
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 to:

- Promote the idea that mature and practical judgement must form the basis of engineering services to safeguard the lives and property of the public independent of commercial interest.
- Encourage engineering education and continuing education to maintain the structural engineer's knowledge of current codes and practices.
- Promote the honor and dignity of the profession.
- Encourage the pursuit of excellence in structural engineering, and recognize special achievements by its members.
- Cultivate social and professional contacts within its membership.
- Encourage the principle of equitable compensation for engineering services.
- Advance proper legislation and to oppose improper legislation affecting structural engineering practice.
- Cooperate with other professionals and professional organizations in instances where SEAO would benefit from coordinated speech or actions.
- Enlighten and educate the public regarding the responsibilities of the structural engineer.
- Promote and publicize the art and science of structural engineering.
- 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
- ASSOCIATE MEMBER
- STUDENT MEMBER

A Professional Member must 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, Associate, or Student Member.

An Associate Member shall be a person with an interest in the field of structural engineering, who graduated with a structural engineering based degree (undergraduate or graduate) within the past one (1) year.

A Student Member shall be a person with an interest in the field of structural engineering who is 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 Membership Chair and Secretary.

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

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

The Board of Directors shall consider each case and, if the circumstances appear to warrant further action, the Board of Directors shall advise in writing the accused of the charges. The accused may 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 not less than two-thirds of the Board of Directors.

An expelled member shall not be entitled to membership, unless the Board of Directors decides that 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:

- A minimum of four (4) and a maximum of six (6) directors.
- Officers including:
 - President
 - President-Elect
 - Secretary
 - Treasurer
 - Past President

Directors shall be General or Professional Members with at least two (2) Directors being Professional Members.

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

The Secretary and Treasurer shall be Professional 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 Board of Directors meetings. Minutes shall be preserved for a period of at least one (1) year. The Membership Chair (or Secretary, if vacant) 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 or a Committee Chair, when the Board has previously endowed said Committee Chair with express and limited discretion over funds.

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. A minimum of 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 run for any office with SEAO while chair of the Elections Committee.

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 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 or verbal nomination by a Director. 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 to 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 SEAO. 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 acts 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 SEAO.

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 of Directors 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 report any action taken at the next Board of Directors meeting.

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

SECTION 7 REMOVAL FROM OFFICE

A member of the Board of Directors may be removed from office 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.

A member of the Board of Directors removed from office retains SEAO membership.

SECTION 8 VACANCIES

The vacancy of a position on the Board of Directors shall be filled by an individual appointed by majority vote of the Board of Directors, or left vacant if a suitable candidate is not found. 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
- Basic Education
- Continuing Education
- Communication
- Election
- Information Technology
- Membership
- Recognition
- Technical
- Young Member

The Board of Directors may establish or dissolve 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 Chair responsible for the committee. The Chair shall be selected by the Board of Directors from the ranks of Professional and General Members with the consent of the selected individual.

A committee may have subcommittees at the discretion of the committee Chair.

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 Chair, 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 Chair shall submit requests for funds to the Treasurer using proper written documentation. The Treasurer 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 Chair responsible for the SEAO activities in that Region. The Chair shall be a General or Professional Member and may enlist other General or Professional Members as necessary to facilitate Regional activities.

SECTION 2 ACTIVITIES

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

SECTION 3 BUDGET

The Chair 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 Chair shall submit requests for funds to the Treasurer through proper written documentation. The Treasurer 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 Chair. The Chair shall be selected by the Board of Directors from Professional and General Members with the consent of the selected individual. The Chair 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 Chair provided that such activities are in keeping with the purpose and objectives of SEAO.

SECTION 3 BUDGET

The Chair shall submit an annual budget to the Board of Directors for approval. Upon approval of the Board of Directors, the Chair shall submit requests for funds to the Treasurer through proper written documentation. The Treasurer 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 approved, the Treasurer shall provide such funds.

ARTICLE VII: STUDENT CHAPTERS

SECTION 1 FORM

Student Chapters may be organized at 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 Basic Education Committee.

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 minimum of (1) Faculty Advisor and (1) SEAO Advisor. The Advisors shall act as liaisons between the Student Chapter and SEAO.

SEAO has the discretion to provide financial support for Student Chapter activities when such request is submitted and approved by the Basic Education Committee and/or 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 when not less than two-thirds of the Board of Directors vote to do so.

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 partially or fully remit dues of any member or extend the time of payment of same.

ARTICLE IX: SOCIAL MEDIA

SECTION 1 OVERVIEW

SEAO utilizes social media to educate and inform its members and the public about news and events related to SEAO and the profession. Examples of acceptable posts include: informational regional meeting & annual conference announcements, regional meeting & annual conference summaries/photos, Basic Education & Recognition award announcements and recipients, and other information typically found in SEAO's monthly newsletter.

SECTION 2 RULES

SEAO reserves the right to suspend users or delete posts for members who violate the following rules:

- Any posts outside of those listed in Section 1 shall include the name and title of the contributor.
- Do not attack others. Discussions on community platforms are meant to stimulate conversations, not create contention.
- Do not post commercial messages.
- Do not endorse or oppose any political candidate or party.
- Use caution when discussing products. Information posted on any platform is available for all to see, and comments are subject to libel, slander, and antitrust laws.
- All defamatory, abusive, threatening, offensive, or illegal materials are strictly prohibited and will be removed.

SECTION 3 LEGAL

In alignment with NCSEA's guidelines, SEAO is not responsible for the opinions and information posted on social media sites by others. SEAO disclaims all warranties with regard to information posted on these sites, whether posted by SEAO or any third party; this disclaimer includes all implied warranties of merchantability and fitness. In no event shall SEAO be liable for any special, indirect, or consequential damages or any damages whatsoever resulting from loss of use, data, or profits, arising out of or in connection with the use or performance of any information posted on this site. Do not post any defamatory, abusive, profane, threatening, offensive, or illegal materials.

Do not post any information or other material protected by copyright without the permission of the copyright owner. In addition, by posting material, you grant to SEAO and the members of this community the nonexclusive, world-wide, transferable right and license to display, copy, publish, distribute, transmit, print, and use such information or other material in any way and in any medium, including but not limited to print or electronic form.

Content should not be posted if it encourages or facilitates members to arrive at any agreement that either expressly or impliedly leads to price fixing, a boycott of another's business, or other conduct intended to illegally restrict free trade. Content that encourages or facilitates an agreement about the following subjects is inappropriate: prices, discounts, or terms or conditions of sale; salaries; profits, profit margins, or cost data; market shares, sales territories, or markets; allocation of customers or territories; or selection, rejection, or termination of customers or suppliers. SEAO does not actively monitor these sites for inappropriate postings and does not on its own undertake editorial control of postings. However, in the event that any inappropriate posting is brought to SEAO's attention, SEAO will take all appropriate action. SEAO reserves the right to block any users who do not abide by these guidelines

ARTICLE X: 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 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.