCSEA business.

Distribution of the Rules of Policy and Procedure

A copy of the Rules and the Bylaws shall be distributed to the Board of Directors, MO Delegates, Committee Chairs and the Executive Director. MOs may distribute copies of the Rules and Bylaws to their membership as they deem appropriate. Sustaining Members, Affiliate Members, Associate Members, or any individual member of an MO may request a copy of the Rules and Bylaws from the Executive Director's Office.

Adoption and Amendment of rules

The Rules shall be adopted and amended by action of the Board of Directors and shall be published and maintained by the office of the Executive Director. Any MO may submit to the Board of Directors, in writing, suggested amendments to the Rules, for consideration by the Board of Directors.

Abbreviations

NCSEA - National Council of Structural Engineers Associations

Board - Board of Directors

MO - Member Organization

SEA - Structural Engineers Association

Summit - NCSEA Structural Engineering Summit

Board DIVISION I - NAME, LOCATION, AND PURPOSE

1. Name

- a) The name of the National Council of Structural Engineers Associations (NCSEA) conveys that the intent of NCSEA is to be an organization of existing and future associations of structural engineers practicing in the United States. Similar organizations in other countries which have members who practice structural engineering in the United States are also eligible for membership.

2. Location

- a) The business office of NCSEA shall be located at the office of the Executive Director who is retained by NCSEA to conduct the administrative functions of NCSEA.

3. Purpose

- a) The purposes and aims of NCSEA are set forth in Article I of the Bylaws. The Board of Directors, as well as all committee chairs, should be aware of these goals and be guided by them in the conduct of NCSEA functions.
- b) NCSEA shall function as a means to facilitate communication and coordination among the MOs and to provide a nationally recognized body representing the structural engineering profession.

4. Activities

- a) NCSEA shall strive to enhance and support the activities of the MOs and shall assist the MOs in disseminating information to the other members.
- b) If NCSEA determines the need for activities or functions that are not currently being accomplished by the MOs, it may elect to perform those functions through the committee structure and provide the resulting information or services to the MOs and their members.
- c) The activities of NCSEA shall not be limited in scope and may encompass all aspects of the structural engineering profession including technical, business practices, professional, ethical, licensing, and legislative issues.

5. Logo

- a) The official logo of NCSEA was as shown in Figure 1 below. In 2012, the logo was further enhanced and detailed, as shown in Figure 2 below. The emblem in Figure 2 may be used on the letterhead, publications and other official documents of NCSEA. The emblem in Figure 1 may be used where it is preferable due to space constraints.



Logo Continued

- b) To acknowledge membership in NCSEA, a facsimile of this logo may be used by any MO on its stationery and other printed material provided that the words “Member of” be included.
- c) A facsimile of emblems 1 or 2 above may be used by MOs that use the name “Structural Engineers Association” by changing the words “National Council” to the name of the state or region represented by that association, for emblem 1, and by changing the same in emblem 2, in addition to changing the acronym and underlying wording to match the name of the MO.

DIVISION II - ORGANIZATION

1. Entities

The primary entities of NCSEA shall be:

- a) **Members** - various categories are defined in Article III of the Bylaws.
- b) **Officers and Directors** - duties are defined in Article V of the Bylaws.
- c) **Board of Directors** - governs NCSEA and consists of Officers, Directors and Past President.
- d) **Delegates** - Individuals appointed by MOs to attend NCSEA meetings and vote on the MO’s behalf. Alternate delegates are to be appointed also. The MO shall determine the term of the delegate’s appointment.
- e) **Executive Director** - An individual retained by the Board to serve as the chief staff executive responsible for the management of the association. Reporting to the Board, the Executive Director shall provide strategic leadership, fiscal responsibility, and program administration, as well as advise and make recommendations to the officers and Board. The Executive Director shall be involved in strategic planning, revenue generation, financial management, Board and volunteer support, NCSEA publications, sponsorships, partnerships and collaborations, and membership support.
- f) **Committees** - As outlined in Division VIII, established to conduct the various functions of NCSEA.
- g) **Official Member Contact** - For membership categories other than MO, the official member contact is the primary person and address that serves as the main point of contact for correspondence with NCSEA.

DIVISION III - MEMBERSHIP

1. Membership Categories

- a) Membership categories shall be as defined in Article III of the Bylaws.

2. Roster

- a) The office of the Executive Director shall maintain a current roster of members in all categories, their delegates or official member contacts. The roster shall be updated, through the Executive Director, at least annually.
- b) The MOs shall report to the Executive Director's Administrative Assistant any changes to the roster as they occur, so that new Member Organization members may receive their online membership benefits as soon as possible. In addition, MOs may report changes of email addresses and mailing addresses of individual members throughout the year to update publication mailings.

3. Members

- a) **MOs:** It is a goal of NCSEA to have MOs representing structural engineers in all states or regions of the United States and the District of Columbia. NCSEA shall endeavor to identify all such existing organizations and encourage their participation. NCSEA may also seek to help establish structural engineering associations in areas or states where no such organization currently exists. Recognized structural engineering associations located in foreign countries may be invited by the Board to participate as an MO. The maximum number of members in this category shall be one for each of the 55 jurisdictions in the U.S., plus any foreign MOs.
- b) **Sustaining Members:** Individual professional engineers or firms practicing structural engineering may participate as a Sustaining Member. The Sustaining Membership category is intended for those individuals or firms located in areas not served by an MO, as well as for those who wish to financially support NCSEA via Sustaining Member dues.
- c) **Associate Members:** Associate Members shall consist of nationally recognized bodies that are associated with the practice of structural engineering, regardless of location and membership, who are invited and approved for this status by the Board.
- d) **Affiliate Members:** Affiliate members include architectural firms or organizations, vendors or manufacturers of structural related products, and educational, governmental or professional institutions related to the practice of structural engineering.
- e) **Student Chapters**
 1. In those States where a Member Organization is currently active, a Student Chapter shall organize under the jurisdiction of the State MO.
 2. In those States in which a Member Organization is not currently established, a Student Chapter may organize at the invitation of the Board.

