Board of Direction and Committee Handbook

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Email: les@les-state.org
Home Page: www.les-state.org
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<td>TBD</td>
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May 2017

15 Chapter Officers & Committee appointments due to State Office
15 Committee Budget Requests due to State Office
22 Early Registration deadline for LES Annual Meeting
13-16 MATHCOUNTS National Competition - Orlando, FL

June 2017

17 LES Orientation & Planning Meeting - Sandestin Golf & Beach Resort, Destin, FL
17 LES & LEF Board Meeting - Sandestin Golf & Beach Resort, Destin, FL
18-20 Statewide Annual Meeting & Multi-State Conference—Sandestin Golf & Beach Resort, Destin, FL

July 2017

19-23 NSPE Leader Conference & Annual Meeting - Atlanta, GA
Executive Director

Brenda W. Gajan
brenda@les-state.org

Secretary/Office Manager

Brittany Daigle
brittany@les-state.org

LES & LEF Bookkeeper

Pam Haratsis
pam@les-state.org
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Address</th>
<th>Email</th>
<th>Phone/Cell</th>
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<tbody>
<tr>
<td><strong>PRESIDENT</strong></td>
<td>Glenn Turner, PE</td>
<td>Meyer Meyer Lacroix &amp; Hixson</td>
<td><a href="mailto:glenn.turner@mmlh.com">glenn.turner@mmlh.com</a></td>
<td>Wk (318) 448-0888</td>
</tr>
<tr>
<td>Term Expires</td>
<td></td>
<td>100 Engineer Place</td>
<td></td>
<td>Cell (318) 308-3385</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Alexandria, LA 71303</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>1st VICE PRESIDENT</strong></td>
<td>Byron Racca, PE</td>
<td>600 N. City Service Hwy</td>
<td><a href="mailto:bracca@meyerassociates.com">bracca@meyerassociates.com</a></td>
<td>Wk (337) 625-8353</td>
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<tr>
<td>Term Expires</td>
<td></td>
<td>Sulphur, LA 70663</td>
<td></td>
<td>Cell (337) 802-1953</td>
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<tr>
<td><strong>2nd VICE PRESIDENT</strong></td>
<td>Joshua Hays, PE</td>
<td>2000 N. 7th Street</td>
<td><a href="mailto:jhays@lazenbyenr.com">jhays@lazenbyenr.com</a></td>
<td>Wk (318) 387-2710</td>
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<tr>
<td>Term Expires</td>
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<td>West Monroe, LA 71291</td>
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<tr>
<td><strong>SECRETARY-TREASURER</strong></td>
<td>Christopher Knotts, PE</td>
<td>10339 Hillyard Ave.</td>
<td><a href="mailto:chris.knotts@la.gov">chris.knotts@la.gov</a></td>
<td>Wk (225) 379-3010</td>
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<td>Baton Rouge, LA 70809</td>
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<td>Cell (225) 328-8987</td>
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<td><strong>NSPE REPRESENTATIVE</strong></td>
<td>Susan Richard, PE</td>
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<td><a href="mailto:susanr@dsaengineering.com">susanr@dsaengineering.com</a></td>
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<td>Term Expires</td>
<td></td>
<td>Lafayette, LA 70508</td>
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<td>Cell (337) 654-3824</td>
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<tr>
<td><strong>STATE DIRECTORS</strong></td>
<td>Chad Bacas, PE</td>
<td>8741 Bayside Ave.</td>
<td><a href="mailto:bacasc@forteandtablada.com">bacasc@forteandtablada.com</a></td>
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<td>Baton Rouge, LA 70806-7948</td>
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<td>Glenn Orgeron, PE</td>
<td>Kean Miller</td>
<td><a href="mailto:glenn.orgeron@keanmiller.com">glenn.orgeron@keanmiller.com</a></td>
<td>Wk (504) 585-3048</td>
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<td>3 Lakeway Court</td>
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<td>Tyler Comeaux, PE</td>
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<td>Wk (318) 222-5901</td>
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<td>Shreveport, LA 71101</td>
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<td>Cell (318) 256-3485</td>
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<td>Stan Whitney, PE</td>
<td>1001 Lafayette Street</td>
<td><a href="mailto:swhitney@e3-electrical.com">swhitney@e3-electrical.com</a></td>
<td>Wk (985) 223-0778</td>
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<td>Houma, LA 70360</td>
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<td>Hm (985) 595-2718</td>
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<td>William Luke Miller, PE</td>
<td>100 Engineers Place</td>
<td><a href="mailto:luke.miller@mmlh.com">luke.miller@mmlh.com</a></td>
<td>Wk (318) 448-0888</td>
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<td>Term Expires</td>
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<td>Alexandria, LA 71303</td>
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<td>Cell (501) 912-0769</td>
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<td></td>
<td>Heather Klingman, PE</td>
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<td><a href="mailto:hklingman@ddgpc.com">hklingman@ddgpc.com</a></td>
<td>Wk (985) 447-0090</td>
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<td>Term Expires</td>
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<td>Thibodaux, LA 70301</td>
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<td>Cell (985) 859-9207</td>
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Section 1. The Nominating Committee shall consist of three representatives of the Board and the current Chapter Presidents.

The President shall appoint no later than one hundred eighty (180) calendar days before the end of the Administrative Year, three Past Presidents of the Society as the Board's representatives to the Nominating Committee, one of which will act as chairman. Each representative of the Board shall have one vote; each Chapter President shall have one vote for every two hundred chapter members, or part thereof, with chapter membership to be determined as of the close of the previous Administrative Year. The nominees of the committee shall be approved by a majority of those votes cast. No proxies or absentee ballots will be permitted. A quorum of the committee shall be seventy-five percent of the total possible votes.

Eligibility for nomination or election to a position as an elective officer of the Society shall be contingent upon appropriate Society membership. In addition to any eligibility requirements contained in the Constitution and Bylaws, the Nominating Committee shall consider additional qualities for the prospective candidates for state office. The Nominating Committee shall consider attendance at board meetings, participation in Board activities, character, and professionalism displayed in Board meeting and representing LES to the public. Being eligible to serve does not automatically qualify a candidate to be placed on the ballot for state wide elected office.

The Nominating Committee shall consider the following experience requirements for each of the elected offices.

**State Director:** Candidates for State Director shall have served on the State Board as a Chapter President or Practice Division Chair.

**Secretary/Treasurer:** Candidates for Secretary/Treasurer shall have served on the State Board as a State Director and as a Chapter President or a State Practice Division Chair.

**Second Vice-President:** Candidates for Second Vice-President shall have served on the State Board as State Secretary/Treasurer, as State Director and as a Chapter President or a State Practice Division Chair.

**First Vice-President (President Elect):** Candidates for First Vice-President (President Elect) shall have served on the State Board as the State Second Vice-President, as State Secretary/Treasurer, as State Director and as a Chapter President or a State Practice Division Chair.

**NSPE Representative:** Candidates for NSPE Representative shall have served on the State Board as the State President, as State First Vice-President (President-Elect), as State Second Vice-President, as State Secretary/Treasurer, as State Director and as a Chapter President or a State Practice Division Chair.

On a case-by-case basis, the Nominating Committee, at its discretion, may choose to waive their experience requirements.

The Nominating Committee shall nominate the Officers (except President) and National and State Directors of the Society for the ensuing year. The First Vice-President shall be considered President-Elect and shall automatically become President in the year following his term as First Vice-President. Should the First Vice-President (President-Elect) be unable to assume the presidency, the Nominating Committee shall nominate a candidate for President.
The Chairman of the Nominating Committee shall report the names of the nominees to the Board not less than one hundred twenty (120) calendar days before the end of the Administrative Year. At any time prior to one hundred (100) calendar days before the end of the Administrative Year, additional nominations may be sent to the Secretary-Treasurer for any elective office for the ensuing year, consistent with requirements contained elsewhere in the Constitution and Bylaws. Each additional nomination must be accompanied by a petition signed by not less than five (5) percent of the voting members of the Society.

The name of any person nominated shall be withdrawn from nomination if found by the Board to be ineligible for the office for which nominated, or should a nominee decline such nomination, his name shall be withdrawn. The Board may fill any vacancies that may occur in the list of nominees up to the time the ballots are mailed.

The list of nominees shall be submitted to the membership by ballot at least seventy-five (75) calendar days before the end of the Administrative Year. Nominees added to the ballot by petition shall be denoted with “BY PETITION” on the ballot for the same office; if there are such additions, other nominees shall be denoted with “BY NOMINATING COMMITTEE” on the ballot.

Section 2. The Officers and Directors shall be elected from the membership of the Society by a plurality of the votes cast. The Officers shall serve a term of one Administrative Year and the National and State Directors two Administrative Years. The President shall be ineligible to succeed himself for that office.

If only one National Director is permitted, he shall be elected from among the Past Officers and Board members, and shall be a member of NSPE. He shall be elected for a two-year term and may succeed himself without limit. If two or more National Directors are permitted, the current President of the Society shall serve as the second National Director. Each of the other National Directors shall be elected and shall serve in the same manner as specified above for the first National Director.

An Officer or a Director will continue to serve in the office beyond the end of the elected term if necessary and until a successor is selected.
Assigned Responsibilities

1. The State Office will report the following to the Chairman of the Nominating Committee, when appointed (normally January of each year):
   a. Officer and Directorship Vacancies
   b. Officer and Directors remaining on the Board
   c. Voting strengths by Chapters are based on the membership at the close of the previous Administrative Year. Each Chapter has one vote for every 200 voting members or part thereof.

2. The Chairman of the Nominating Committee shall send a memorandum to the Committee containing the following:
   a. Copies of nomination forms for Committee use, which includes spaces for: Office or Directorship, name of nominee, mailing address, telephone number, brief resume and qualifications, whether or not nominee has been contacted and agreed to serve, signature of Committee member, and date signed.
   b. Set a date for the Nominating Committee to meet and select a slate of Officers and Directors.

3. A normal timetable for the Nominating Committee:
   - January - Nominating Committee appointed
   - February - Nominating Committee meeting
   - March - The Nominating Committee reports the names of nominees to the Board of Direction by April 30th of the current Administrative Year.

4. The list of nominees shall be submitted to the voting membership by ballot not later than April 1st of the current Administrative Year.

5. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.

6. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
NOMINATION FORM

(Return to Chairman by (_______________) date

Office or Directorship: _____________________________________________

Name of Nominee: ________________________________________________

Mailing Address: _________________________________________________

Telephone Number: Area Code _____________Number____________________

E-mail address:_____________________________________________________

Brief Resume and Qualifications:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Has nominee been contacted?   YES_______ NO_______

Has nominee agreed to serve?   YES_______ NO_______

Committee Member Signature:  ______________________________________

Date:     ___________________
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<tr>
<th>POSITION</th>
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<tr>
<td>PRESIDENT</td>
<td>Kyle Randall, PE</td>
<td>Pan American Engineers</td>
<td>PO Box 89</td>
<td>Alexandria, LA</td>
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<td><a href="mailto:krandall@paealex.com">krandall@paealex.com</a></td>
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<tr>
<td>1st VICE PRESIDENT</td>
<td>William Elliot, PE</td>
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<td>Wk (318) 767-5604</td>
<td>Fax (318) 445-4454</td>
<td>Cell (318) 792-9722</td>
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<tr>
<td>2nd VICE PRESIDENT</td>
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<td>Oliver Neal, PE</td>
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<td>TREASURER</td>
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PRESIDENT  Shaun Sherrow, PE  Wk (225) 769-0546  
CSRS  
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sherrow@csrsonline.com  

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kevin.beyer@tbsmith.com  
Fax (225) 673-6550  
Cell (225) 505-8059  

1ST DIRECTOR  

2ND DIRECTOR  Gregory “Greg” Trahan, PE  Wk (225) 922-5937  
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gregory.trahan@accom.com  
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**1st VICE PRESIDENT**
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**SECRETARY-TREASURER**
Mike D’Angelo, PE  
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**WK** (985) 858-3971
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<tr>
<td>PRESIDENT</td>
<td>Garry Johnson, PE</td>
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<td>Sulphur, LA 70663</td>
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<td>1st VICE PRESIDENT</td>
<td>David Minton, PE</td>
<td>4310 Ryan Street, Ste. 122</td>
<td>Wk (337) 504-7755</td>
<td>Cell (337) 764-8884</td>
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<td>2nd VICE PRESIDENT</td>
<td>Kaylyn Partin</td>
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<td>Cell (337) 274-1211</td>
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<td>Lake Charles, LA 70611</td>
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<td>SECRETARY-TREASURER</td>
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<td><a href="mailto:cdyle@bellsouth.net">cdyle@bellsouth.net</a></td>
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<td>PRESIDENT</td>
<td>Michael Swanbom, PE</td>
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<td>SECRETARY-TREASURER</td>
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<td>PRESIDENT</td>
<td>Roy Phelps, PE</td>
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<td>1st VICE PRESIDENT</td>
<td>Nick Musmeci, PE</td>
<td>Cell (504) 715-3122 Entergy Services, Inc. 1617 River Road Westwego, LA 70094 <a href="mailto:nmusmeci@entergy.com">nmusmeci@entergy.com</a></td>
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<tr>
<td>2nd VICE PRESIDENT</td>
<td>Kirk Farrelly, PE</td>
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<td>SECRETARY-TREASURER</td>
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</table>
PRESIDENT        Zach “Lem” Dial, PE  
3007 Knight Street, Ste. 101  
Shreveport, LA  71105  
lem.dial@terracon.com

Wk (318) 868-6849
Cell (225) 810-2069

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Cell (318) 243-0399
Fax (318) 222-5908

2nd VICE PRESIDENT
NONE ELECTED

SECRETARY
NONE ELECTED

TREASURER        Ali Mustapha, PE  
10015 Beaver Creek Drive  
Shreveport, LA  71106  
alimm@bellsouth.net

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Cell (318) 422-5766
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<tr>
<th>Role</th>
<th>Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Chair</td>
<td>John W. “Billy” Moore, PE</td>
<td>281 Coleman Loop</td>
<td>Cell (225) 218-5182</td>
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<td>Homer, LA 71040</td>
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<td><a href="mailto:billy.moore@cardno.com">billy.moore@cardno.com</a></td>
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<tr>
<td>Vice Chair</td>
<td>Robert Melancon</td>
<td>701 Grand Lakes Dr.,</td>
<td>Wk (225) 767-7312</td>
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<td>Secretary-Treasurer</td>
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<td>Alexandria Representative</td>
<td>Wayne Vollman, PE</td>
<td>4360 Willowick Blvd</td>
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<td><a href="mailto:waynevollman@aol.com">waynevollman@aol.com</a></td>
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<td>Lake Charles Representative</td>
<td>Jennifer Treme, EI</td>
<td>2157 Forrest Way</td>
<td>Wk (337-721-7522</td>
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<td>Monroe Representative</td>
<td>Bill Holdman, PE</td>
<td>Amestyst Construction</td>
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<td>215 Industrial Pkwy</td>
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Bylaw 10 of the LES Constitution and Bylaws covers the Practice Division concepts.

