

**IEEE CONSULTANTS NETWORK OF LONG ISLAND**  
**CONSTITUTION**

**ARTICLE I. NAME OF ORGANIZATION**

This organization shall be known as the **IEEE Consultants Network of Long Island**, hereafter referred to as the **Network**.

**ARTICLE II. DEFINITIONS**

**A. Deliver:** shall mean the transfer (previously described with the terms “mail” or “e-mail” ) of reproducible documentation and shall include delivery by mail, e-mail, fax or handwritten paper.

**ARTICLE III. OBJECTIVES AND MEANS**

**A. OBJECTIVES:**

The purposes and goals of the Network are to further the professional and technical well-being of its membership and to promote high standards of professional practice.

**FURTHERMORE:**

1. The Network shall encourage and promote the use of independent (self-employed) technical and engineering consultants by industry and business.
2. The Network shall encourage and provide the means for members to network with one another and to exchange mutually beneficial technical, business and other related information.
3. The Network shall encourage continuing educational activities by its members.

**B. MEANS:**

To achieve the goals listed in Article IIIA the Network shall engage in the activities listed below and such others as may seem appropriate for their achievement:

1. The Network shall set appropriate Standards for Admission to membership.
2. The Network shall engage in publicity and advertising to enhance the public perception of engineering and the promotion of the practice of consulting.
3. The Network shall hold meetings of a tutorial character for the presentation of subject matter of significant technical or business interest.

4. The Network shall promote strict adherence to a code of professional ethics.
5. The Network shall engage in joint, mutually advantageous projects with other professional, technical, business and community organizations.

## **ARTICLE IV. MEMBERSHIP**

Memberships shall be in the names of individuals, and not in the names of or as the representatives of other groups, companies or other organizations. This does not preclude members of groups, companies or organizations from being members of the Network. There shall be three (3) grades of membership. All applicants must be approved by the Membership Committee for acceptance to any grade. Members of each grade shall possess the credentials listed for each category below. The Executive Board may grant membership Honoris Causa to appropriate individuals.

### **A. APPLICATION FOR MEMBERSHIP (FOR ALL GRADES)**

Applications for membership shall be completed and signed by the applicant on a set of forms provided by the Network and presented to the Membership Committee. Formal application shall be regarded as an expression of the applicant's support of the objectives and purposes of the Network and shall constitute the applicant's agreement to abide by the Network's bylaws, rules, regulations and code of ethics.

### **B. MEMBER GRADES**

1. **Associate Member** – As a minimum requirement for membership at this level, the Associate Member 1) must possess a Bachelor's Degree in a technical or scientific area of specialization from an accredited college or university or have equivalent experience in an appropriate technical or scientific area, 2) is or plans to be a technical consultant and 3) must be a member of the IEEE at the level of Associate Member or higher. Associate members must use the title Associate Member when referring to their membership status in the Network. This group is not eligible to vote or to be elected to the Executive Board.

2. **Member** - As a minimum requirement for membership at this level, the Member 1) must have either a Professional Engineer (P.E.) license or a minimum of a Bachelor's Degree in Engineering or a post graduate degree in a technical or scientific area of specialization, 2) must have a minimum of five (5) years of work experience relevant to the field of consulting being practiced and 3) must have accumulated at least one year of practice as a full time consultant. All Network Members must also be members of the IEEE at a minimum of Member grade. Network Members shall have full voting privileges and may be elected to the Executive Board.

3. **Senior Member** - As a minimum requirement for membership at this level, the Senior Member must 1) have at least twelve (12) years of work experience in the individual's area of specialty, 2) membership at Member level in the Network for at least five (5) years (A credit of two (2) years shall be given for both requirements to holders of a P.E. license, or a masters or doctoral degree in a technical specialty.), 3) three recommendations from Senior Members of the

Network and approval by a majority of the Executive Board and 4) all Network Senior Members must also be members of the IEEE at a minimum of Member grade. Senior Members have full voting privileges and may be elected to the Executive Board.

## **ARTICLE V. HEADQUARTERS AND MEETING PLACES**

The Network shall have headquarters located in Suffolk County or Nassau County, New York, and shall be selected by the Executive Board. General meetings shall typically be held in Suffolk or Nassau County at a meeting place selected by the Executive Board but may be held on occasion elsewhere. The Annual Meeting shall always be held in either Suffolk or Nassau County.

## **ARTICLE VI. OFFICERS, DIRECTORS AND EXECUTIVE BOARD**

1. The Officers shall be a Chairperson, a First Vice Chairperson, a Second Vice Chairperson, a Secretary and a Treasurer.
2. The Executive Board shall consist of the Officers and two Directors. The Directors shall be the two (2) immediate past Chairpersons.
3. Officers shall be elected for a term of one year. Officers shall hold office for the terms for which they were elected or until their successors are elected. Any vacancy shall be filled for the remainder of the term by the Executive Board, except that a vacancy in the office of Chairperson or First Vice Chairperson shall be filled by the immediate succession thereto of the First Vice Chairperson or Second Vice Chairperson, respectively.
4. Absence by any Officer or Director from four consecutive meetings during the one year period between annual meetings shall act as and shall constitute a resignation from his office or directorship. A majority of the remaining members of the Executive Board, in consideration of extenuating circumstances, may choose to waive the resignation requirement.