Student Chapters *Continued*

3. Student Chapters shall not participate in NCSEA ballots, but may participate on Committees and in other activities as approved by the Board.
4. Members of Student Chapters shall receive STRUCTURE magazine, though delivery of the magazine may be in bulk to a single university or college address.

f) Young Member Groups

1. Young Member Groups may be formed within existing Member Organizations, which may include both MO members who are young engineers as well as student members. Members of the Young Member Group, while members of their own Member Organization, may have events and activities specifically targeted to the young engineer.

DIVISION IV - OFFICERS AND BOARD OF DIRECTORS

1. NCSEA Officers and Board members shall be elected and serve for terms as set forth in the Bylaws.
2. The Board shall have responsibility for general supervision of the affairs of NCSEA and shall be permitted to represent NCSEA and to issue opinions and press releases on behalf of the organization.
3. The Board shall employ an Executive Director to be responsible for the management and administrative functions of NCSEA.
4. The President shall serve as the Chairman of the Board.
5. The Board may not amend bylaws or amend membership categories without the approval of the MOs, in accordance with the NCSEA Bylaws.
6. The Board shall have the authority to select committees or change the personnel of any committee at any time, for any cause.
- 7. Strategic Plan**
 - a) The Board of Directors shall maintain a Strategic Plan, outlining the issues, goals, and plans of action to be addressed by NCSEA in the Strategic Plan period that includes the current year. This plan shall be revised and updated at each annual meeting, with each committee responsible for establishing its plan of action to be included in the current plan.
 - b) The Strategic Plan shall be completely updated upon completion of the current Strategic Plan.

8. Committee Board Liaisons

- a) Each Committee shall have a member of the Board who is to act as a contact and liaison between the Board and the Committee. Prior to each Board meeting, and periodically throughout the year, each Board liaison should contact his or her assigned Committee to receive and disseminate information between the Board and the Committee.

9. MO Board Representatives

- a) Each MO shall have a member of the Board who is to act as a contact and liaison between the Board and the MO. Prior to each Board meeting, and periodically throughout the year, the Board representatives are encouraged to contact their assigned MOs to receive and disseminate information between the Board and the MO.

10. Nomination and Election

- a) The Board will endeavor to represent the various regions of the United States with at least one member each from the Northeast, Southeast, Midwest, West, and California, as defined by the Code Advisory Committee. The four remaining members may come from any of these regions.
- b) The Vice President shall select one (1) standing NCSEA Committee Chair and oversee the election of three (3) Delegates to serve on the Nominating Committee from regions other than his or her own. Individual Delegates shall not serve on the Nominating Committee more often than once every three years.
- c) The Secretary or Treasurer, whichever term is not expiring that year, shall serve on the Nominating Committee as a non-voting member.
- d) The nominee for Vice President will normally be the Secretary or Treasurer, whichever term is expiring that year. The nominee for Secretary or Treasurer will normally be one of the two Directors whose terms are expiring that year.
- e) Each year, the Board shall issue a Call for Nominations for the two Director positions and any Officer positions lacking default nominees no later than April 1, and shall accept such submissions from any member in good standing of any MO for a minimum of 30 days. The Nominating Committee will normally select the nominees for these positions from among the individuals duly submitted.
- f) The Nominating Committee shall consider the following when evaluating each nominee's qualifications to serve as a Director, in no particular order: formal endorsement from an MO Board; experience as a member or officer of an MO board; activity as a member or chair of an NCSEA committee or subcommittee; experience, engagement, and level of activity as an MO's Delegate; experience on another non-profit organization's board of directors; experience and activity as a member or chair of an MO committee.

DIVISION V - DUTIES AND POWERS

Maintain confidentiality: Included in the duties of the NCSEA Board and all NCSEA Staff is the duty to maintain confidentiality with respect to NCSEA records and information including, and without limitation, non-public documents, NCSEA works-in-progress, and staff wage and salary rates, none of which may be transmitted electronically or otherwise without express permission from the President and the Executive Director.

1. President

- a) Presides at all meetings of the Board.
- b) Schedules and prepares the agenda for meetings of the Board.
- c) Keeps the Board and MOs informed on the conditions and operations of NCSEA through Board meeting reports, Board-Delegate web-based meetings or conference calls, written reports in STRUCTURE magazine, and a verbal report at the annual meeting.
- d) Selects or approves chairpersons for all committees. Outlines the purposes and duties of the committees and monitors their progress.
- e) Directs the Board in formulating policies and programs that will further the goals and objectives of NCSEA.
- f) Conducts an annual review of organizational performance and effectiveness, including a review of the Executive Director's performance. When necessary, recommends changes in NCSEA's structure (board, committees, etc.) to the Board.
- g) Serves as spokesperson for NCSEA in conjunction with the Executive Director.
- h) Monitors NCSEA expenditures to assure operation within the annual budget and approves the annual independent audit engagement letter.