The objectives of the PEC Division are to concern itself with advancement of the public welfare and matters of mutual welfare of engineers in construction in their service to the public by:

a. Activities related to development of public policy.
b. Establishment and maintenance of high standards of competence and ethical conduct.
c. Strengthen the role of engineers in construction in support of the free enterprise system.
d. Cultivation of public appreciation of the work of the engineer in construction.
e. Promotion of professional development and economic advancement.
f. Improvement of Engineer-Management relationships.
g. Encouragement of participation in community and civic affairs.
h. Presenting the viewpoint of the engineer in construction to other Practice Divisions and Committees of the Society, relative to policy, contract documents, ethics, advertising, bid conditions and insurance.

The PEC Division prepares and maintains its own Rules of Operation and Procedures.

The Chairman of the Nominating Committee for filling vacancies on the Louisiana Engineers’ Selection Board is rotated annually among LES Practice Divisions in accordance with the policy enclosed (Appendix 4).

The Liaison with the State Board of Registration Committee will determine area of practice for replacement of members to the Louisiana Professional Engineering and Land Surveying Board (LAPELS) and contact the appropriate Practice Division for nominations. Guidelines for Selecting Nominees to the Board of Registration are enclosed (Appendix 5).

The PEC Chair should adhere to Appendix 1, Policy on Committee Continuity.

It is the responsibility of the incoming Chair to prepare the agenda and chair the meetings for the Planning Conference and the Annual Meeting as well as any other official meetings of the Division.

The outgoing Chair should open the meetings at the Planning Conference and officially turn the gavel over to the new Chair.
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Address</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>James E. Bowie, PhD, PE</td>
<td>102 Charbonnet Rd.</td>
<td>Wk (337) 988-2360</td>
</tr>
<tr>
<td></td>
<td></td>
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<td><a href="mailto:jbowie@waterking.com">jbowie@waterking.com</a></td>
</tr>
<tr>
<td>VICE CHAIR</td>
<td>NO APPOINTMENT</td>
<td></td>
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<tr>
<td>SECRETARY-TREASURER</td>
<td>NO APPOINTMENT</td>
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<tr>
<td>ALEXANDRIA REPRESENTATIVE</td>
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<td>BATON ROUGE REPRESENTATIVE</td>
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<tr>
<td>BAYOU REPRESENTATIVE</td>
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<td>LAFAYETTE REPRESENTATIVE</td>
<td>NO REPRESENTATIVE</td>
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<tr>
<td>LAKE CHARLES REPRESENTATIVE</td>
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<td>Cell (337) 515-8121</td>
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<td>Sulphur, LA  70663</td>
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<td><a href="mailto:ththompson@aol.com">ththompson@aol.com</a></td>
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<tr>
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<td>Jeffrey A. Pike, PE</td>
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<td></td>
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<td><a href="mailto:jpike@latech.edu">jpike@latech.edu</a></td>
</tr>
<tr>
<td>NEW ORLEANS REPRESENTATIVE</td>
<td>NO REPRESENTATIVE</td>
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<tr>
<td>SHREVEPORT REPRESENTATIVE</td>
<td>NO REPRESENTATIVE</td>
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</table>
Bylaw 10 of the LES Constitution and Bylaws covers the Practice Division concepts.

The Professional Engineers in Education Practice Division provides a forum for professional engineers in education to be involved in meaningful discussions, in active involvement, and in seeking advice from professional engineers in education with respect to:

a. Enhancement of the abilities of engineering educators to improve the quality and methods of presentation of engineering and engineering technology programs; promotion of continuing professional development and professional recognition of engineers in education; and advancement of the economic interests of professional engineers in education through sound employment practices and legislation.

b. Stimulation of professional concepts, including professional registration, among engineering educators, and the active participation of engineering educators in LES and NSPE activities.

c. Coordination with the American Society for Engineering Education, the Accreditation Board for Engineering and Technology, NSPE and other appropriate engineering organizations in matters affecting engineering education policies and practices.

d. Representation of concerns of professional engineers in education with the LES Board of Direction.

The PEE Practice Division prepares and maintains its own Rules of Operation and Procedures.

The Chairman of the Nominating Committee for filling vacancies on the Louisiana Engineers' Selection Board is rotated annually among LES Practice Divisions in accordance with the policy enclosed (Appendix 4).

The Liaison with the State Board of Registration Committee will determine area of practice for replacement of members to the Louisiana Professional Engineering and Land Surveying Board (LAPELS) and contact the appropriate Practice Division for nominations. Guidelines for Selecting Nominees to the Board of Registration are enclosed (Appendix 5).

See Appendix 4 for involvement of practice divisions in the filling of vacancies on the Louisiana Engineers' Selection Board.

See Appendix 5 for the involvement of practice divisions in the filling of positions on the Louisiana Professional Engineering and Land Surveying Board (LAPELS).

The PEE Chair should adhere to Appendix 1, Policy on Committee Continuity.

It is the responsibility of the incoming Chair to prepare the agenda and chair the meetings held at the beginning of each new Administrative Year. The outgoing Chair is to open the meeting and turn over the meeting to the new Chair.
CHAIR  
Ali M. Mustapha, PE  
Caddo Levee District  
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alimm@bellsouth.net  
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NO REPRESENTATIVE

BAYOU REPRESENTATIVE  
NO REPRESENTATIVE

LAFAYETTE REPRESENTATIVE  
NO REPRESENTATIVE

LAKE CHARLES REPRESENTATIVE  
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NEW ORLEANS REPRESENTATIVE  
NO REPRESENTATIVE

SHREVEPORT REPRESENTATIVE  
NO REPRESENTATIVE
Bylaw 10 of the LES Constitution and Bylaws covers the Practice Division concepts.

The purpose of the Professional Engineers in Government Practice Division shall be to provide effective means for discussion and action on the part of members of the Division through the Louisiana Engineering Society, for the enhancement and betterment of professional recognition and status, conditions of employment and other matters of common welfare, placing service before profit, the standing of the profession before personal advantage, and the public welfare above all other considerations.

Some areas of involvement, there are others:

a. Undertake positive measures to encourage registration by engineer employees of federal, state and local agencies, and educational institutions. Review alleged violations of the Louisiana Registration Law by governmental agencies and/or their employees and submit findings and recommendations to the LES Board of Direction.

b. Encourage the employment of professional engineers in engineering positions; also, the employment of adequate technical and clerical personnel to permit maximum utilization of professional talents and capabilities. Encourage the extension and strengthening of the application of merit system principles. Work for the expansion of practices, which encourage engineer employees to participate in professional and technical society activities.

c. Review proposed labor legislation to determine whether or not adequate provision for separate status of professional employees has been made and submit findings and recommendations to the LES Board. Review proposed legislation pertaining to the classification of engineering positions and/or related salary schedules.

It is the policy of this Division to cooperate with NSPE in its programs for improving the professional and economic aspects of the engineering profession.

The Liaison with the State Board of Registration Committee will determine area of practice for replacements of members to the Louisiana Professional Engineering and Land Surveying Board (LAPELS) and contact the appropriate Practice Division for nominations. Guidelines for Selecting Nominees to the Board of Registration are enclosed (Appendix 5).

The Chairman of the Nominating Committee for filling vacancies on the Louisiana Engineers' Selection Board is rotated annually among LES Practice Divisions in accordance with policy enclosed (Appendix 4). The PEG Chair should adhere to Appendix 1, Policy on Committee Continuity.

It is the responsibility of the incoming Chair to prepare the agenda and chair the meetings for the Planning Conference and the Annual Meeting as well as any other official meetings of the Division. The outgoing Chair should open the meeting at the Planning Conference and officially turn the gavel over to the new Chair.
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>CHAIR</td>
<td>Mike Bares, PE</td>
<td>304 Darnell Road, New Iberia, LA  71360</td>
<td>(337) 396-8207</td>
<td><a href="mailto:mike.bares@cleco.com">mike.bares@cleco.com</a></td>
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<tr>
<td>VICE CHAIR</td>
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<td>(318) 484-7524</td>
<td><a href="mailto:Dennis.westgate@cleco.com">Dennis.westgate@cleco.com</a></td>
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<tr>
<td>SECRETARY-TREASURER</td>
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<tr>
<td>ALEXANDRIA REPRESENTATIVE</td>
<td>Mike Campbell, PE</td>
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<td>BATON ROUGE REPRESENTATIVE</td>
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<tr>
<td>BAYOU REPRESENTATIVE</td>
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<tr>
<td>MONROE REPRESENTATIVE</td>
<td>D. Scott Phillips, PE</td>
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</tr>
<tr>
<td>SHREVEPORT REPRESENTATIVE</td>
<td>NO REPRESENTATIVE</td>
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</table>
Bylaw 10 of the LES Constitution and Bylaws covers the Practice Division concepts.

The purpose of the Professional Engineers in Industry Practice Division shall be to provide effective means for discussion and action on the part of members of the Division, through the Louisiana Engineering Society, to improve the climate in which engineers practice their profession in industry so that the engineering needs of the public will be effectively met, and the professional, social and economic interests of the engineer in industry are enhanced.

It is the policy of this Division to cooperate with the Professional Engineers in Industry Division of NSPE in its program of improving the professional and economic aspects of the engineering profession.

The PEI Division prepares and maintains its own Rules of Operation and Procedures.

The Chairman of the Nominating Committee for filling vacancies on the Louisiana Engineers' Selection Board is rotated annually among LES Practice Divisions in accordance with the policy enclosed (Appendix 4).

The Liaison with the State Board of Registration Committee will determine area of practice for replacement of members to the Louisiana Professional Engineering and Land Surveying Board (LAPELS) and contact the appropriate Practice Division for nominations. Guidelines for Selecting Nominees to the Board of Registration are enclosed (Appendix 5).

The PEI Chair should adhere to Appendix 1, Policy on Committee Continuity.

**It is the responsibility of the incoming Chair to prepare the agenda and chair the meetings for the Planning Conference and the Annual Meeting as well as any other official meetings of the Division.**

**The outgoing Chair should open the meeting at the Planning Conference and officially turn the gavel over to the new Chair.**
CHAIR
Chris Richard, PE
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chrisr@dsaengineering.com
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Hm (337) 981-4130

VICE CHAIR
Alan D. Krouse, PE
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SECRETARY-TREASURER
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NO REPRESENTATIVE

BAYOU REPRESENTATIVE
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sherrow@csrsonline.com
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NO REPRESENTATIVE

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Kirk Farrelly, PE
3608 18th Street
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SHREVEPORT
NO REPRESENTATIVE
PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE (PEPP)

Bylaw 10 of the LES Constitution and Bylaws covers the Practice Division concepts.

The Professional Engineers in Private Practice is one of the five Practice Divisions of LES. The purpose of the Professional Engineers in Private Practice Division shall be to provide effective means for discussion and action on the part of members of the division for the enhancement and betterment of professional recognition and status, conditions of employment, and other matters of common welfare, all as related to the private practice of engineering. This division concerns itself with advancement of the public welfare and matters of mutual welfare of engineers in private practice in their service to the public by:

a. Activities related to development of public policy.
b. Establishment and maintenance of high standards of competence and ethical conduct.
c. Strengthening the private practice of engineering in support of the free enterprise system.
d. Cultivation of public appreciation of the work of the engineer in private practice.
e. Promotion of professional development and economic advancement.

The PEPP Division prepares and maintains its own Rules of Operation and Procedures.

The PEPP Division cooperates and maintains contact with the Professional Engineers in Private Practice of NSPE.

If PEPP is to truly be a value to the engineer in private practice, it is necessary to have a strong, viable group working both at the national and at the state level, NSPE-PEPP is available to assist the LES-PEPP upon request.

The Chairman of the Nominating Committee for filling vacancies on the Louisiana Engineers' Selection Board is rotated annually among LES Practice Divisions in accordance with the policy enclosed (Appendix 4).

The Liaison with the State Board of Registration Committee will determine area of practice for replacement of members to the Louisiana Professional Engineering and Land Surveying Board (LAPELS) and contact the appropriate Practice Division for nominations. Guidelines for Selecting Nominees to the Board of Registration are enclosed (Appendix 5).

The PEPP Chair should adhere to Appendix 1, Policy on Committee Continuity.

It is the responsibility of the incoming Chair to prepare the agenda and chair the meetings for the Planning Conference and the Annual Meeting as well as any other official meetings of the Division. The outgoing Chair should open the meeting at the Planning Conference and officially turn the gavel over to the new Chair.
CONSTITUTION AND BYLAWS COMMITTEE

CHAIRMAN  Chris Richard, PE  Wk (337) 232-5182
102 Asma Blvd, Ste. 305
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VICE CHAIRMAN  Ali M. Mustapha, PE  Wk (318) 221-2654
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BOARD SPONSOR  Glenn Orgeron, PE  Wk (504) 585-3048
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Meyer Meyer Lacroix & Hixson
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Glenn.turner@mmlh.com
CONSTITUTION AND BYLAWS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Constitution and Bylaws Committee shall from time to time study and review the Constitution and Bylaws of the Society and call attention to the Board of Direction those passages requiring clarification and rewriting.

**Assigned Responsibilities**

1. Keep apprised of changes and additions to the NSPE Constitution and Bylaws, which may make changes, or additions to the LES Constitution and Bylaws necessary or desirable.

2. Review all changes and/or additions to Chapter Constitutions and Bylaws, Practice Division Operating Rules and Procedures, Student Chapter Bylaws or Rules and make recommendations to the LES Board of Direction concerning these changes and/or additions.

3. Prepare material for any Constitutional changes to go on a ballot to the General Membership.

4. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.

5. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
CONTINUING PROFESSIONAL DEVELOPMENT (CPD) COMMITTEE

CHAIRMAN
Alan D. Krouse, PE  
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akrouse@bh-ba.com  
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VICE CHAIRMAN
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BOARD SPONSOR
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APPENDIX 20
CONTINUING PROFESSIONAL DEVELOPMENT

The committee will assume responsibility for all matter properly referred, although it may overlap another committee’s area of responsibility. In such case, the responsible committee may ask assistance of the other committee.