## **ARTICLE VII. NOMINATIONS AND ELECTIONS**

1. Nominations of Officers shall be made by a Nominating Committee appointed by the Executive Board at the second regular meeting preceding the Annual Meeting. The Nominating Committee shall prepare a ticket of the nominees for Officers, for consideration by the voting members, to serve during the year following the election. The voting members of the Network shall be informed by delivery of the ticket so prepared at least ten days prior to the regular meeting preceding the Annual Meeting at which the Nominating Committee's ticket is to be voted upon.
2. The Nominating Committee shall consist of three (3) members, none of whom shall be an Officer or Director. The committee shall elect one of its members to be its chairperson. Vacancies which occur on the Nominating Committee shall be filled through appointment by the Executive Board.

3. Additional nominations may be made from the floor at the Annual Meeting or at the regularly scheduled meeting prior to the Annual Meeting and must be seconded.
4. Any vacancy in the ticket caused by the death or withdrawal of any nominee before the vote at the Annual Meeting may be filled by the nominating committee or by nominations taken from the floor in accordance with Article VII, Paragraphs 2 and 3 above.
5. No later than ten (10) days prior to the Annual Meeting, the Secretary shall deliver to each voting member the ticket(s) of nominees for officers as prepared and presented to the Network by the Nominating Committee. Also, no later than ten (10) days prior to the Annual Meeting, the Secretary shall deliver to each voting member a notice of the time and place of the Annual Meeting, together with a ballot, including only nominees of offices which have become contested in accordance with Section 3 of this Article.
6. The election to all contested offices shall be by secret ballot at the Annual Meeting. Ballots must be received by the Executive Board no later than 36 hours before the time of the Annual Meeting. Alternatively, the ballot may be delivered to the Annual Meeting. The Chairperson shall appoint a committee of at least three Tellers who shall count the ballots. A vote cast for a person not nominated in accordance with the previous provisions of this Article shall be void. Only that portion of any ballot incorrectly filled-in shall be considered void.
7. The election to all uncontested offices and appointment of Directors shall be by single ballot cast by the secretary at the annual meeting.
8. The nominee for any contested office who receives the most votes shall be declared elected.
9. Officers elected at the Annual Meeting in December shall assume office on the first day of January of the following year and shall retain the office through the 31st day of December of that year.

## **ARTICLE VIII. COMMITTEES**

1. There shall be six standing committees:

Membership,  
Public Relations/Advertising,  
Ethics and Practices,  
Program, Activities and Education,  
Referral Service, and  
Communication

2. The Chairperson and members of each standing committee shall be appointed by the Chairperson promptly after his election and shall serve during his term of office or until their successors are appointed. Each standing committee shall consist of not less than three members.
3. Other committees shall be appointed by the chairperson as the occasion may require.

## **ARTICLE IX. AMENDMENTS**

1. Amendments to this constitution may be proposed at any meeting by a majority of the members present and entitled to vote, after which the proposed amendments shall be referred to the Executive Board. If approved by a majority of the whole number of the Executive Board or if submitted by petition signed by fifteen percent or more of the members entitled to vote, the proposed amendment shall be delivered to the membership and shall be read to the membership at the next two successive meetings. At least ten days prior to the second meeting a copy of the proposed amendment together with a ballot shall be ~~mailed~~ delivered by the Secretary to each member. At least 36 hours prior to the second meeting, the ballot must be received at the official address of the organization in an envelope marked "Ballot". Alternatively, the ballot may be delivered in person at the second meeting. At that time, the vote shall be canvassed.

2. This Constitution may be amended by an affirmative vote of two-thirds of those voting, provided, however, that these affirmative votes constitute at least ~~twenty~~ thirty percent of the membership eligible to vote.

## **ARTICLE X. BYLAWS**

1. Bylaws shall be adopted that will contain additional working rules (annual fees, special fees, frequency, places and times of meetings, code of ethics, etc.) for the Network. The adoption procedure shall require two meetings. At the first meeting, the proposed changes shall be read to the membership. Additional Bylaws or amendments of Bylaws that are proposed, together with a ballot, shall have been delivered to the membership at least ten days prior to the first meeting. At the second meeting, the vote shall be canvassed. At least 36 hours prior to the second meeting, member ballots must have been delivered to the official address of the organization in envelopes marked "Ballot" or through electronic submission as defined in the bylaws. Alternatively, ballots may be delivered in person at the second meeting.

2. New or amended Bylaws shall be adopted by an affirmative vote of more than one-half of those voting, provided, however, that these affirmative votes constitute at least ~~twenty~~ thirty percent of the membership eligible to vote.

October 20, 1989

Amended: December, 2000,

Amended: October 2002

Adopted: January 2003