2. Past President

- a) Serves as a member of the Board.
- b) Serves as a member of the Nominating Committee.
- c) Performs duties assigned by the President, which may include serving as chairperson of one or more NCSEA committees.
- d) When requested to do so, assists the President in the performance of his or her duties. Attends annual meetings and special meetings as directed by the President.
- e) Represents NCSEA with other associations or organizations as requested by the President.

3. Vice President

- a) Assumes the duties of the President in his or her absence.
- b) Serves as a member of the Board of Directors.

Vice President *Continued*

- c) Serves as Chairperson of the Nominating Committee.
- d) Performs duties assigned by the President, which may include serving as chairperson of one or more NCSEA committees.
- e) When requested to do so, assists the President in the performance of his or her duties. Attends annual meetings and special meetings as directed by the President.
- f) Represents NCSEA with other associations or organizations as requested by the president.

4. Secretary

- a) Serves as a member of the Board of Directors.
- b) May serve as chairperson of one or more NCSEA committees, if requested by the President.
- c) Ensures that records are maintained for all meetings of NCSEA and the Board of Directors.
- d) Ensures that copies of the minutes of each meeting are provided to the President and other Officers and Directors as appropriate.
- e) Maintains current copies of the NCSEA Rules of Policy and Procedure and By-Laws, for use by the President and the Board of Directors.
- f) Ensures that the NCSEA Member Organization membership list is current.
- g) Takes roll call at meetings where Delegates are required to attend.
- h) Ensures that an annual corporate report has been filed with the appropriate state officials as required by law.
- i) Performs other duties as may be assigned by the President.

5. Treasurer

- a) Serves as a member of the Board of Directors.
- b) Ensures that the Council maintains accurate financial records.
- c) Reviews Council expenditures and financial status on a quarterly basis, to ensure overall fiscal

integrity.

- d) Ensures that regular financial reports are submitted to the Board and presents an annual financial report to the membership.

Treasurer *Continued*

- e) Ensures that the financial accounts of NCSEA are submitted to an annual independent audit and reviews the audit.
- f) Ensures that all appropriate income tax reports have been filed in a timely fashion.
- g) Performs other duties assigned by the President, which may include serving as chairperson of one or more committees.
- h) Represents NCSEA with other associations in organizations as assigned by the President.

6. Directors

- a) Serve as members of the Board.
- b) Perform duties assigned by the President which may include serving as chairperson of one or more NCSEA committees.
- c) Focus on governance and shall be responsible for the strategic direction, mission and goals of the organization.

7. Executive Director

- a) Establishes the organizational structure for the headquarters office and determines staffing requirements.
- b) Establishes administrative policies and procedures for headquarters functions.
- c) Recruits, hires, and trains staff and administers an effective personnel program which includes position descriptions, performance standards, performance appraisals, and a compensation system.
- d) Provides assistance, as needed, with membership development and membership services.
- e) Serves as the Board's liaison to the Publications Committee and as STRUCTURE magazine's Executive Editor, providing administrative assistance in maintaining a publication program which is responsive to the needs of the membership.
- f) Provides assistance to the Continuing Education Committee as required for the implementation of an education program to advance the professional/ technical/ managerial skills of the membership.

Executive Director *Continued*

- g) Assists the Summit Chair and Committee with the organization of an annual conference which includes programs, exhibits, and other events consistent with the objectives of NCSEA.
- h) Maintains effective internal and external public relations.
- i) Serves as spokesperson for NCSEA at the direction of the President.
- j) Manages the finances of NCSEA, including the preparation of an annual budget and long-range forecast of needs.
- k) Assists NCSEA on legal issues, providing any assistance necessary, or obtaining counsel, to ensure that NCSEA's interests are protected.
- l) Plans and coordinates meetings of the Board.
- m) Provides periodic reports to the Board along with recommendations.
- n) Has regular contact with the Board and its committees on policy matters and other issues as appropriate. Maintains appropriate relationships with other associations, industry, government, and vendors to enhance the image of NCSEA and the attainment of its objectives.
- o) Provides assistance in the planning of all meetings of NCSEA. Reviews and signs all contracts with facilities where meetings are to be held.

8. Committee Chairperson

- a) Assists in developing the committee objectives which are approved by the Board.
- b) Assists the President in making committee member appointments of members from MOs representing various geographic regions to the extent possible, or from those MOs designated to participate on the committee. Keeps NCSEA updated with committee roster.
- c) Informs committee members of objectives and their expected individual contributions and responsibilities.
- d) Holds meetings with committee members at least twice per year, which may be in-person meetings, web-based meetings, conference calls, or correspondence by e-mail. Prepares meeting agendas and distributes relevant information to all members prior to the meeting.
- e) Presides over committee meetings to ensure adherence to the major issues and purposes.
- f) Prepares semi-annual committee status reports for the Board, which include updated committee strategic plan forms.
- g) Reviews and approves committee members' expense reimbursement forms for in-person meetings.
- h) Presents a report at the annual meeting.