ASSIGNED RESPONSIBILITIES

1. The committee will also review developed programs from NSPE, and other organizations, to evaluate the potential for economical purchase by the society, for use at regular statewide meetings or for loan to the chapter for their use.

2. The committee is comprised of one (1) member from each chapter, appointed by that chapter plus a chairman and vice chairman appointed by the President of the society.
Louisiana State University  Dean Richard Koubeck  Wk (225) 578-5701
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zappi@louisiana.edu
<table>
<thead>
<tr>
<th>CHAIRMAN</th>
<th>James E. Bowie, PhD, PE</th>
<th>Wk (337) 988-2360</th>
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<tbody>
<tr>
<td></td>
<td>102 Charbonnet Rd.</td>
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<td>Duson, LA 70529-9569</td>
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<td><a href="mailto:jkbowie@cox-internet.com">jkbowie@cox-internet.com</a></td>
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<thead>
<tr>
<th>VICE CHAIRMAN</th>
<th>Dean Norma Jean Mattei, PhD, PE</th>
<th>Wk (504) 280-6825</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College of Engineering</td>
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<td>University of New Orleans</td>
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<td>2000 Lakeshore Drive</td>
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<td>Engineering 910</td>
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<td>New Orleans, LA 70148</td>
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<tr>
<td></td>
<td><a href="mailto:nmattei@uno.edu">nmattei@uno.edu</a></td>
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<thead>
<tr>
<th>BOARD SPONSOR</th>
<th>Stan Whitney, PE</th>
<th>Wk (985) 223-0778</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1001 Lafayette Street</td>
<td></td>
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<td>Houma, LA 70360</td>
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<td><a href="mailto:swhitney@e3-electrical.com">swhitney@e3-electrical.com</a></td>
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<thead>
<tr>
<th>ALEXANDRIA</th>
<th>Kyle Randall, PE</th>
<th>Wk (318) 473-2100</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pan American Engineers</td>
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<tr>
<th>BATON ROUGE</th>
<th>Lynne E. Roussel, PE</th>
<th>Wk (225) 239-2632</th>
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<th>BAYOU</th>
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<th>Wk (985) 449-5280</th>
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<th>MONROE</th>
<th>Walter Carpenter, PE</th>
<th>Cell (318) 243-1701</th>
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<tr>
<th>NEW ORLEANS</th>
<th>Dean Emir Jose Macari, Ph.D</th>
<th>Wk (504) 280-5416</th>
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<tr>
<td></td>
<td>College of Engineering, UNO</td>
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<td>2200 Lakeshore Drive</td>
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<td></td>
<td><a href="mailto:emacari@uno.edu">emacari@uno.edu</a></td>
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<th>SHREVEPORT</th>
<th>Zach “Lem” Dial, PE</th>
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<td><a href="mailto:lem.dial@terracon.com">lem.dial@terracon.com</a></td>
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</table>
ENGINEERING EDUCATION COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Engineering Education Committee shall endeavor to encourage students to become registered professional engineers and shall promote the teaching and promulgation of professional concepts in the engineering schools of Louisiana. This shall be accomplished by conferring and cooperating with the educational institutions, seeking continued improvement in the education of Engineers and Engineering Technologists, and encouraging professionalism among students in the engineering education institutions.

The Engineering Education Committee has one program: the Scholarship Program.

Assigned Responsibilities

1. Confer and cooperate with engineering education institutions to achieve continued improvement of engineering curricula, facilities and methods of teaching.

2. Promote education of students in topics dealing with professionalism.

3. Promote career guidance and scholarship activities, which lead to an improvement in the quality of students choosing engineering as a profession.

4. Encourage the professional interaction of engineering students and those employed in the practice of engineering.

5. Provide recognition of students at all levels that have excelled in subjects related to engineering. Recognition of elementary and secondary teachers is also encouraged.

6. Encourage engineering seniors to take the EI examination.

7. Explain the legal requirements of registration to engineering students and make available literature on the subject.

8. The Chairman should adhere to Appendix I, Policy on Committee Continuity.

9. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Address</th>
<th>Term</th>
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<tbody>
<tr>
<td>LES ELECTED</td>
<td>Ali M. Mustapha, PE</td>
<td>Caddo Levee District</td>
<td>07/01/16 - 6/30/17</td>
<td>(318) 221-2654</td>
</tr>
<tr>
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<td>P. O. Box 7828</td>
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<td><a href="mailto:alimm@bellsouth.net">alimm@bellsouth.net</a></td>
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<tr>
<td>TERM</td>
<td>Jim Ferguson, PE</td>
<td>1240 Woods Road</td>
<td>01/01/17 - 12/31/17</td>
<td>(225) 535-0003</td>
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<tr>
<td></td>
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<td>St. Francisville, LA 70775</td>
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<td><a href="mailto:jferguson@wfparish.org">jferguson@wfparish.org</a></td>
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<tr>
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<td><a href="mailto:lhoover@ardaman.com">lhoover@ardaman.com</a></td>
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<tr>
<td>TERM</td>
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<td>(225) 936-8027</td>
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<td><a href="mailto:brenkramer@bellsouth.net">brenkramer@bellsouth.net</a></td>
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<td>DIRECTOR</td>
<td>Mark Moses</td>
<td>Facility Planning &amp; Control</td>
<td></td>
<td>(225) 342-0849</td>
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<tr>
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APPENDIX 3

LES NOMINATION AND ELECTION PROCEDURES FOR FILLING VACANCIES
ON THE LOUISIANA ENGINEERS’ SELECTION BOARD

1. The Louisiana Engineering Society shall establish a Nominating Committee consisting of the Chairman of each of the five Practice Divisions. This Nominating Committee shall be responsible for the nomination of a candidate, or candidates, to fill occurring vacancies on the Louisiana Engineers’ Selection Board.

2. The Chairmanship of the Nominating Committee shall be rotated annually between the Practice Divisions, in alphabetical order, beginning with the Construction Practice Division. Assignments of Chairmen are as follows:

   - Professional Engineers in Industry (PEI) 18-19
   - Professional Engineers in Private Practice (PEPP) 19-20
   - Professional Engineers in Construction (PEC) 16-17
   - Professional Engineers in Education (PEE) 17-18

   Thence, repeating in alphabetical order thereafter.

3. The State Office shall notify the Nominating Committee Chairman on or before January 15 of each year that nominations to fill a vacancy, or vacancies, are required. The Chairman shall immediately notify all members of the Nominating Committee and all nominations shall be received by the Nominating Committee on or before March 1. The Nominating Committee shall meet immediately thereafter to make their selection and name(s) of the nominee, or nominees, shall be forwarded to the State Office with a statement of willingness to serve on or before April 1 for preparation of a ballot.

4. The Chairman of the Nominating Committee shall notify all other Practice Division Chairmen that nominations for the Engineers’ Selection Board are required. Each Practice Division Chairman shall solicit nominations from the respective Practice Divisions. All nominations shall be accompanied by a complete resume.

5. The Nominating Committee shall meet as a group to select the number of nominees required to fill the vacant position, or positions. The number of nominees shall not exceed the number of positions to be filled. The selected nominee, or nominees, must agree in writing to serve if elected to the position.

6. At any time prior to April 1 of each year, any 25 voting members of the Society may send to the Secretary-Treasurer a petition listing additional nominee(s) for the Engineers’ Selection Board ballot. A statement of willingness to serve for the additional nominee(s) shall be forwarded with the petition.

7. A ballot shall be prepared by the State Office which includes the names of the nominee, or nominees, and spaces for write-in candidates, the number which shall be equal to the number of vacancies to be filled.

8. The ballot shall be incorporated in the appropriate issue of the Louisiana Engineer and Surveyor Journal or otherwise made available and distributed to all duly licensed engineers residing in the State of Louisiana.

Louisiana RS 38:230l, Public Contracts, Part VII, Selection of Professional Services for Public Contracts
<table>
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<tr>
<th>Location</th>
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<tbody>
<tr>
<td>CHAIRMAN</td>
<td>Theodore H. Thompson, PE</td>
<td>3721 Maplewood Drive, Sulphur, LA 70663</td>
<td>Hm (337) 625-7996</td>
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<tr>
<td>VICE CHAIRMAN</td>
<td>Chris Richard, PE</td>
<td>102 Asma Blvd, Ste. 305, Lafayette, LA 70508</td>
<td>Wk (337) 232-5182</td>
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<td><a href="mailto:chrisr@dsaengineering.com">chrisr@dsaengineering.com</a></td>
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<td>BOARD SPONSOR</td>
<td>Chad Bacas, PE</td>
<td>1234 Del Este Ave, Ste. 602, Denham Springs, LA 70726</td>
<td>Wk (225) 665-1021 Cell (225) 205-2315</td>
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<td>ALEXANDRIA</td>
<td>Joshua Barrett, PE</td>
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<td>Wk (318) 448-0888</td>
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<td>BATON ROUGE</td>
<td>Shaun Sherrow, PE</td>
<td>CSRS</td>
<td>Wk (225) 769-0546</td>
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<tr>
<td>MONROE</td>
<td>Donald Arrington, PE</td>
<td>2700 Herbert Cole Drive, Monroe, LA 71201</td>
<td>Wk (318) 325-1791 Cell (318) 325-1791</td>
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<td>NEW ORLEANS</td>
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Bylaw 2

It shall be the duty of this Committee to consider reported instances involving a breach of the LES Code of Ethics by any member of the Society and to report its findings to the Board of Direction in accordance with the sections of this Bylaw. The Board of Direction shall refer to said Committee all complaints involving alleged breach of the LES Code of Ethics which may come to its' attention.

Assigned Responsibilities

1. Revise and improve the Code of Ethics.

2. Interpret the Code of Ethics subject to the approval of the Board of Direction.

3. Foster a continuing program for obtaining a better understanding and acceptance of the Engineers concept of Professionalism and Ethics.

4. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.

5. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of this Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
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<thead>
<tr>
<th>Name</th>
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<tr>
<td>James Bowie, PE</td>
<td>(337) 988-2360</td>
<td>(337) 981-2038</td>
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<td>102 Charbonnet</td>
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<tr>
<td>Ara Arman, PE</td>
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<td>(225) 766-3750</td>
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<tr>
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<td>Baton Rouge, LA 70809</td>
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HONORS AND AWARDS COMMITTEE

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Wk (318) 222-5901  
Cell (318) 256-3485  

Cell (318) 402-9602  

Wk (337) 625-8353  

HONORS AND AWARDS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

Bylaw 12, Section 3 (a)

The Honors and Awards Committee shall consist of the two immediate Past Presidents of the Society as Chairman and Vice-Chairman, and the immediate Past President and the current President of the Chapters as members. In the event a Chapter President, and/or immediate Chapter Past President are/is unable to represent their chapter, the vacancy may be filled by one or two of that chapter’s Past Presidents.

The Committee shall review the nominations received for the various Society awards and shall select from these nominations the person to be recommended to the Board to receive each award. The awards are to be presented at a general meeting of the Society so designated by the Board.

Assigned Responsibilities

2. Review the above rules and keep them up-to-date.
3. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
4. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
APPENDIX 2
HONORS AND AWARDS - GENERAL INFORMATION AND RULES

Recognition of fellow engineers has always been an important program of the Louisiana Engineering Society. It has been the Society's feeling that honors and awards should be given deserving persons so that they will receive public recognition of their attainments, and also to inspire others to greater heights.

The Society has eight basic awards:

- The Andrew M. Lockett Medal for Civic Activities
- The A. B. Paterson Medal for an Engineer in Management
- The Charles M. Kerr Public Relations Award
- The James M. Todd Technological Accomplishment Medal
- The F. Hugh Coughlin Award of Merit for a Young Engineer (Key and Certificate)
- The Leo M. Odom Award for Services to the Profession
- The Waldemar S. Nelson President’s Award
- Dudley Hixon – Bobby Price National Professional Achievement Award

The Honors and Awards Committee is composed of eighteen (18) members. The Chairman of the Committee is the Past President of the Society once removed, and the Vice Chairman is the immediate Past President of the Society. Together with the two Past Presidents of the Society, the eight Chapter Presidents and the eight immediate Chapter Past Presidents form the Committee. In the event that either a Chapter's President or immediate Past President are unable to attend the Honors and Awards Committee meeting(s), vacancies may be filled by one or two of the Chapter's Past President(s). No absentee ballots or proxies shall be allowed. All stated or participating members of the Honors and Awards Committee are not eligible for nomination during their tenure or service on the Honors and Awards Committee, except for nominees for the F. Hugh Coughlin Young Engineer Award. Any member or participant of the Honors and Awards Committee who has been nominated for the Coughlin Award shall be excused prior to discussion, debate, and voting on that particular award.

Nominees for the LES awards shall be Registered Professional Engineers in any state, except that the minimum requirement for the F. Hugh Coughlin Young Engineer Award shall be an EI. Normally, award nominees should be LES members in good standing; however, an exception permits consideration of non-members of LES when the nominee is a well-known engineer of eminence for all awards other than the F. Hugh Coughlin Young Engineer Award.

Balloting for the nominations shall be in secret. The alternative of “No Award” shall be included in each award discussion, to allow for cases when none of the nominees may meet the award standards. The first round of voting shall determine the top two candidates by simple plurality, inclusive of ties. The chosen nominee may be determined by a 2/3
majority vote of the committee in the second round. If after three rounds of voting a recipient is not determined, the award nominee shall be the candidate who receives the highest number of votes from the sum of the three rounds of voting. If the vote totals are equal for the two candidates, the Honors and Awards Committee Chair shall make the selection.

Geographic distributions of the nominees plays no part in the selection process by the Honors and Awards Committee.

All nominations for awards shall be considered by the Committee on a year-to-year basis. Those nominees who are not successful one year will not be carried over for consideration the next year. Each year a new group must be nominated for the awards. There is no limit as to the number of times an individual may be nominated and evaluated, except for the age limitation for the F. Hugh Coughlin Young Engineer Award.

The Executive Director shall be responsible each year for publication in an appropriate issue of the Louisiana Engineer and Surveyor Journal or an appropriate LES newsletter mailed to all LES members, or both, of notice that nominations must be submitted to a member of the Honors and Awards Committee or to the Honors and Awards Committee in care of the Executive Director. The date for submission will be set by the Executive Director and/or Board of Direction to correspond with the dates selected for the LES Annual Awards Meeting. For a nomination to be considered it must be accompanied by a completed nomination form for the appropriate award by the date set by the Executive Director and/or Board of Direction. Upon receipt of all qualified nominations, the Executive Director will forward a complete package of all nomination materials to each member of the Honors and Awards Committee.

Nominations for recipients of the eight basic awards may be made by:

1. Any elected Officer of the State Society or one of the Chapters.
2. By the Board of Direction of the Society.
3. By the Executive Committee or equivalent body of any Chapter.
4. By three or more members of the Society.
5. By the individual Honors and Awards Committee of any Chapter.

When nominations for the awards are submitted to the Honors and Awards Committee, such nominations must be made only on the official nomination forms (copies acceptable) available through the LES State Office or located on the LES website. Support materials for the award, including the nomination form, shall not exceed ten (10) pages (counting front and back as two separate pages) and should contain the following information:

1. A full statement of the formal academic training, experience, progress and any notable technical or engineering contributions made by the nominee.
2. A statement of the basic reasons for submitting the nomination, and for believing that the nominee is eligible for the honor.
3. Such other information and reference as may be of assistance to the Honors and Awards Committee and to the Board of Direction in considering and acting upon the nomination.

It is essential that such documentation carry the present title and employment information of the nominee, and set forth clearly and concisely why the nominee should receive the recommended award. Since these awards are to recognize excellence and exceptionalism, those nominating are encouraged to submit nominee who exemplify such qualifications.
The Honors and Awards Committee shall recommend to the Board of Direction the names of nominees for the LES Awards not less than 60 days prior to the LES Annual Awards Meeting. The Board of Direction shall act upon the Committee’s recommendations at the first meeting following submission of the selections to the Board. Presentation of the awards shall be made at the LES Annual Awards Meeting of the Society or at another meeting designated by the Board. The Honors and Awards Committee shall recommend to the Board of Direction the names of nominees for the LES Awards not less than 60 days prior to the LES Annual Awards Meeting. The Board of Direction shall act upon the Committee’s recommendations at the first meeting following submission of the selections to the Board. Presentation of the awards shall be made at the LES Annual Awards Meeting of the Society or at another meeting designated by the Board of Direction.

Nominations for the Graduate Membership Awards are recommended to the LES State Office by the deans of the engineering colleges in Louisiana. These membership awards are not handled by the Honors and Awards Committee.
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<th>CITY</th>
<th>NAME</th>
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INTER-SOCIETY RELATIONS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Inter-Society Relations Committee shall act as a liaison between the various professional and technical societies, as well as councils and associations, to establish common goals and aims of the societies and work collectively with them in securing these goals.

Assigned Responsibilities

1. Establish contact with leaders of the other design professionals to meet as a group for exchange of information pertinent to the combined group.

2. Publish an annual directory in the *Louisiana Engineer and Surveyor Journal* of other societies' officers.

3. Work closely with the Legislative Committee for the purpose of achieving mutual consensus among engineers of Louisiana concerning legislation.

4. Help with promoting and conducting Engineers' Week activities.

5. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.

6. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
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<th>Role</th>
<th>Name</th>
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## LEGISLATIVE COMMITTEE

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<th>Position</th>
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<td>MONROE</td>
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<td>Denmon Engineering, Inc</td>
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LEGISLATIVE COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Legislative Committee shall deal with matters pertaining to federal, state, or local laws affecting professional engineers or engineering. It shall keep itself and the Board informed of such pending legislation and, upon request of the Board, take necessary steps to introduce and promote advantageous legislation and to oppose deleterious legislation. When the necessity develops, the Board may appoint special committees or assign individuals to supplement the work of this committee. The Legislative Committee shall work in conjunction with the Legislative Committee of the National Society of Professional Engineers.

Assigned Responsibilities

1. Monitor all sessions of the Legislature, regular and special, and make recommendations to the Board on specific positions to be taken on individual bills where deemed important.
2. Keep abreast of all interim legislative committee activity.
3. Have meetings with appropriate federal, state, and local governmental agencies to explain the interests and concerns of engineers.
4. Set up meetings with other agencies when needed.
5. Establish a means of more effective legislative involvement.
6. Set up guidelines for future committee work.
7. Establish both long and short-term objectives.
8. Create interest in committee work on both local and state levels.
9. Each Practice Division Chairman will appoint one representative to the Legislative Committee each year.
10. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
11. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
LIAISON COMMITTEE WITH THE STATE BOARD OF REGISTRATION

CHAIRMAN
Glenn Turner, PE
Meyer Meyer Lacroix & Hixson
100 Engineer Place
Alexandria, LA 71303
glenn.turner@mmlh.com
Wk (318) 448-0888

VICE CHAIRMAN
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Hm (337) 479-0449

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Brenda Gajan
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Baton Rouge, LA 70809
Brenda@les-state.org
Wk (225) 924-2021
Cell (225) 266-6483

*This committee consists of the Executive Committee of the current LES Board*
LIAISON WITH THE LOUISIANA PROFESSIONAL ENGINEERING AND LAND SURVEYING BOARD

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Liaison with the LAPELS Committee shall meet with LAPELS at regular times during the year to maintain good relations between the two groups and to work for the preservation and proper administration of the state registration laws.

**Assigned Responsibilities**

1. Represent the Society before the Louisiana Professional Engineering and Land Surveying Board.

2. Assist in the administration of Louisiana Revised Statutes 37.681 through 37.703 with Amendments and assist in improving the administration of that Law.

3. Encourage the registration of qualified engineers.

4. Make recommendations to the Board of Direction for improving the Louisiana Registration Law.

5. Study the areas of certification, displays of continued competence, and trends in registration laws and continuing education, and make recommendations to the Board of Direction.

6. Prepare, keep up-to-date and follow the LES Guidelines for Selecting Nominees for Filling Vacancies on the State Board of Registration (Appendix 5).

7. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.

8. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
## LONG RANGE PLANNING COMMITTEE

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CHAIRMAN &amp; BOARD SPONSOR</strong></td>
<td>Joshua Hays, PE</td>
<td>2000 N. Seventh Street, West Monroe, LA 71291</td>
<td>Wk (318) 387-2710</td>
<td><a href="mailto:jhays@lazenbyengr.com">jhays@lazenbyengr.com</a></td>
</tr>
<tr>
<td><strong>TERM EXPIRES 6/30/17</strong></td>
<td>Stan Whitney, PE</td>
<td>1001 Lafayette Street, Houma, LA 70360</td>
<td>Wk (985) 223-0778</td>
<td><a href="mailto:swhitney@e3-electrical.com">swhitney@e3-electrical.com</a></td>
</tr>
<tr>
<td><strong>TERM EXPIRES 6/30/17</strong></td>
<td>Jacob Loeske, PE</td>
<td>721 Government Street, Baton Rouge, LA 70802</td>
<td>Wk (225) 388-4209</td>
<td><a href="mailto:loeskejacob@stanleygroup.com">loeskejacob@stanleygroup.com</a></td>
</tr>
<tr>
<td><strong>TERM EXPIRES 6/30/17</strong></td>
<td>Joshua Hays, PE</td>
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<td>Wk (318) 387-2710</td>
<td><a href="mailto:jhays@lazenbyengr.com">jhays@lazenbyengr.com</a></td>
</tr>
<tr>
<td><strong>TERM EXPIRES 6/30/18</strong></td>
<td>Byron Racca, PE</td>
<td>600 N. City Service Hwy, Sulphur, LA 70663</td>
<td>Wk (337) 625-8353</td>
<td><a href="mailto:bracca@meyerassociates.com">bracca@meyerassociates.com</a></td>
</tr>
<tr>
<td><strong>TERM EXPIRES 6/30/18</strong></td>
<td>Christopher Knotts, PE</td>
<td>10339 Hillyard Ave., Baton Rouge, LA 70809</td>
<td>Wk (225) 379-3010</td>
<td><a href="mailto:chris.knotts@la.gov">chris.knotts@la.gov</a></td>
</tr>
<tr>
<td><strong>TERM EXPIRES 6/30/18</strong></td>
<td>William Luke Miller, PE</td>
<td>100 Engineers Place, Alexandria, LA 71303</td>
<td>Wk (318) 448-0888</td>
<td><a href="mailto:luke.miller@mmlh.com">luke.miller@mmlh.com</a></td>
</tr>
<tr>
<td><strong>AD HOC MEMBERS</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>PRESIDENT</strong></td>
<td>Glenn Turner, PE</td>
<td>Meyer Meyer Lacroix &amp; Hixson, 100 Engineer Place, Alexandria, LA 71303</td>
<td>Wk (318) 448-0888</td>
<td><a href="mailto:Glenn.turner@mmlh.com">Glenn.turner@mmlh.com</a></td>
</tr>
<tr>
<td><strong>PRESIDENT ELECT</strong></td>
<td>Byron Racca, PE</td>
<td>600 N. City Service Hwy, Sulphur, LA 70663</td>
<td>Wk (337) 625-8353</td>
<td><a href="mailto:bracca@meyerassociates.com">bracca@meyerassociates.com</a></td>
</tr>
<tr>
<td><strong>EXECUTIVE DIRECTOR</strong></td>
<td>Brenda Gajan</td>
<td>9643 Brookline Ave., Ste. 116, Baton Rouge, LA 70809</td>
<td>Wk (225) 924-2021</td>
<td><a href="mailto:Brenda@les-state.org">Brenda@les-state.org</a></td>
</tr>
</tbody>
</table>
Bylaw 12, Section 3 (b)

The Long Range Planning Committee shall be constituted with six members plus the Second Vice-President as Chairman. Each member serves a two-year term with three members rotating off the committee each year. Three committee members will be appointed each year by the incoming President and the incoming Second Vice-President. The President, the First Vice-President, and the Executive Director serve as ex-officio non-voting members. The Committee shall develop, continually monitor, and recommend long and short-range goals and procedures for Board consideration.
<table>
<thead>
<tr>
<th>STATE COORDINATOR</th>
<th>Brenda Gajan</th>
</tr>
</thead>
<tbody>
<tr>
<td>9643 Brookline Ave., Ste. 116</td>
<td>Wk (225) 924-2021</td>
</tr>
<tr>
<td>Baton Rouge, LA 70809</td>
<td><a href="mailto:brenda@les-state.org">brenda@les-state.org</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATE PRESIDENT</th>
<th>Heather Klingman, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>314 East Bayou Road</td>
<td>Wk (985) 447-0090</td>
</tr>
<tr>
<td>Thibodaux, LA 70301</td>
<td><a href="mailto:hklingman@ddGPC.com">hklingman@ddGPC.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATE SECRETARY</th>
<th>Joshua Hays, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 N. Seventh Street</td>
<td>Wk (318) 387-2710</td>
</tr>
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<td>West Monroe, LA 71291</td>
<td><a href="mailto:jhays@lazenbyengr.com">jhays@lazenbyengr.com</a></td>
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</table>

<table>
<thead>
<tr>
<th>BOARD SPONSOR</th>
<th>Stan Whitney, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 Lafayette Street</td>
<td>Wk (985) 223-0778</td>
</tr>
<tr>
<td>Houma, LA 70360</td>
<td><a href="mailto:swhitney@e3-electrical.com">swhitney@e3-electrical.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ALEXANDRIA</th>
<th>Josh Barrett, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meyer Meyer Lacroix &amp; Hixson</td>
<td>Wk (318) 448-0888</td>
</tr>
<tr>
<td>100 Engineer Place</td>
<td><a href="mailto:josh.barrett@mmlh.com">josh.barrett@mmlh.com</a></td>
</tr>
<tr>
<td>Alexandria, LA 71303</td>
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<table>
<thead>
<tr>
<th>BATON ROUGE</th>
<th>Chad Bacas, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234 Del Este Ave, Ste. 602</td>
<td>Wk (225) 665-1021</td>
</tr>
<tr>
<td>Denham Springs, LA 70726</td>
<td>Cell (225) 205-2315</td>
</tr>
<tr>
<td><a href="mailto:bacasc@forteandtablada.com">bacasc@forteandtablada.com</a></td>
<td></td>
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<table>
<thead>
<tr>
<th>BAYOU</th>
<th>Melanie Caillouet, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>504 Maplewood Drive</td>
<td>Wk (985) 876-6380</td>
</tr>
<tr>
<td>Houma, LA 70364</td>
<td><a href="mailto:melaniecaillouet@providenceeng.com">melaniecaillouet@providenceeng.com</a></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>LAFAYETTE</th>
<th>Joey Krefft, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>502 Cypress Cove</td>
<td>Cell (318) 402-9602</td>
</tr>
<tr>
<td>Youngsville, LA 70592</td>
<td><a href="mailto:krefftj@bellsouth.net">krefftj@bellsouth.net</a></td>
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<table>
<thead>
<tr>
<th>LAKE CHARLES</th>
<th>Kaylyn Partin</th>
</tr>
</thead>
<tbody>
<tr>
<td>1759 Marlin Road</td>
<td>Wk (337) 437-9229</td>
</tr>
<tr>
<td>Lake Charles, LA 70611</td>
<td>Cell (337) 274-1211</td>
</tr>
<tr>
<td><a href="mailto:Kalyn.partin@gmail.com">Kalyn.partin@gmail.com</a></td>
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<table>
<thead>
<tr>
<th>MONROE</th>
<th>James Ellingburg, EI</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 North 7th Street</td>
<td>Wk (318) 387-2710</td>
</tr>
<tr>
<td>West Monroe, LA 71291</td>
<td><a href="mailto:jellingburg@lazenbyengr.com">jellingburg@lazenbyengr.com</a></td>
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</table>

<table>
<thead>
<tr>
<th>NEW ORLEANS</th>
<th>Becky Johnson, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1267 W. Causeway Approach</td>
<td>Wk (985) 377-1038</td>
</tr>
<tr>
<td>Mandeville, LA 70471</td>
<td><a href="mailto:bajohnson@keystoneengr.com">bajohnson@keystoneengr.com</a></td>
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<table>
<thead>
<tr>
<th>SHREVEPORT</th>
<th>Matthew Redmon, PE</th>
</tr>
</thead>
<tbody>
<tr>
<td>6000 Pepperwood Circle</td>
<td>Wk (318) 673-6049</td>
</tr>
<tr>
<td>Bossier City, LA 71111</td>
<td><a href="mailto:matthew.redmon@shreveportla.gov">matthew.redmon@shreveportla.gov</a></td>
</tr>
</tbody>
</table>
MATHCOUNTS STEERING COMMITTEE

The MATHCOUNTS Steering Committee shall be comprised of the Mathcounts Coordinator of each chapter, the Society’s Executive Director, the Society’s secretary, and the Society’s President. The Society’s Executive Director shall act as the state coordinator for Mathcounts activities. The hosting chapter of the statewide Mathcounts competition is responsible for the organization of the state competition, in cooperation with the Executive Director.