9. Delegate

- a) Serves as primary point of contact between NCSEA and the MO. Directs all correspondence between NCSEA and the MO. Keeps the MO's Board of Directors, Alternate Delegate, and individual members informed of NCSEA communications and issues.
- b) Ensures that an updated Member Organization roster and dues payments are forwarded to NCSEA.
- c) Represents MO at the Annual Conference any Special Meetings or, if unable to attend, designates the Alternate Delegate to attend and vote on issues brought before the delegation.
- d) Processes ballot items within MO to assure that ballots are returned by the due date.
- e) Forwards all information from NCSEA or other MOs promptly and assures that information reaches all appropriate individuals within his or her MO.
- f) Forwards information from MO to NCSEA Board, committees, or other MOs. Arranges to have NCSEA information published in local MO newsletters and announced at local MO meetings when appropriate.
- g) Assists NCSEA and Committee Chairs in identifying members interested in representing NCSEA on committees or in other organizations, as opportunities arise.
- h) Assists NCSEA in promoting special programs such as the Awards Program.
- i) Provides information regarding local MO's activities for publishing in *Structural Connection*.
- j) Provides support to the Board of Directors Nominating Committee if elected.

10. Representative to Other Organization

- a) Provides NCSEA with contact information so that a complete roster of representatives can be maintained.
- b) Attends all meetings held by the organization in which NCSEA is to be represented.
- c) Communicates to the Board all important developments and any issues requiring consideration or action by the Board.
- d) Supports and promotes "official" NCSEA positions as directed by the Board on matters requiring NCSEA positions or statements.
- e) Provides Board with at least one report annually.
- f) Provides NCSEA with an annual report and presents report at the Annual Conference.

DIVISION VI - MEETINGS

1. Annual Meeting

- a) An annual business meeting of the NCSEA delegates as defined by the Bylaws shall be held by the NCSEA Board each year. The meeting shall be held at such date and at such place as the NCSEA Board shall designate. In addition to the business meeting, the annual meeting may also include presentations by the committees, speakers of interest to the attendees, and other functions as established by the meeting organizers. The annual meeting shall include a segment of time for committee meetings. Other meetings shall be held as provided by the Bylaws.
- b) Each voting member of NCSEA is expected to send a delegate to the annual meeting to participate and vote on its behalf in the NCSEA business meeting.
- c) The Secretary shall be responsible for reviewing and editing minutes of the annual meetings, recorded by the Executive Director or the Executive Director's appointee.
- d) Committees shall send requests for agenda items to the President not less than one month before the meeting
- e) The location of the annual meeting shall be as determined by the Board and shall be held in various regions of the country so as to facilitate equitable travel expense for the delegates.
- f) The current President shall preside over the annual meeting.

2. Board of Directors Meetings

- a) The Board shall meet or confer as provided by the Bylaws.
- b) The Secretary shall be responsible for reviewing and editing minutes of the Board meetings, recorded by the Executive Director or the Executive Director's appointee.
- c) Items for the agenda should be sent to the President at least one month before a Board meeting. Agendas should be emailed to the Board members, or placed in Basecamp, at least one week prior to the meeting.

3. Committee Meetings

- a) All standing NCSEA committees shall meet at least once a year, shall present a report at the annual meeting, and shall confer at other times during the year as necessary to conduct committee business.

DIVISION VII - FUNDING AND FINANCES

1. Budget

- a) The annual budget shall be developed by the Treasurer, President, Executive Director and the Vice President. Such budget shall be presented to the Board for adoption. The budget performance for the past year and the proposed budget for the next fiscal year shall be reviewed by the Board in January of each year.

2. Dues

- a) Individual Member Organizations shall pay dues to NCSEA at a rate of \$20 per roster member on an annual basis. Invoices shall be issued annually to all members and will be due by September 1 of each year. Dues shall be adjusted to include the cost of any foreign postage.

3. Travel Costs

- a) The travel and lodging costs for any NCSEA function shall be reimbursable as specifically authorized by the Board. The NCSEA expense reimbursement policy and expense reimbursement form shall be available from the NCSEA website.

DIVISION VIII - COMMITTEES

1. Committees shall be formed to carry out the various functions of NCSEA as provided by the Bylaws. Each committee shall elect a chairperson, or one shall be designated by the President or Board.
2. NCSEA shall institute and maintain standing and ad hoc committees determined as deemed necessary by the Board. The following are the current standing committees:
 - Basic Education Committee
 - Code Advisory Committee
 - Communications Committee
 - Continuing Education Committee
 - Publications Committee
 - Resilience Committee
 - Structural Engineers Emergency Response (SEER) Committee
 - Structural Engineering Engagement and Equity (SE3) Committee
 - Structural Engineering Summit Committee
 - Structural Licensure Committee
 - Sustainable Design Committee
 - Young Member Group Support Committee
3. Committee Functioning
 - **Board Committee Contact:** Each Committee shall have a member of the Board who is to act as a contact and liaison between the Board and the Committee. Prior to each Board meeting, and periodically throughout the year, each Board liaison should contact his or her assigned Committee to receive and disseminate information between the Board and the Committee.