The Steering Committee shall prepare and submit a budget at the beginning of each fiscal year to the Louisiana Engineering Society Board of Direction for approval.
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Name</th>
<th>Address</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIRMAN</td>
<td>Michael Thomassie, PE</td>
<td>18212 East Petroleum Drive, Ste. 5B</td>
<td>Wk (225) 751-4490</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td><a href="mailto:mthomassie@ddgpc.com">mthomassie@ddgpc.com</a></td>
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<tr>
<td>VICE CHAIRMAN</td>
<td>Glenn Turner, PE</td>
<td>Meyer Meyer Lacroix &amp; Hixson</td>
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<tr>
<td></td>
<td></td>
<td>100 Engineer Place</td>
<td>Cell (318) 308-3385</td>
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<td></td>
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<td><a href="mailto:Glenn.turner@mmlh.com">Glenn.turner@mmlh.com</a></td>
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</tr>
<tr>
<td>BOARD SPONSOR</td>
<td>Tyler Comeaux, PE</td>
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<td></td>
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<tr>
<td>ALEXANDRIA</td>
<td>Kyle Randall, PE</td>
<td>Pan American Engineers</td>
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<td></td>
<td>PO Box 89</td>
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<td></td>
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<td>Alexandria, LA 71309</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:krandall@pealex.com">krandall@pealex.com</a></td>
<td></td>
</tr>
<tr>
<td>BATON ROUGE</td>
<td>Shaun Sherrow, PE</td>
<td>CSRS</td>
<td>Wk (225) 769-0546</td>
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<tr>
<td></td>
<td></td>
<td>6767 Perkins Road, Unit 200</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Baton Rouge, LA 70808</td>
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<td></td>
<td></td>
<td><a href="mailto:sherrow@csrsonline.com">sherrow@csrsonline.com</a></td>
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<tr>
<td>BAYOU</td>
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<tr>
<td></td>
<td></td>
<td>Thibodaux, LA 70301</td>
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<td></td>
<td></td>
<td><a href="mailto:chadaway@vkmconsulting.com">chadaway@vkmconsulting.com</a></td>
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<tr>
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<td><a href="mailto:kreffti@bellsouth.net">kreffti@bellsouth.net</a></td>
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</tr>
<tr>
<td>LAKE CHARLES</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Sulphur, LA 70663</td>
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<tr>
<td></td>
<td></td>
<td><a href="mailto:gjjaccuiine@yahoo.com">gjjaccuiine@yahoo.com</a></td>
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</tr>
<tr>
<td>MONROE</td>
<td>Michael Swanbom, PE</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Dubach, LA 71235</td>
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<td></td>
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<tr>
<td>NEW ORLEANS</td>
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<td>Wk (504) 593-5294</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Orleans, LA 70130</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:roy.phelps@wsnelson.com">roy.phelps@wsnelson.com</a></td>
<td></td>
</tr>
<tr>
<td>SHREVEPORT</td>
<td>Zach “Lem” Dial, PE</td>
<td>3007 Knight Street, Ste. 101</td>
<td>Wk (318) 868-6849</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Shreveport, LA 71105</td>
<td>Cell (225) 810-2069</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:lem.dial@terracon.com">lem.dial@terracon.com</a></td>
<td></td>
</tr>
</tbody>
</table>

**Membership Committee will be comprised of the current Chapter President of each chapter**
MEMBERSHIP COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

LES Article IV, Section 1

The members of the Society shall consist of Members, Associate Members, Student Members, Survey or Members, Affiliate Members, Privileged Members, Honorary Members and Life Members.

The Membership Committee shall see that proper contacts are made to secure eligible members for the Society throughout the State. It shall furnish prospective members with application forms and assist in the preparation of applications when so requested.

Assigned Responsibilities

1. Work with NSPE membership leaders in providing workshops for membership drives and membership retention.
2. Plan and implement a retention program in the fall of each year.
3. Update membership material.
4. Conduct the annual Membership Recruitment Contest and select the Chapter winner each year. A membership status report shall be presented at each Board of Direction meeting (Appendix 2).
5. Conduct the annual Membership Net Growth Contest and select the Chapter winner each year (Appendix 2).
6. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.
7. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.

THE MEMBERSHIP COMMITTEE SHOULD BE RECOGNIZED FOR WHAT IT IS, NAMELY, A "SALES FORCE" CHARGED WITH THE RESPONSIBILITY OF SELLING A PRODUCT. MEMBER-SHIP IN ANY ORGANIZATION IS OFTEN VIEWED AS AN INTANGIBLE THING. SALES MEN WHO SELL INTANGIBLES HAVE TO BE GOOD TO DO THE JOB PROPERLY.
<table>
<thead>
<tr>
<th>PARTNERSHIP WITH COMMUNITY AND GOVERNMENT COMMITTEES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STATE FIRE MARSHAL LIAISON COMMITTEE</strong></td>
</tr>
<tr>
<td>Brenda W. Gajan</td>
</tr>
<tr>
<td>9643 Brookline Ave., Ste. 116</td>
</tr>
<tr>
<td>Baton Rouge, LA 70809</td>
</tr>
<tr>
<td><a href="mailto:les@les-state.org">les@les-state.org</a></td>
</tr>
<tr>
<td>Wk (225) 924-2021</td>
</tr>
<tr>
<td>Ken McLaughlin</td>
</tr>
<tr>
<td>IMC Consulting Engineers, Inc.</td>
</tr>
<tr>
<td>3120 20th Street</td>
</tr>
<tr>
<td>Metairie, LA 70002</td>
</tr>
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<td><a href="mailto:kmclaughlin@imcconsultingengineers.com">kmclaughlin@imcconsultingengineers.com</a></td>
</tr>
<tr>
<td>Wk (504) 831-9119</td>
</tr>
<tr>
<td><strong>DOTD QUALITY INITIATIVE STEERING COMMITTEE</strong></td>
</tr>
<tr>
<td>Philip K. Meyers, PE</td>
</tr>
<tr>
<td>6300 Corporate Blvd., Ste. 200</td>
</tr>
<tr>
<td>Baton Rouge, LA 70809</td>
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<tr>
<td><a href="mailto:pmeyers@gecinc.com">pmeyers@gecinc.com</a></td>
</tr>
<tr>
<td>Wk (225) 906-1300</td>
</tr>
<tr>
<td><strong>LA GOOD ROADS</strong></td>
</tr>
<tr>
<td>Brenda W. Gajan</td>
</tr>
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<td>9643 Brookline Ave., Ste. 116</td>
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<tr>
<td>Baton Rouge, LA 70809</td>
</tr>
<tr>
<td><a href="mailto:les@les-state.org">les@les-state.org</a></td>
</tr>
<tr>
<td>Wk  (225) 942-2021</td>
</tr>
<tr>
<td><strong>REGULATION AND CONTROL OF WATER WELL CONTRACTORS</strong></td>
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This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Public Relations Committee shall deal with matters pertaining to publicity not only for the Society, but also for the professional engineer in general through various publications, television, radio and other media. It shall handle the Society's interest in civic, public or industrial affairs. It shall work in conjunction with the Public Relations Committee of NSPE. A Publication Subcommittee of this Committee shall supervise in a general way the publications of the Society. The Committee shall coordinate the activities of National Engineers' Week between the local Chapters and the State Office.

Assigned Responsibilities

1. Represent the Society before the public, press, civic associations and other groups.

2. Conduct publicity campaigns through newspapers and other media to inform the public regarding engineering and to impress the public favorably on behalf of the engineering profession.

3. Inform the public on the qualifications of engineers and the desirability of appointing engineers to public bodies.

4. Inform the public and engineers as to the meaning and the proper use of the term "Professional Engineer".

5. Make definite plans for public relation activities for the coming year.

6. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.

7. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.

GOOD PUBLIC RELATIONS IS GOOD PERFORMANCE, PUBLICLY APPRECIATED. THE FUNCTION OF A PR COMMITTEE IS TWO-FOLD. IT SHOULD OBTAIN FAVORABLE PUBLIC NOTICE FOR CHAPTER ACTIVITIES AND IT SHOULD HELP GUIDE THE CHAPTER INTO PROMOTIONAL ACTIVITIES THAT WILL IN THEMSELVES GENERATE FAVORABLE PUBLIC NOTICE.
APPENDIX 17
PUBLIC RELATIONS MASTER PLAN

INTRODUCTION

Many of the major issues that face the Nation and the State of Louisiana today need the expertise, talent, and professionalism of engineers to be solved. Engineers will provide the answers to problems such as decay of the utilities and transportation infrastructure, energy supply, and solid waste disposal; engineers hold the key to the future. Engineers must serve a major role in the professional community.

The Public Relations Program of the Louisiana Engineering Society (LES) will strive to fulfill three major objectives:

1. The first major objective is to inform the public more fully about the role of professional engineers. The public needs to understand that an engineer plays a crucial part in almost everything that touches their lives. Several examples of the impact that engineers have on the average citizen follow:

   * Engineers design the systems that provide us with drinking water, and the systems that collect and treat the waste water that runs down the drain.

   * Engineers design the appliances that make our lives much easier, and the systems that bring electricity or natural gas to operate them.

   * Engineers design the cars we drive, as well as the roads and bridges upon which we drive and the gasoline production facilities that provide the power for these vehicles.

   * Engineers design the structures in which we work, the machines we use at work, and the systems used to build them.

2. The second major objective is to improve the image of professional engineers throughout the state and encourage registration as a goal for high professional standards.

3. The third major objective is to strengthen and unify the Louisiana Engineering Society by providing programs geared to the many diverse interests of professional engineers in each field. Engineers should feel good about the contributions they make to their community, both professionally and socially. Engineers should also be proud to publicize their efforts, not only as individuals, but on behalf of their companies, the Louisiana Engineering Society, and the engineering profession.
GENERAL TASKS

Develop and maintain media outlets and contacts across the state, providing pertinent news on a regular basis.

Have the state and chapter public relations committee chairmen serve for two or more years to cultivate the necessary media contacts.

Take advantage of the many public relations opportunities of the LES, such as MATHCOUNTS and Engineers' Week.

Maintain the high quality of the Louisiana Engineer and Surveyor Journal and existing chapter newsletters. Encourage chapters without a regular newsletter to initiate one.

Have regular columns in the Louisiana Engineer and Surveyor Journal (and maybe chapter newsletter) to discuss the benefits of membership in LES and the National Society of Professional Engineers (NSPE).

Provide ideas for articles that can be placed in area and state-wide publications regarding engineers and/or engineering projects.

Maintain a list of projects statewide, with high exposure, in which engineers play a significant role (Example: major highway bridges, plants, utility systems). Schedule to have LES represented by chapter officers at the opening ceremonies of these major facilities representing all facets of engineering associated with the project. Give plaques and/or certificates of award for these major accomplishments at the opening ceremonies. Take pictures for the Louisiana Engineer and Surveyor Journal and chapter newsletters.

Provide guidance and plans for upcoming conventions and meetings in order to increase the quality of such programs as well as attendance.

Publicize the LES committee meeting agendas in advance of the state meetings to encourage participation.

Recruit volunteers across the state who would be willing to appear on radio and television talk shows to discuss the engineering profession, the status of controversial projects in the specified area or division, and generally promote the profession. Establish and fill the speaker position as part of each chapter roster. Retired and semi-retired members of our Society would be an excellent source to fill these positions.
SUMMER/FALL

Prepare a news release at the beginning of the LES year acknowledging the role of the society and the new officers. Distribute the release to each chapter to place in their respective regional newspapers (and chapter newsletters).

Establish submittal procedures and promote the preparation of news articles of historical interest or current events involving the engineering profession for submittal to area or practice division newspapers and/or magazines (also for radio and television if appropriate). Provide certificates of award and appropriate acknowledgments for those that develop the articles.

Establish a list of area projects from each chapter that, when completed, should have representation by LES. The chapter lists shall be completed by each chapter public relations chairman and submitted to the state public relations chairman. Each chapter shall assign a member to monitor the progress of each project and report to the chapter president and the LES Executive Director regarding attendance and LES representation at the project opening.

WINTER/Spring

Prepare and submit at a spring meeting of the LES Board of Direction a report summarizing the activities accomplished during the previous six months. The report shall detail the progress of major projects previously identified, the number of articles that appeared in area newspapers and magazines, and the number of reports on radio and television. The report shall also contain a summary of the number of members and nonmembers present at each monthly meeting of the chapters and a summary of the Engineers' Week activities and participation by area engineers.

Prepare and submit at a spring meeting of the LES Board of Direction an updated Public Relations Master Plan with specific goals for the next year.
ADDITIONAL ITEMS TO CONSIDER

Establish speakers' bureaus and spokespersons across the state to represent the engineering profession on radio and television appearances as well as at civic club and school engagements. Provide media/speaker training to these representatives through a professional communication training program. Establish a speaker bureau, with chairman, as part of each chapter.

Establish a closer working relationship with civic organizations that could potentially use the trained speakers.

Establish a line item in the LES annual budget for public relations in order to:

1. Acquire the aid and experience of media professional assistance
2. Defray expenses of speakers
3. Provide Public Relations materials

Establish a line item in the LES annual budget for a general brochure to be published to acquaint civic associations to the speakers program being developed by LES. Development of the brochure will not be published and released until the speakers bureau has been established and is operational.
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SCHOLARSHIP COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask assistance of such other committee.

The Scholarship Committee shall administer the LES-NSPE scholarship program. It shall encourage well-qualified high school students with interests in engineering to apply for these scholarships. The Committee shall work with the various career counselors in the schools to bring before them information on these scholarships.

The Committee shall consist of a Chairman and two representatives from each local Chapter. The Committee shall have long-term continuity. The Chairman and members will not be replaced each year except for cause or by request. Each new LES President will consider replacing four members each Administrative Year.

Assigned Responsibilities

1. Promote the LES-NSPE scholarship program through the career counselors in the high schools.

2. Encourage well-qualified high school students with interests in engineering to apply for these scholarships.

3. Administer the LES-NSPE scholarship program.

4. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.

5. **It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.**

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
APPENDIX 5

LES SCHOLARSHIP PROGRAM

The LES Scholarship Program originally established for graduating high school seniors was changed in 1996 to limit candidates to students who have completed the sophomore year of study. Scholarships shall be awarded annually in blocks of $500 as funds are available.

NAME
The scholarship shall be named the Louisiana Engineering Society Scholarship.

CITIZENSHIP
Candidates must be citizens of the United States of America whose legal residence is in the state of Louisiana.