- **Staff Committee Contact:** Each Committee will have a member of the NCSEA Staff who can be made available upon request to support the efforts of the Committee.
- **Committee Membership:** Membership on an NCSEA Committee, voting, sustaining, and corresponding, shall be as defined in the NCSEA Bylaws. Committee members should be active participants who contribute to the committee's charges. Non-committee members are permitted to be guests at committee events. Committees should be populated by individuals from widely dispersed geographic locations, so as to provide broad representation and perspectives from regions throughout the country. As needs dictate, committees may include a liaison representative from organizations outside NCSEA.
- **Committee Leadership:** Each committee shall select a Chair and Vice Chair and maintain a Past-Chair position. The Chair & Vice-Chair must be approved by the Board; Co-Chairs are not preferred. A committee is expected to utilize the positions of Chair, Vice-Chair, and Past-Chair for purposes of committee management and leadership transition.
 - **Terms:** An individual should not be in the cycle of leadership positions for more than 6-years in a row. The Board can consider extending the 6-year limit based on extenuating circumstances and committees functioning on a Code cycle.
- **Meeting Frequency:** A minimum of four committee meetings will be held each calendar year.
- **Budget and Other Annual Deliverables:** Committees shall submit budget requests annually to the NCSEA Executive Director for review before the Board's budget approval meeting. Approved budgets shall be at the discretion of the Board and shall include anticipated expenses necessary for conducting productive meetings and implementing committee charges. Committees shall receive Board approval in advance of soliciting funding sources or sponsorship outside of approved NCSEA Committee Budget. In the event a Committee has excess funds at the conclusion of a fiscal year, these funds shall be allocated back to NCSEA general funds. In addition, Committees are required to review and update their committee charge and submit a year-end report. Also, Committees are encouraged to submit two Structural Connection articles for publication during the calendar year. Committees that do not meet the requirements will be evaluated by the Board.
- **Review of Committee Publications:**
 - **Committee Meeting Minutes:** Review is by the committee members and Committee Chair. Board review is not necessary. Minutes shall be maintained in the Committee's Basecamp site and may be posted directly to the Committee page on the NCSEA website and/or distributed by hardcopy to those interested.
 - **Newsletter Articles and Event/ Program Advertisements:** Committee's newsletter articles must be submitted for review through the Board Committee Contact.
 - **Other Committee Publications:** The extent, type and formality of review will be determined by the Board depending on the nature of the publication. At a minimum, potential publications shall be distributed to the Board for comment prior to publication to those outside the committee. Committees will be asked to revise their publications to address Board comments, and assuming the resolution is mutually acceptable, publications may be posted on the Committee page on the NCSEA website and/or by hardcopy, with the author indicated as the applicable NCSEA committee.
- **Summit Expense Reimbursement:**
 - Intended as a recognition for active committees with active members. To be considered active a committee should meet a minimum of 4 times per year and contribute annually to NCSEA's goals and mission. A member would be considered active by participating in at least 3 meetings per year and personally contributing to the goals and mission of the committee.
 - Not intended to pay for the entire committee to attend.

- NCSEA expects all with paid travel to register for the event but understands this is not practical for all cases.

4. The purpose, goals and functions of the standing committees shall be as outlined herein:

Basic Education Committee

The Basic Education Committee seeks to supplement the current educational curriculum offered by accredited institutions to structural engineering students by engaging with educational professionals and NCSEA Committees to assist in activities which promote the knowledge and skills the engineering community views as necessary when entering the profession.

The Basic Education Committee will:

- Engage the NCSEA community to facilitate the transition between education and professional practice and create opportunities for further education.
- Share the recommended curriculum and the knowledge and skills identified as necessary by the engineering community.
- Understand the latest trends and concerns in our industry and advocate awareness of and engagement with educators and students regarding these concerns.
- Engage NCSEA's Continuing Education, Publications, and YMG Support Committees to identify and develop content, and to determine how best to share it with students, institutions, and new graduates entering the profession.
- Assisting MOs in engaging with their local educational institutions.
- Engage with other organizations to identify where efforts can be aligned to provide extra-curricular activities and professional development programs that promote knowledge, skills, and industry trends.

Code Advisory Committee

The Code Advisory Committee (CAC) operates using subcommittees which are structured to reflect the process and responsibilities of the organizations that develop the Model Building Code and other applicable Structural Standards. The CAC empowers practicing structural engineers to exert a positive influence on the development and application of relevant codes and standards.

Communications Committee

The Communications Committee's initiatives are divided between its Internal and External Communications Subcommittees. The Internal Communications Sub Committee works to ensure effective communication between NCSEA and its Member Organizations, facilitate communication among the Member Organizations, and ensure that all SEAs are contacted regularly, either by a Board member, a Communications Committee member, or NCSEA Staff. The Committee's External Communications wing has established as its mission to both build public awareness of the structural engineering profession and establish NCSEA as the national voice of the structural engineering profession.

Continuing Education Committee

- The Continuing Education Committee works with NCSEA staff to develop and present continuing education content for structural engineers, generally through NCSEA webinars. The Committee collaborates with the other NCSEA Committees and MOs to identify appropriate topics and authors for new content, with focus on filling the educational gaps identified by the Basic Education Committee and on training deemed important by practicing SEs. The Committee engages those resources for distribution to NCSEA members through webinars and live presentations.

Publications Committee

The Publications Committee collaborates with the other NCSEA Committees to identify appropriate topics and authors for new publications to be produced by NCSEA, and then coordinates and manages those publications. Specific areas of potential emphasis include:

- Effective practice amid rapidly changing technologies and market conditions.
- Integrating new graduates into the profession.
- Developing non-engineering competencies, including business and leadership skills.
- Best practices in the provision of services.
- Proper application of codes and standards, especially recent changes.

Resilience Committee

The Resilience committee develops positions and recommendations on issues in the emerging field of resilience-based planning and design. The committee coordinates with state and local efforts by SEA member organizations and works with other groups (including NIST, FEMA, ASCE, and ICC) to develop concepts of natural hazards resilience as they relate to the practice of structural engineering.