CURRICULUM
Candidates must be in good academic standing, and must be enrolled in a curriculum leading to a Bachelor of Science degree in Engineering. That curriculum must be accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

FINANCIAL NEED
Financial need must be demonstrated to the satisfaction of the LES Scholarship Committee.

APPLICATION FORM
Candidates must submit a completed official LES Scholarship Application Form.

ADMINISTRATION
A. Annually the LES Scholarship Committee shall send inquiries to the Deans of Engineering of all qualifying Louisiana Universities. The Dean of Engineering shall be invited to submit the names of three candidates. LES Scholarship Application Forms shall be made available to each candidate who, in turn, shall submit the completed form to the LES Scholarship Committee for evaluation. This process shall be initiated early in the fall semester or quarter. Any candidate not submitting the official LES Scholarship Application Form shall be disqualified.

B. Currently the following seven universities qualify: Louisiana State University, Louisiana Tech University, McNeese State University, Southern University, Tulane University, University of New Orleans, and University of Louisiana at Lafayette.

C. Early in the beginning of the new calendar year the LES Scholarship Committee shall evaluate applications which have been received, select the scholarship recipient(s), notify the student of the selection, and forward the monetary award to the Dean of Engineering of the respective university for payment to the student. Personal interviews by the LES Scholarship Committee shall be encouraged, but are not required.

D. Names of scholarship recipients, amounts of each scholarship, and the name of the respective university shall be reported annually to the LES Board of Direction.
E. The LES Scholarship Committee shall advise the local LES chapter president that a student in the area has received an LES scholarship. The local chapter is expected to invite the recipient to a monthly chapter meeting where the recipient shall be recognized for scholastic achievement. The recipient shall also be offered the opportunity to meet active Professional Engineers who encourage them to participate in the activities of the chapter. Thus will begin a lasting and fruitful bond to the engineering profession.

F. Names of recipients and their respective universities shall be published in the Louisiana Engineer and Surveyor Journal.

LES SCHOLARSHIP FUND

A. The State Scholarship committee shall develop and administer a Scholarship Fund for the purpose of securing, depositing and distributing scholarship assets. The Scholarship Fund shall be maintained in a tax free account, e.g., IRS designation Section 501(c)(3) under the control of the LES Board of Direction. Each Chapter's Scholarship Committee will be responsible for reviewing a list of prospective engineering companies in their geographical area and recommend target companies to the State Scholarship Chairman. A concerted effort will be made by the State Scholarship Committee (or an ad hoc committee) to draft an appropriate letter that outlines the intent and purpose of the Scholarship program. The letter will be endorsed by both the LES State President and the State Scholarship Chairman as an indication of LES support. This letter and the list of prospective engineering companies will be forwarded by the State Scholarship Chairman to the LES State Office for mailing. Contributors to the Scholarship Program or sponsors of a grant or scholarship should mail their financial contributions (checks made payable to "LES Scholarship Fund") directly to the State Office each year. These contributions will be deposited into the LES Scholarship Fund. The names of all contributing companies will be listed in documents advertising and announcing the program.

B. To maintain the integrity and professional ethics of the engineering profession, as interpreted by LES, all interested sponsors of scholarships or grants must receive the approval of the LES Board of Direction. This requirement also applies to any scholarship or grant provision(s) and/or constraint(s) that may be imposed by the sponsors. This will prevent the acceptance through the LES of any provision or constraint that the LES Board of Direction deems inappropriate.

C. Contributions will be accepted from individuals, companies, consulting firms, and so forth; however, only those contributions of $100.00 or more will be listed in the Scholarship Program literature. Contributions of $1,000.00 or more can be named after the contributor with the title of the scholarship/grant designated by name by the contributor subject to the approval of the LES Board of Direction.

D. A portion of the Scholarship Fund's portfolio shall be designated by the LES Scholarship Committee as the Scholarship Endowment Fund, and another portion the Scholarship Operating Fund.

1. Endowment Fund: The LES Scholarship Committee shall allocate a portion of funds raised to the Endowment Fund. The capital of the Scholarship Endowment Fund shall be preserved. Only the income from the principal of the Endowment Fund shall be expended for scholarships and administration expenses.

2. Scholarship Operating Fund: Income from the Scholarship Endowment Fund shall be transferred periodically to the Scholarship Operating Fund to finance annual scholarships and administration expenses. The number of scholarships granted each year shall be subject to the availability of these dispensable funds in the Scholarship Operating Fund.
E. If the portfolio contains insufficient funds to pay at least one $500 scholarship annually, the Scholarship Committee shall not offer a scholarship. However, if fund raising efforts are successful, and money accumulates in the portfolio, the Scholarship Committee shall determine a prudent allocation of funds to
a) increase the capital of the Scholarship Endowment Fund, and/or
b) increase the Scholarship Operating Fund so that the number of scholarships or the size of scholarships may be increased.

FINANCIAL REPORTS

The Executive Director shall provide quarterly financial reports to the State Scholarship Chairman and the Secretary-Treasurer of the LES Board of Direction. These reports shall identify income, expenses and balances of the Scholarship Endowment Fund and the Scholarship Operating Fund.

An audit of the above accounts shall be performed at prudent periods by independent agents under the direction of the Secretary-Treasurer of the Board of Direction.
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<th>Position</th>
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YOUNG ENGINEERS COMMITTEE

This Committee will assume responsibility for any matter properly referred to it, though it might overlap another committee's area of responsibility. In such case, the responsible committee may ask the assistance of such other committee.

The Young Engineers Committee shall develop and carry out programs designed to introduce young, practicing engineers and engineering students to the engineering profession. The Committee shall work within the Chapters to provide programs designed to meet the special needs of their younger members. The Committee shall support Student Chapters through representation on their Board of Sponsors and work within the colleges to introduce professionalism.

Assigned Responsibilities

1. Safeguard and advance the interests of Young Engineers and assist them in their efforts to qualify for registration as a professional engineer.

2. Work with the Honors and Awards Committee in promoting the Young Engineer Award.

3. Establish programs of interest to young engineers.

4. Promote Young Engineers' Month - November.

5. Work with other committees to involve young engineers in the work of the Society.

6. Encourage the professional development of engineering college students by assisting in the successful establishment and maintenance of LES Student Chapters, the development of interesting programs and literature on professionalism, and the creation of interest and desire to achieve professional registration.

7. The Chairman should adhere to Appendix 1, Policy on Committee Continuity.

8. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for both the Planning Conference and the Annual Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the Planning Conference and officially turn the gavel over to the new Chairman.
Louisiana State University

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Louisiana Engineering Society
Strategic Plan

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HISTORICAL SKETCH OF THE LOUISIANA ENGINEERING SOCIETY

In the fall of 1897, a group of New Orleans engineers proposed formation of an organization to keep abreast of developments in their profession. One primary objective was to pool their resources and make available to each member expensive journals and publications that would have been difficult for an individual to obtain.

The Society's first organizational meeting was held on December 22, 1897 with 14 members present. Constitution and Bylaws were adopted on January 8. When the group tried to incorporate, they discovered that the state law required at least 25 signatures. Thus, the first membership campaign began and by the time the charter was recorded on February 3, the number had increased to 29.

The first president of the Louisiana Engineering Society was Sidney F. Lewis, a native of New Orleans. Every president and secretary since that time is listed on the back page of the Louisiana Engineering Society's Constitution and Bylaws.

The Society's first milestone was the enactment of a registration law. The initial work toward securing passage of this legislation was begun as early as 1898. The founding fathers were much concerned about engineering competency and wished to protect the public from the activities of "dabbler and quacks who had only to hang a shingle in order to qualify for business." During the 1900 and succeeding sessions of the Legislature, bills were introduced at the Society's request, but it was not until 1908 that the law was passed. As proposed, it was intended to include all branches of the engineering profession, but unfortunately opposition developed, and the act, which went into effect in July, was the very first state law of its kind that regulated only the practice of Civil Engineering and Land Surveying.

Act 308 of 1908 created the Louisiana State Board of Engineering Examiners and provided that the board members be appointed by the Governor from a list of names submitted by the Louisiana Engineering Society, which procedure is followed today.

In 1914, it was decided that the Louisiana Engineering Society should undertake the publication of its own journal. The first issue of the Proceedings of the Louisiana Engineering Society was published in 1915. The title of the publication was changed to the Louisiana Engineer in 1959. Copies of all issues are available in the State Office.

As early as 1925, efforts were made to establish a Baton Rouge Chapter, but it was not until November 20, 1939, that this was accomplished. The Lake Charles Chapter came next on November 3, 1947. 1949 saw the establishment of both the Shreveport and Monroe Chapters on July 3 and October 3 respectively. The Lafayette Chapter was formed and its charter was presented on October 10, 1950. On February 15, 1951, the Alexandria Chapter received its charter.

New Orleans became a Chapter on October 12, 1964 as a sound administrative move to separate New Orleans from the State organization. The New Orleans Chapter was divided by the additions of the Bayou Chapter on April 29, 1969 and the North Lake Chapter on December 17, 1982. Unfortunately on October 16, 1992, the North Lake Chapter was dissolved.

1957 was a year of decision. The issue before the Society was whether or not to affiliate with the national organization and, if such affiliation appeared desirable, whether that organization would be the National Society of Professional Engineers or the Engineers Joint Council or both. The membership voted to join both in 1957. The Louisiana Engineering Society is still a member of the National Society of Professional Engineers.


Every engineer has two distinct interests:

First, and foremost, the engineer is a member of the engineering profession and as such has a common interest with every other member of the profession.

Second, the engineer has been trained, usually, in one particular technical branch of the profession, thereby establishing a community of interest and a need for organization in that particular branch.

Thus, we feel that every engineer should belong to and support both professional and technical organizations.

The Louisiana Engineering Society has a rich heritage. The founders built well. From a small beginning the Society has gone steadily forward. Today, we are at the threshold of greater things to come. If all our efforts are to count, wholehearted cooperation of every member is needed. When a new administration makes a request, follow the Society's tradition, pitch in and do it. Give the Louisiana Engineering Society the support it deserves. You owe it to your profession!
**Vision Statement**

The Louisiana Engineering Society is the recognized advocate of all licensed engineers in the state of Louisiana.

**Mission Statement**

The Louisiana Engineering Society serves to advance the engineering profession by:

- **Encouraging** ethical and competent practice through licensure and legislative involvement.
- **Nurturing** public awareness of engineers’ contributions to society.
- **Growing** the society through licensure & LES membership and public service.
- **Recognizing** engineering achievements.

**National Society of Professional Engineers Strategic Plan Linkage**

The Louisiana Engineering Society (LES) is a state society of the National Society of Professional Engineers (NSPE). LES seeks to align its strategic plans with that of NSPE.

**NSPE’s Strategic Plan**

| NSPE Website | NSPE Strategic Plan On-Line  
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<td>(<a href="http://www.nspe.org/aboutnspe/ab1-plan.asp">http://www.nspe.org/aboutnspe/ab1-plan.asp</a>)</td>
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**Background**

NSPE state and national leaders from across the country came together in January 1999 for an unprecedented Leadership Consensus Congress that approved a new vision, mission, and goals to guide the Society for the next three years. At the same Atlanta meeting, the NSPE Board of Directors then unanimously endorsed the plan. The objectives accompanying each goal will give a new focus to NSPE's program planning and budgeting.

**Vision**

NSPE is the premier national organization that promotes and defends the professional interests of all engineering professionals.

**Mission**

NSPE is the national society of engineering professionals from all disciplines that promote the ethical and competent practice of engineering, advocates licensure, and enhances the image and well being of its members.
NSPE Core Values

- Protection of the public
- Ethical conduct
- Professionalism
- Competency
- Fulfillment of member needs
- Service to the public
- Licensure

Goal

1. Promote the competent, ethical, and professional practice of engineering.

- Support professional licensure as defined by the various jurisdictions, including vigorous enforcement of the statutes.
- Encourage those who are not specifically required by statutes to be licensed to choose licensure as a legal, public, and personal declaration of their educational and professional achievement.
- Collaborate with other organizations to continually enhance and standardize the licensure process, including examination options and formats, continuing professional competency, national mobility, international practice, and areas of certification.
- Develop and distribute an economical and efficient licensure examination preparation program and coordinate with state societies to enhance and publicize existing programs.
- Promote the use of NSPE membership as the universally recognized indication of those committed to the ethical, competent, and professional practice of engineering.
- Continue to develop and implement an effective plan to communicate the importance of the competent, ethical, and professional practice of engineering to policy makers and the public.
- Develop a pro-active role in addressing ethical violations and member discipline

Goal

2. Enhance the image and stature of engineering professionals.

- Continue to implement and monitor the public image campaign.
- Publicize major achievements of engineers and engineering professionals.
- Develop education campaigns on the importance of licensure.
- Publicize Society activities to the trade and general media.
- Develop a campaign to enhance the recognition and stature of engineering professionals in the workplace.
- Develop a program to educate engineers regarding improvement of their own public image.
- Encourage engineers to participate in civic, educational, community and governmental activities and projects, including boards and commissions.
- Promote awareness of engineering to pre-college students.

Goal

3. Provide education, career development, networking opportunities, and other benefits to engineering professionals and students.

- Improve NSPE’s role of serving as an information resource to members, Chapters, state societies, and other engineering societies.
- Provide educational opportunities for students and engineering professionals.
- Create and implement career planning and development initiatives, including career-growth and licensure mentoring opportunities and managerial skills development.
- Develop models for encouraging student chapters and student involvement in chapters and state societies.
- Publicize the benefits of NSPE membership, with specific focus on
younger engineers and students.

• Develop ideas and programs to facilitate networking opportunities.

Goal
4. Advocate the interests of engineering professionals and protect the public through an effective government relations program.

• Monitor national, state, and local public policy issues (legislation, regulations, and administrative orders).
• Facilitate efforts of national, state, and local resources on public policy issues.
• Advocate on behalf of the engineering professionals on public policy issues.
• Communicate with stakeholders (engineering professionals, public officials, the general public, et. al) to raise awareness of public policy issues of interest to engineering professionals.
• Promote political involvement by engineering professionals.
• Choose strategic alliances to increase NSPE’s effectiveness on legislative and regulatory issues.

Goal
5. Align the structure, activities, and governance of the society to optimize support and resources for all programs.