Structural Engineers Emergency Response (SEER) Committee

The SEER Committee advances NCSEA's commitment to safe structures and resilient communities by promoting the expeditious post-disaster recovery of communities through building safety evaluations. The SEER Committee realizes this purpose through the following initiatives:

- Facilitate the education of post-disaster building safety evaluators.
- Promote the expeditious, efficient, and effective engagement of post-disaster building safety evaluators.
- Facilitate the espousal of a single, national database of post-disaster building safety evaluators.

Structural Engineering Engagement and Equity (SE3) Committee

The Structural Engineering Engagement and Equity (SE3) Committee's mission is to study and promote engagement and equity in the structural engineering profession, primarily via conducting a nationwide biennial survey of structural engineering professionals. Topics addressed in the survey include career advancement, compensation, and work-life balance, and a biennial report will be issued to document the findings from each survey and note recommended best practices that stem from findings. Additionally, the NCSEA SE3 Committee facilitates and assists in the creation of local SE3 groups for SEA member organizations to foster the mission of SE3 in their communities.

Structural Engineering Summit Committee

The Structural Engineering Summit Committee develops a slate of educational programming for the annual NCSEA event through recommendations, requested topics, and abstract submissions.

Structural Licensure Committee

The NCSEA Structural Licensure Committee works with SEAs to assist with the adoption of consistent licensing laws and rules in the interest of public safety, especially relating to licensure of structural engineers. This committee is focused on:

- Recognizing the unique responsibility structural engineers have to protect the safety, health, and welfare of the public.
- Promoting structural licensure by educating and supporting SEAs pursuing licensure.
- Developing consistent licensing laws and regulations among all states.
- Recognizing the NCEES 16-hour structural exam as the standard exam for SE licensure.
- Supporting the transition of any engineer who currently practices structural engineering to become licensed as an SE.

Sustainable Design Committee

The newly formed ad-hoc Sustainable Design Committee aims to promote sustainable design practices within the profession of structural engineering through leadership, advocacy, outreach, and education. The primary objectives of this committee are as follows:

- Advocate for the inclusion of sustainable design within the practice of structural engineering
- Advocate for the role of the structural engineer in sustainable design
- Support the formation of sustainable design committees on the local SEA level and regularly correspond with local SEA committees
- Share/disseminate educational material, white papers, presentations, etc. created at the local level to all SEA Member Organizations, as well as materials produced by complementary organizations
- Partner with complementary organizations such as the SEI Sustainability Committee to share information, develop best practices, and coordinate activities
- Advocate for the structural engineering community with respect to policy and code development

Young Member Group Support Committee

The Young Member Group Support Committee (YMGSC) facilitates the formation, growth and success of NCSEA Member Organization Young Member Groups through collaboration, support and outreach in an effort to transition students and young engineers into successful, professional engineers and future leaders of the Structural Engineering Profession.

DIVISION IX – AMENDMENTS

1. The Bylaws may be amended as set forth in Article IX of the Bylaws.
2. The Rules of Policy and Procedure may be adopted and amended by action of the Board, a quorum being present, by majority vote of those present.

DIVISION X - POLICIES AND POSITIONS

1. Policies

- a) Council policies of conduct and action shall be as defined and approved by the Board of Directors. Policies attached hereto include:
 - i. Appendix I: Conflict of Interest Policy
 - ii. Appendix II: Document Retention Policy
 - iii. Appendix III: Whistleblower Policy
- b) The Member Organizations shall develop their own policies of conduct and action. These may, at times be in conflict with NCSEA policies; however, the NCSEA policies shall not supplant the MO's policies governing their internal conduct and actions.

2. NCSEA Positions

- a) As needs dictate, the Council may formulate position statements regarding issues affecting the structural engineering profession on a national basis. Position statements shall be more proactive than reactive, as needs are identified by the Board or by no less than twenty percent of the MOs. A position statement proposed by twenty percent of the MOs shall be submitted in written form to the Board and shall include reasons the position statement is being proposed. Any proposed position statement shall be reviewed and edited by the Board and, if the Board believes it is warranted, an outside expert on the topic may be asked to review the final document. The final document shall be voted upon at an annual meeting or sent as a letter-ballot to the MOs, per Article X, Sections A and B of the Bylaws.

Where possible, the Council shall avoid making position statements on issues involving regional variation in practice or policy. Positions on issues involving regional variations shall be clearly indicated as such and shall include a complete discussion of the regional aspects of the issue.

- b) Where appropriate, the Council shall inform the Member Organizations and other organizations that may be involved in or affected by the Council position, at least 90 days prior to formulating a position for approval by the membership.
- c) Ultimately, each MO will make its own decision on promoting an NCSEA position statement at the state level.

3. Board of Directors' Positions

- a) The Board of Directors may formulate an opinion or position on certain issues but shall clearly indicate that it is an opinion or position of the Board of Directors and not of the Council.
 - i. As stated in the Bylaws Article 1, Section C, NCSEA was "organized to advance the practice of structural engineering by representing and strengthening its Member Organizations." Toward that end and at its own discretion, the Board may choose to express opinions or positions on issues that relate to the practice of structural engineering or issues affecting the communities in which structural engineers practice.
 - ii. The spokesperson on such opinions or positions shall be designated by the President of the Council with the concurrence of the Board of Directors.

4. Member Organization Positions

- a) Member Organizations shall not represent their opinions or positions as the opinions or positions of the Board of Directors or of the Council.