• Improve and mature the streamlined governance model at NSPE, including the regions and the practice divisions.
• Continue effective operation of and improvements to the records management system.
• Explore new ways, including the use of distance-access technology, to optimize participation by members in NSPE meetings.
• Increase net membership by continuing the implementation of improved membership marketing.
• Improve inter-professional and inter-society interactions.
• Strengthen the partnership and communication of programs and activities among national, regional, state, and chapter organizations.
• Improve the use of technology to enhance member awareness, involvement, participation, and efficiency of Society operations.
• Commit to the ongoing strategic planning process, including the allocation of resources according to the plan and the elimination of programs that cannot be linked to the plan.

LES Values and Critical Success Factors

The LES strategic management system is defined by using core values to determine the critical success factors of the organization. These key success factors are then translated into goals, objectives, performance indicators and strategies as outlined in the following text.

The LES core values were rank ordered from a values exercise conducted at the board of direction meeting in Lafayette LA on May 4, 2001:

Organizational Values

1. Leadership
2. Integrity
3. Education
4. Career Orientation
5. Quality
6. Commitment
These LES values were then used to determine the following critical success factors:

**Critical Success Factors**

1. Participation of volunteers
2. Relevant “hot” topics and issues
3. Communication and public awareness
4. Leadership
5. Offering Continued Professional Development (CPD) and educational opportunities
6. Organization and structure
7. Good effective staff
8. Membership growth
9. Legislative liaison
10. Scholarship and engineering education
11. Employer support

The critical success factors listed above were then used to develop the following strategic goals which were approved by the strategic planning group at the June 26, 2001 meeting in San Destin FL:

**Strategic Goals**

A. Protect the interests of the engineering profession/Advocate registration of all engineers
B. Provide leadership on engineering issues for the state/Service to the Public and Profession
C. Provide avenues for members to elevate their skills, competencies and ethics
D. Provide leadership and guidance to engineering education in LA
E. Elevate the status and image of the engineering profession through outreach activities, recognition and public awareness

**Strategic Goals**

A. Protect the interests of the profession/Advocate registration of all engineers

**OBJECTIVES:**

1. That major industrial and governmental units that employee personnel who perform engineering services within the state of Louisiana (given the title “engineer”) are registered with the Louisiana Professional Engineering and Land Surveying Board.

2. Preserve the current method of selection of members of Louisiana Professional Engineering and Land Surveying Board appointed by the Governor of Louisiana who govern the registration of engineers in Louisiana.

**PERFORMANCE INDICATORS:**

- Cooperation between LES and LAPELs
- Industrial Exemption Position Paper
- Correspondence with ABET accredited Universities
STRATEGIES:
1. Maintain effective communication with the Louisiana Professional Engineering and Land Surveying Board through the LES liaison committee, meetings and other appropriate contacts to discuss and act on matters of mutual concern.
2. Establish an Ad Hoc committee to recommend to the board a philosophy and actions as appropriate to address the industrial exemption and increase the percent of practicing engineers who are registered.
3. Advocate that the Fundamental of Engineering (FE) exam be required by the college of engineering and offered to all engineering students within six months of graduation.

B. Provide leadership on engineering issues for the state/Service to the Public and Profession

OBJECTIVES
1. Develop chapter and committee “action plans” to further the five major goals of LES as set forth in this strategic plan at the local and committee levels.
2. Develop legislation agenda and key contacts for a “minute-man” response network to contact state legislators to influence issues related to the engineering profession.
3. Conduct efficient and effective governance of LES at the chapter and state levels while participating through representation at the regional and national levels and use all available means and technology.
4. Serve as the central state organization for engineering intersociety relations.
5. Become proactive in identifying community concerns before they result in adverse publicity that might negatively impact the image of professional engineers.

PERFORMANCE INDICATORS
- Number of public LES appearances.
- Number of Actions Plans submitted to the LES Board of Direction by the Chapters and Committees.
- Number of responses to legislative issues that receive LES participation.
- Number of and membership attendance at LES meetings, committee and chapter functions.
- Percent growth of LES Membership.
- Number of partnering agreements established/renewed.

STRATEGIES
1. Become recognized as the leader of engineering issues within the state as the central overall coordinating organization that proactively addresses concerns of the engineering profession, technical societies and related professional organizations.
2. Brief legislative agenda and status of issues at regular board meeting as appropriate.
3. Seek newsworthy issues and items for publication to appropriate audiences, stakeholders and the public to the maximum extent possible.
4. Develop the elected leadership at the chapter and state levels.
5. Meet with the larger municipalities to offer assistance in representing the engineering profession as an independent source of guidance when issues or problems are encountered in the course of commerce.
6. Upgrade LES website to provide for on-line membership application, timely dissemination of LES activities and communications, strategic plans and provide a means of member feedback.

C. Provide avenues for members to elevate their skills, competencies and ethics

OBJECTIVES

1. Provide professional development (CPD) opportunities for all engineers through engineering conferences, workshops and meetings.
2. Provide certification of individuals and organizations that wish to offer CPD courses and seminars.
3. Provide ethics training to all engineers.
4. Number of individual organizations certified to provide CPD’s.

PERFORMANCE INDICATORS

- Number of attendees at conferences, workshops and meetings
- Number of Professional Engineers on the teaching staffs at Louisiana’s engineering colleges.
- Success of Professional Development audits by LAPELS.

STRATEGIES

1. Each Chapter conducts regular meetings with topics and speakers that qualify for Professional Development Hours (PDHs).
2. Host the Joint Engineering Societies Conference (JESC) annually to provide a multi-discipline opportunity for all engineers to further their professional development to earn PDHs and to network with other engineers and companies which provide engineering related products and service.
3. Provide “speakers” to make presentations on the engineering registration process to student chapters and technical societies.
4. Provide video program study courses to the State and Local Chapters.
D. Provide leadership and guidance to engineering education in Louisiana

OBJECTIVES

1. Assist students financially who wish to pursue the study of engineering.
2. Provide a forum for the identification, discussion and resolution of engineering education issues and concerns.
3. Provide opportunities for student paper competitions at state meetings with support for travel if available.
4. Support university curriculum committees in improving engineering curriculums and developing land surveying curriculums.
4. Develop communications with all ABET accredited universities within LA that offer engineering curriculums stressing the importance of registration of their students upon graduation.

PERFORMANCE INDICATORS

- Number of engineering scholarships awarded within the state.
- Percent of university advisory boards with LES Representation
- Engineering students participating in Tuition Opportunity Program for Students (TOPS) program
- Number of student paper competitions

STRATEGIES

1. Develop a comprehensive list of engineering scholarships and awards.
2. Sponsor and facilitate meetings of the council of deans.
3. Appoint an official LES Board representative to all advisory committees to all engineering departments.
4. Develop “white paper” on engineering curriculums.

E. Elevate the status and image of the engineering profession through outreach activities, recognition and public awareness

OBJECTIVES

1. Develop an effective public relations program.
2. Host and continue to improve the following LES Sponsored programs at the Chapter and State levels:
   - Mathcounts
Future City Competition

PERFORMANCE INDICATORS

- Number of articles published on engineering accomplishments
- Success of LES sponsor student teams in State/Regional and National competitions.
- Number of participating schools

STRATEGIES

1. Activate the Public relations committee to prepare and distribute press releases and newspaper articles as the opportunities arise.
2. Publish engineering accomplishments in the Louisiana Engineer Magazine and other appropriate publications.

LES Strategic Plan Implementation

By setting the framework for sound management and accountability, the LES Strategic Plan provides guidance for how the organization will achieve its mission consistent with National Society of Professional Engineers policies and sound management principles. The plan establishes the basis for performance standards; defines requirements that drive budget and resource management decisions; and provides accountability for all processes and outcomes.

The plan establishes a foundation upon which performance the staff, chapters and committees of the organization can define measures and targets. These measures can then be reported to the LES Board of Directors at its regularly scheduled meetings. This enables a systematic approach to measure organizational performance, establishes expectations for performance-based activities, and evaluates outcomes and their significance with respect to the overall mission. This process assures that all operating and supporting activities are planned and carried out within a goal-driven environment.

LES Planning and Performance Measurement Approach

Periodic Evaluation and Validation

Periodic evaluation shall be used to determine the progress against stated objectives, identify where goals require revision, identify barriers to accomplishing goals, and assist in identifying courses of action that will help overcome those barriers. Within LES, periodic evaluation is a continuous process of assessment, reporting, and evaluations throughout the year to the committees, chapters and the LES Board of Direction. This continuous process includes an annual evaluation to determine what, if any, improvements, revisions and updates should be made to this Strategic Plan, which shall be carried out by the long range planning committee.

The results of evaluating all of the information from these sources, as well as knowledge of LES officers and board, are used to establish new goals and revise or update existing goals in the Strategic Plan.
Key Factors Affecting Achievement of Goals and Objectives

Factors within the control of LES:

- The Board of LES is focused on managing and assuring the performance capability envisioned in this Strategic Plan and that of the National Society of Professional Engineers as applicable to Louisiana. These responsibilities include the requirement to:
  - Promote the competent, ethical, and professional practice of engineering.
  - Enhance the image and stature of engineering professionals.
  - Provide education, career development, networking opportunities, and other benefits to engineering professionals and students.
  - Advocate the interests of engineering professionals and protect the public through an effective government relations program.
  - Align the structure, activities, and governance of the society to optimize support and resources for all programs.

Factors outside of LES control:

- LES is a professional society that operates within the boundaries, laws, and regulations that govern similarly constituted organizations. Although LES can seek to influence new laws and the subsequent rules developed to implement them through the legislative process ultimate outcomes are determined through the democratic process and may not always be in the best interests of the engineering profession.

- LES depends heavily upon volunteerism of its individual engineering members and their willingness to “give back” to his/her profession. The extent to which this can be accomplished is depend on a number of factors including economic conditions, the support provided by corporate employers, ties to engineer education, interaction or the lack of it with other professional and technical organizations and finally the extent of professional unity that can be achieved within its own ranks.

Strengths, Areas for Improvement and Opportunities

The strategic planning group identified the following strengths:
- Professionalism, educated members, membership based, strong traditions, ethical, reliable, respected, trusted, leadership committee, paid staff, youthful, diverse, geographically dispersed, builders, giving, and organized.

The strategic planning group identified the following areas for improvement:
- Rank & file involvement, continuity, training, commitment, time management, % representation, image, funding (financial), voice in community, public awareness, communication, ties to engineer education, lack of interaction with other organizations, professional unity, and goals as stated.

The strategic planning group identified the following opportunities:
- Professional development, networking, increase student organizations, voice of the profession, moral/ethical leadership, voice within government, media relations.
Stakeholders

The support of stakeholders is crucial to LES in fulfilling its mission. In this context, the LES’s primary stakeholder groups include, but are not limited to:

Individual members
LES Chapter Officers and Committee Members
The Professional Staff of LES
LES Committee members and officers
LES Board of Direction
Louisiana Engineering Foundation
The Southwest Region and other State Societies within the National Society of Professional Engineers
National Society of Professional Engineers
Louisiana Professional Engineering and Land Surveying Board
Federal, State and Local Governments

Summary

LES is committed to operating in a fashion that integrates its core values with strategic planning to execute the mission of the advancement of the engineering profession.

Document History
Core values and Critical Success Factors determined: May 4, 2001
Strategic Goals formulated & approved by board: Jun 26, 2001
Strategic Plan Originated: July 15, 2001
Reviewed and approved by Board: Sep 28, 2001
Forwarded to NSPE: December 13, 2001
ADMINISTRATION OF THE LOUISIANA ENGINEERING SOCIETY

The objectives of the Louisiana Engineering Society and the National Society of Professional Engineers are advanced at the three levels of societal affairs – local, state, and national.

Chapters pursue these purposes at the city, parish and local district levels, generally meeting once a month for the exchange and dissemination of information, and for discussion, formulation and presentation of programs to fulfill societal objectives.

The Louisiana Engineering Society operates within the state as an affiliate society of the National Society of Professional Engineers. It is divided geographically into eight chapters.

The Louisiana Engineering Society Board of Direction is the policy-making and governing body for the Society, comprising: each Chapter President, society officers (President, First Vice President, Second Vice President, Secretary-Treasurer, Past President, one National Director, four State Directors), and Practice Division Chairmen. The society officers are elected by the membership and the Chapter Presidents and Practice Division Chairmen are elected within their own groups.

To help carry out the objectives of the Louisiana Engineering Society and the directives of the Board, Committees are appointed by the President. Standing Committees are established by the Louisiana Engineering Society Constitution and Bylaws, while specially appointed ad hoc Committees function on single assignments for limited periods of time. The President of the Louisiana Engineering Society appoints Committee Chairmen. Vice Chairmen for each Committee are appointed by the First Vice President of the Louisiana Engineering Society.

Members of Standing Committees and Chapter members of Practice Divisions are appointed by the Chapter Presidents. **In April of each year, the Chapter President-Elect should start preparing a list of engineers for appointment to Committees and Practice Divisions.**

Striving to fulfill professional engineering objectives through its efforts, the National Society of Professional Engineers acts as a “nerve center” to centralize state society activities and programs. It is made up of 50 state societies plus societies of the District of Columbia, Puerto Rico, Guam and the Panama Canal Zone. The National Society of Professional Engineers holds annual summer and winter meetings, augmented by regional meetings of state societies having common problems and initiatives.

The National Society of Professional Engineers, which is structured administratively like the Louisiana Engineering Society, also utilizes governing and policy-making bodies such as a Board of Direction, Practice Divisions, and Committees, which are made up of members from state societies affiliated with the National Society of Professional Engineers. The number of National Directors for each state society is limited to one for the first 1,500 national members, or fraction thereof, in good standing. The Louisiana Engineering Society currently has one national director.
LES CHAPTER STRUCTURE - ORGANIZATION

Chapters of the Louisiana Engineering Society are organized basically with the same structure as the state society. Most operate under an executive body comprised of a President, Vice President or President-Elect, Secretary and Treasurer, and, in some cases, trustees or directors.

Because of their variance in membership size and geographical location, the Louisiana Engineering Society Chapters adapt and coordinate their administration to suit their local situation, so long as the Louisiana Engineering Society Constitution and Bylaws are not violated.

The Louisiana Engineering Society also has chartered Student Chapters at the University of Southwestern Louisiana, McNeese State University, the University of New Orleans, Louisiana State University-Alexandria, Louisiana State University-Shreveport, Tulane University, and Nicholls State University. Parent Louisiana Engineering Society Chapters located near these engineering schools often host programs or activities in conjunction with the Student Chapters to give student members a look at the Louisiana Engineering Society. Other Chapters are working with engineering schools in their areas to organize additional Student Chapters.

It is at the Chapter level that local officers face the greatest challenge and opportunity for leadership in the growth of the society.