5. Committee and Committee Member Positions

- a) Committee reports and publications shall not be distributed without the prior approval of the Board of Directors. All communications with external organizations, media and public shall be in accordance with the Board's direction. The Council recognizes the need for accurate and fair representation of all views and issues that may be part of a Committee's work. As such, Committee members shall refrain from publishing or representing personal views without prior approval from the Committee and the Board.

DIVISION XI - PUBLICATIONS

1. Magazine

- a) NCSEA shall publish, or cause to be published, a magazine titled STRUCTURE. The magazine shall include NCSEA News, SEI Structural Columns, CASE in Point, feature articles, news related to the profession and appropriate advertising. The magazine shall be distributed or made available online to all members of the MO free of charge.
- b) STRUCTURE magazine shall be self-supporting through the sale of advertising space.

- c) An Editorial Board shall hold conference calls monthly to review and approve the editorial content of STRUCTURE magazine. The Editorial Board shall include three members of NCSEA appointed by the Board, three members of SEI, three members of CASE, and such other industry representatives as the Editorial Board Chair shall deem appropriate. The Editorial Board Chair shall be a fourth NCSEA member, selected and appointed by the Board.

2. Structural Connection

- a) NCSEA shall publish a monthly e-newsletter. This newsletter shall be sent to the members of all MOs, provided the MOs have submitted to NCSEA the current email addresses of their members.
- b) *Structural Connection* shall contain NCSEA announcements and news, as well as the announcements and news of the MOs, and related organization announcements and news, if appropriate.

3. NCSEA Website

- a) NCSEA staff will maintain the website www.ncsea.com as the electronic face of the association, updating information and posting pertinent documents for members and the field at large, using policies, processes and procedures set forth in the Operations Manual. A policy for placing NCSEA Committee documents on the website can be found in Division VIII – Committees on page 13.

4. Other Publications

- a) The NCSEA Publications Committee shall publish NCSEA books, guides, or documents as approved by the Board.

Appendices to this document follow.

Appendix I: National Council of Structural Engineers Associations (NCSEA) Board of Directors Conflict of Interest Policy and Disclosure Form

In their capacity as directors, the members of the Board of Directors (the “Board”) of the National Council of Structural Engineers Associations (NCSEA) must act at all times in the best interests of NCSEA. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

CONFLICT OF INTEREST POLICY

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of NCSEA. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of NCSEA.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member’s obligations to NCSEA and the Board member’s personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to NCSEA. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board (or NCSEA Executive Committee) members – with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by Board members to the NCSEA Executive Committee through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the NCSEA Executive Committee shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The NCSEA Executive Committee shall inform the Board of such determination and action. The Board shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the NCSEA Executive Committee, as well as all other conflict information provided by Board members.

Acknowledgment and Disclosure Form

I have read the NCSEA Board Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as an NCSEA Board member. If, at any time following the submission of this form, I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the NCSEA President & Executive Director in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature: _____

Board Member Printed Name: _____

Date: _____

Appendix II: Document Retention and Destruction Policy

I. Purpose

In accordance with the Sarbanes-Oxley Act, which makes it a crime to alter, cover up, falsify, or destroy any document with the intent of impeding or obstructing any official proceeding, this policy provides for the systematic review, retention and destruction of documents received or created by NCSEA in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept and how records should be destroyed. The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate NCSEA’s operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

NCSEA follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

III. Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
By-laws	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status(Form 1024)	Permanent
IRS Determination Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years
Accounting and Corporate Tax Records	
Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
General Ledgers	Permanent
IRS 990 and 990T Tax Returns	Permanent
Business Expense Records	7 years
IRS 1099s	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (books)	5 years
Credit Card Receipts	3 years
Bank Records	
Check Registers	Permanent
Bank Deposit Slips	7 years
Bank Statements and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years
Payroll and Employment Tax Records	
Payroll Registers	Permanent
State Unemployment Tax Records	Permanent

Earnings Records	7 years
Garnishment Records	7 years
Payroll Tax returns	7 years
W-2 Statements	7 years
Employee Records	
Employment and Termination Agreements	Permanent
Retirement and Pension Plan Documents	Permanent
Records Relating to Promotion, Demotion or Discharge	7 years after termination
Accident Reports and Worker’s Compensation Records	5 years
Salary Schedules	5 years
Employment Applications	3 years
I-9 Forms	3 years after termination
Dues Payment Records	7 years
Seminar Attendance Records	7 years after completion
Legal, Insurance and Safety Records	
Copyright Registrations	Permanent
Insurance Policies	Permanent
Real Estate Documents	Permanent
Stock and Bond Records	Permanent
Trademark Registrations	Permanent
Leases	6 years after expiration
OSHA Documents	5 years
General Contracts	3 years after termination

I. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an “archive” computer file folder. Backup and recovery methods will be tested on a regular basis.

II. Emergency Planning

NCSEA’s records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping NCSEA operating in an emergency will be duplicated or backed up at least every week and maintained off site.

III. Document Destruction

NCSEA’s chief financial officer is responsible for the ongoing process of identifying its records, which have met the required retention period and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

IV. Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against NCSEA and its employees and possible disciplinary action against responsible individuals. The chief financial officer and finance committee chair will periodically review these procedures with legal counsel or the organization’s certified public accountant to ensure that they are in compliance with new or revised regulations.

Appendix III: National Council of Structural Engineers Associations Employee Protection (Whistleblower) Policy

If any employee reasonably believes that some policy, practice, or activity of the National Council of Structural Engineers Associations (NCSEA) is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

It is the intent of NCSEA to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the NCSEA and provides the NCSEA with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The NCSEA will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of NCSEA, or of another individual or entity with whom NCSEA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

NCSEA will not retaliate against employees who disclose, or threaten to disclose, to a supervisor or a public body, any activity, policy, or practice of NCSEA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law, or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Appendix IV: Volunteer Leadership Policy

Volunteer leaders of the NCSEA include officers and members of the Board of Directors, Committee and Subcommittee chairs and members, and representatives or liaisons to other organizations as appointed by the Board of Directors. In their capacity as volunteer leaders, these individuals must act at all times in the best interests of NCSEA. Failure to comply with this policy is grounds for removal from any position as a volunteer leader within NCSEA.

Volunteer leaders shall:

1. Comply with all applicable laws and the NCSEA model Code of Ethics.
2. Comply with the NCSEA Bylaws, the NCSEA Rules of Policy and Procedure, and other decisions and instructions of the Board of Directors.
3. Support and uphold the NCSEA Vision Statement, Mission Statement, Strategic Plan, and Position Statements.
4. Maintain the confidentiality of sensitive information regarding NCSEA and its activities.
5. Disclose any potential conflicts of interest whenever they arise.
6. Invest the time and effort necessary to carry out assigned responsibilities.
7. Interact and cooperate with NCSEA staff, designated vendors, other volunteer leaders, and the Member Organizations.
8. Respond promptly to NCSEA-related communications by means of electronic mail or telephone.
9. Attend relevant meetings, including the annual Structural Engineering Summit.
10. Encourage diversity of participation and input in NCSEA initiatives.
11. Conduct themselves in a courteous and professional manner.

Appendix V: Travel Reimbursement Policy

NCSEA requests that each of its standing committees hold an in-person meeting at least once per year, preferably on the day before, and at the location of, the NCSEA Structural Engineering Summit. Additional meetings for which attendees will be reimbursed must be budgeted and approved in advance by the Executive Director. NCSEA will reimburse expenses for approved individuals traveling to approved functions, up to \$1,000 per trip as noted below. Approved individuals include members of the Board of Directors, NCSEA committee members approved by the committee chair, or subcommittee members approved by the committee chair. Non-voting committee members, corresponding committee members, and industry liaisons to meetings are not approved individuals. Reimbursement of un-approved individuals is not permitted unless and until they obtain prior approval. Approved functions include budgeted committee meetings, Board meetings, Board liaison visits to Member Organizations and attendance at special functions, such as code hearings, as approved by the appropriate Committee Chair.

Reimbursable expenses include economy, coach airfare, train or bus fares, hotel room cost, mileage at the IRS standard mileage rate when an auto is the primary mode of travel, airport shuttles, taxis, transfers, tolls and parking at home airports. Reimbursable expenses may include a rental car [including recommended insurance coverage for collision; often called a loss-damage waiver (LDW) or collision damage waiver (CDW)], but only if there is a legitimate reason for it (other modes of travel not practical) or it is equal in cost or less expensive than other available modes of travel. Travel to and from the meeting venue will be reimbursed, but travel costs associated with local transportation for meals and entertainment will not be reimbursed. Hotel room cost is limited to a maximum of \$200 per night, unless the hotel is selected by NCSEA and has a negotiated room rate greater than \$200, in which case NCSEA will reimburse at the negotiated room rate but only \$200 per night will count toward the \$1,000 per trip maximum. NCSEA does not reimburse individual meals. Airline tickets must be purchased at least 14 days in advance unless circumstances require otherwise, as approved by the appropriate Committee Chair.

It is anticipated that most trips will require no more than two nights away from the individual's primary business location. When trips require more than two consecutive nights' stay (e.g., a Board meeting on the day before the committee meetings at the Summit location, or multiple days of testimony at ICC hearings as requested by and on behalf of NCSEA), the \$1,000 allowance will be increased by \$200 for each additional night's stay following the first two nights. It is assumed that the individual will stay onsite for the meeting; and only one roundtrip airfare will be reimbursed per individual.

Reimbursement requests must be submitted to the Committee Chair within 90 days of the meeting, and before December 15 of the current year, on approved NCSEA forms with receipts attached; expense reimbursements for December meetings may be submitted in the following year. The Committee Chair must review and submit the requests and receipts to the Executive Director for payment, together with a report on the Committee meeting.

All special requests, i.e., reimbursement of un-approved individuals, extenuating circumstances, non-approved functions, special needs, and/or exceeding allowed maximum reimbursable expenses due to high airfares (despite purchasing at least 14 days in advance) or high hotel rates, must be submitted to the Executive Director and approved, prior to incurring the expense. Special requests submitted after the expense is incurred, out of necessity due to extraordinary circumstances, may be considered by the Executive Director and the NCSEA President, but will not be automatically granted. Allow 30 days for a response.

Expenses for meeting rooms are limited to \$200 per day. Expenses for a meeting room with food or beverage service is limited to \$200 per day plus a maximum of \$50 per approved attendee. It is required that Committee Chairs contact Staff to set up in-person meetings.

Board of Directors Acknowledgement of Receipt & Review

**Rules of Policy and Procedure of the
National Council of Structural Engineers Associations**

I have received and read the document, *Rules of Policy and Procedure of the National Council of Structural Engineers Associations*. As a member of the NCSEA Board of Directors, I agree to abide by the requirements outlined in the document and its appendices. I understand that violation of these rules could lead to disciplinary action, up to and including termination of my service with NCSEA.

Signature _____

Name _____

Date _____