CHAPTER RESPONSIBILITIES

1. Work closely with the Louisiana Engineering Society Membership Committee and recruit new members. A membership development audio/slide presentation is available through the State Office. (Appendix 15)

2. Hold interesting and varied Chapter programs, usually monthly.

3. Communicate with Chapter members. It is very important that the Chapter President keep his members advised of LES Board of Direction activities and at the same time keep the Board of Direction advised of the member's opinions and suggestions.

4. Receive membership certificates from the State Office and make appropriate presentations to members. If the certificate cannot be presented at a Chapter Meeting, have it hand carried to the member. Mail it as a last resort, but do not hold it for a long period of time.

5. Make nominations of outstanding engineers for the six Louisiana Engineering Society basic awards. Honors and Awards Guidelines are included as Appendix 3.

6. Nominate high school students for scholarships.

7. Report Chapter activities at LES Board of Direction Meetings, using the following Chapter Report Form.

8. Request a roster or mailing labels at least ten (10) days prior to each time needed from the State Office.

9. Envelopes, stationery, and Chapter supplies are Chapter expenses.
Chapter Annual Report
Chapter: _________________
(due May 31, 2017)

1. What were your programs this past year?

<table>
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<th>Topic (w/ speaker)</th>
<th># Attending</th>
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<td>June</td>
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2. What other Activities does your chapter participate in?

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<th>Date (mm/dd/yy)</th>
<th># Chapter Members Participating</th>
<th># Prospective Members Participating</th>
<th>Other Attendees</th>
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3. Please fill in the total number of members your chapter had at the end of each month.

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4. How many chapter newsletters were distributed this year? _____

5. How do you communicate with chapter members?
   ___ Phone   ___ E-mail   ___ Website   ____ Other

6. Did your chapter distribute any awards this year? If so, to whom?
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

7. What were lessons learned this year?
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

7. What are the planned dates for your upcoming meetings:
   ____________________________________________________________________
   ____________________________________________________________________

Prepared by: _____________________________
Date: _____________________________

Please submit by email to Brenda@les-state.org
CRITERIA GOVERNING THE AWARD OF THE
LOUISIANA ENGINEERING SOCIETY
F. HUGH COUGHLIN YOUNG ENGINEER AWARD

The Louisiana Engineering Society F. Hugh Coughlin Young Engineer Award will be awarded as conditions warrant, but not more often than annually, to an engineer not over thirty-five (35) years of age who has demonstrated to a high degree capabilities in his chosen field of engineering, thereby indicating potential for further advancement and leadership as a professional engineer.

The desire of the Society is not only to recognize the recipient but to encourage and inspire young engineers with a desire to reach greater heights of professional achievement and service.

This award is named in honor of F. Hugh Coughlin, P.E., a distinguished member of the Society from 1944 until his death in 1980. His interest and support of young engineers was instrumental in the establishment of this award.

Dr. Randall F. Baron 1967  Dana Montet Simon 2003
Dr. Olin K. Dart 1968  Rebecca A. Johnson 2004
Dr. Cecil L. Smith, Jr. 1969  Boyd Holmes 2005
Dr. Daniel D. Reneau 1970  Gavin P. Gautreau 2006
Davis S. Huval 1971  Mike M. Smith 2007
Dr. Rodolfo J. Aguilar 1972  Robert J. Lear, Jr. 2008
E. Raymond DesOrmeaux 1974  Joey Krefft 2010
J. Alvin Badeaux 1975  Benjamin C. Rauschenbach 2011
John W. “Billy” Moore 1977  Joshua Hays 2013
James F. Guion 1979  Jacob M. Loeske, PE, LSI 2015
Kerry J. LaBauve 1980  Byron D. Racca, PE 2016
Dale T. Hunn 1981
Michael V. Aderman 1982
Ashton B. Avegno 1983
James A. Ragland 1984
Ronald J. Rodi 1985
Robert A. Brossette, Jr. 1986
James C. Wernicke 1987
Dr. Leslie K. Guice 1988
John A. Guillot 1989
Donald C. Carter 1990
J. Andy Craig 1991
Linda Keith Hillman 1992
Michael B. Songy 1993
James N. Moore 1994
John J. Plaisance, II 1995
Susan H. Richard 1996
Mark W. Snow 1997
Christopher K. Richard 1998
Gregory P. Sepeda 1999
Matthew J. Wallace 2000
Barbara E. Featherston 2001
Kevin E. Crosby 2002
The Louisiana Engineering Society The Andrew M. Lockett Civic Activities Award will be awarded as conditions warrant, but not more often than annually, for Distinguished Civic Service by an Engineer, in the interest of the Public, without compensation for those services.

The character and scope of the services rendered are the predominant criteria, rather than strictly engineering or scientific attainments.

The desire of the Society is not only to recognize the recipient but to encourage and inspire other engineers to take a greater part in the civic well being of their communities, parishes and the State of Louisiana.

The award is named in honor of Andrew M. Lockett, P.E., a distinguished member of the Society from 1900 until his death in 1945. Mr. Lockett was a strong advocate for engineers to get involved in civic activities.

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipient</th>
<th>Year</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1951</td>
<td>Lester F. Alexander</td>
<td>1986</td>
<td>John E. Ritter</td>
</tr>
<tr>
<td>1952</td>
<td>Harold C. Leonard</td>
<td>1987</td>
<td>Not Awarded</td>
</tr>
<tr>
<td>1953</td>
<td>A. B. Paterson</td>
<td>1988</td>
<td>John T. Roberts</td>
</tr>
<tr>
<td>1955</td>
<td>Not Awarded</td>
<td>1990</td>
<td>Wayne E. Staton</td>
</tr>
<tr>
<td>1956</td>
<td>Homer G. Fritchie</td>
<td>1991</td>
<td>James L. Meyer</td>
</tr>
<tr>
<td>1957</td>
<td>Frank H. Coughlin</td>
<td>1992</td>
<td>Bobby E. Price</td>
</tr>
<tr>
<td>1958</td>
<td>Neville Levy</td>
<td>1993</td>
<td>John W. “Billy” Moore</td>
</tr>
<tr>
<td>1959</td>
<td>Not Awarded</td>
<td>1994</td>
<td>Jerry G. Lazenby</td>
</tr>
<tr>
<td>1962</td>
<td>Not Awarded</td>
<td>1997</td>
<td>Thomas L. Holtclaw</td>
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<tr>
<td>1964</td>
<td>W. J. Evans</td>
<td>1999</td>
<td>Peter R. Quirk</td>
</tr>
<tr>
<td>1965</td>
<td>Edwards S. Bres</td>
<td>2000</td>
<td>Ben J. Haney</td>
</tr>
<tr>
<td>1966</td>
<td>Jeffery H. Collins</td>
<td>2001</td>
<td>Dale T. Hunn</td>
</tr>
<tr>
<td>1967</td>
<td>U. J. Gajan</td>
<td></td>
<td>Emmett G. “Pete” Dammon</td>
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<tr>
<td>1968</td>
<td>H. Nash Ogden</td>
<td>2002</td>
<td>Bodin A. Hugger</td>
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<tr>
<td>1969</td>
<td>Not Awarded</td>
<td></td>
<td>Charles W. Nelson</td>
</tr>
<tr>
<td>1970</td>
<td>Dean Ben T. Bogard</td>
<td>2004</td>
<td>Louis J. Capozzoli</td>
</tr>
<tr>
<td>1971</td>
<td>Max M. Merrick</td>
<td>2005</td>
<td>Darrell K. Jones</td>
</tr>
<tr>
<td>1972</td>
<td>James S. Janssen</td>
<td>2006</td>
<td>Frank P. Gallagher, III</td>
</tr>
<tr>
<td>1973</td>
<td>Elmer E. Shutts</td>
<td>2007</td>
<td>Mark W. Snow</td>
</tr>
<tr>
<td>1974</td>
<td>Irwin R. Schneider</td>
<td>2008</td>
<td>Kevin G. Switzer</td>
</tr>
<tr>
<td>1975</td>
<td>Charles A. Killgore</td>
<td>2009</td>
<td>Dennis J. Dean</td>
</tr>
<tr>
<td>1976</td>
<td>D. Allan Collette, Jr.</td>
<td>2010</td>
<td>Rhaoul A. Guillaume, Sr.</td>
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<tr>
<td>1977</td>
<td>Frank H. Walk</td>
<td>2011</td>
<td>Scotty J. Baudoine</td>
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<tr>
<td>1978</td>
<td>Paul W. Murrill</td>
<td>2012</td>
<td>Kevin E. Crosby</td>
</tr>
<tr>
<td>1979</td>
<td>Hugh B. Balfour</td>
<td>2013</td>
<td>Marvin Zochert</td>
</tr>
<tr>
<td>1980</td>
<td>Edward W. Midlam</td>
<td>2014</td>
<td>Paul D. Fryer, PE, PLS</td>
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<tr>
<td>1981</td>
<td>Marion J. Chaney</td>
<td>2015</td>
<td></td>
</tr>
<tr>
<td>1982</td>
<td>Rodney M. Vincent</td>
<td></td>
<td></td>
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<tr>
<td>1983</td>
<td>Waldemar S. Nelson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1984</td>
<td>T. Dudley Hixson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1985</td>
<td>Mack Abraham</td>
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</tbody>
</table>
CRITERIA GOVERNING THE AWARD OF THE
LOUISIANA ENGINEERING SOCIETY
JAMES M. TODD
TECHNOLOGICAL ACCOMPLISHMENT AWARD

The Louisiana Engineering Society Award will be awarded as conditions warrant, but not more often than annually, for Distinguished Service by an Engineer for Technological Advancement or Discoveries as contributions to the advancement of Engineering.

The purpose of honoring Engineers with this award is to encourage and inspire other engineers to reach even greater heights of professional achievement.

The award is named in honor of James M. Todd, P.E., President in 1930 and an active member of the Society until his death in 1971. Mr. Todd suggested the formation of an award for engineering ingenuity in 1950.

A. Baldwin Wood 1951 Not Awarded 1986
Edwin L. Dennis 1952 Not Awarded 1987
C. Glenn Cappel 1953 Robert S. Jones 1988
Alexis Voorhies 1954 Charles W. Hair, III 1989
Not Awarded 1955 Geoffrey R. Say 1990
Wiley D. Poole 1956 James L. Rike 1991
Irven E. Hanson 1957 D. Thomas Iseley 1992
Jesse Coates 1958 Ernest L. Kistler 1993
William B. Gurney 1959 Jay Charles Smith 1994
Robert J. Kuhn 1960 James P. Ledet 1995
Not Awarded 1961 John R. Collier 1996
Not Awarded 1962 Dr. Janardanan O. Uppot 1997
Joseph H. Barnell 1964 Not Awarded 1999
Armand L. Willoz 1965 Vijay P. Singh 2000
Frederick W. Zur Burg 1966 Roger D. Danzy 2001
Clifford M. Cockrell 1967 Ehab Amin Meselhe 2002
Not Awarded 1968 John A. McCorquodale 2003
Not Awarded 1969 Bhaskar Kura 2004
Roger W. Richardson 1971 Dr. Xiaoduan Sun 2006
Not Awarded 1972 Leslie K. Guice 2007
George L. Heller 1973 Brian Wolshon 2008
Frank W. Macdonald 1974 Dr. Zaki Bassiouni 2009
Walter E. Blessey 1975 Jon Khachaturian 2010
Philip W. Bohne 1976 Chad B. O’Neal 2011
John C. Copes 1977 Not Awarded 2012
Louis J. Capozzoli, Jr. 1978 Not Awarded 2013
Pierre A. Lapeyre 1979 W. Todd Monroe 2014
Not Awarded 1980 Leo L. Holzenthal, Jr., PE 2015
Hugh A. Thompson 1982
Roy W. Schubert 1983
John E. Chance 1984
Michael W. Flores 1985
CRITERIA GOVERNING THE AWARD OF THE
LOUISIANA ENGINEERING SOCIETY
LEO M. ODOM
SERVICES TO THE PROFESSION AWARD

The Louisiana Engineering Society Services to the Profession Award will be given as conditions warrant, but not more than annually, for Distinguished Service to the Engineering Profession in Louisiana by a registered Professional Engineer member of the Louisiana Engineering Society, over a period of long duration, in an unselfish manner and in keeping with the highest professional standards of conduct, including active participation and leadership in the technical societies as well as in this and other professional engineering groups.

The character, scope and duration of the services rendered are the predominant criteria, rather than strictly engineering or scientific attainments.

The desire of the Society is not only to recognize the recipient but to encourage and inspire other engineers to take a greater part in the advancement of the profession in its service to mankind.

The award is named in honor of Leo M. Odom, P.E., President of the Society in 1968, active member since 1942, and the award's first recipient.

Leo M. Odom 1972 Chris Demopulous 2005
Roger W. Richardson 1973 Ted Thompson 2006
Waldemar S. Nelson 1977 Ronald J. Rodi 2010
Fred C. Culpepper, Jr. 1979 Lloyd G. Hoover 2012
David L. Johnson 1980 George Walter Carpenter, Jr. 2013
James L. Meyer 1981 Melvin R. Corley 2014
Francis C. Roy 1982 Hugo Marrero, PE 2015
James W. Reeves 1983 Stephen Estopinal, PE 2016
Arthur A. DeFraites, Jr. 1984
Lamon L. Moody 1985
Bobby E. Price 1986
C. Carter Brown 1987
Edward J. McNamara 1988
Frank H. Walk 1989
James S. Janssen 1990
H. L. Henry, Jr. 1991
John E. Ritter 1992
Robert D. Fenner 1993
Albert J. Dunn 1994
Thomas D. Hixson 1995
Glynn P. Gautreau 1996
Kerry J. LaBauve 1997
James D. Mohr 1998
Louis J. Cappozoli 1999
Dale T. Hunn 2000
Charles W. Hair 2001
Ali M. Mustapha 2002
Allison J. P. “Sonny” Launey 2003
Charles G. Coyle 2004
CRITERIA GOVERNING THE AWARD OF THE
LOUISIANA ENGINEERING SOCIETY
THE A. B. PATERSON AWARD
FOR AN ENGINEER IN MANAGEMENT

The A. B. Paterson Award will be awarded as conditions warrant, but not more often than annually, for Distinguished Service in Management by an Engineer Achievements in management rather than engineering or scientific attainments shall be the primary criteria for the selection of the recipient.

The desire of the Society is not only to recognize the recipient but to encourage and inspire other engineers to greater effort in the field of Business Management.

The award is named in honor of A. B. Paterson, P.E., and active member of the Society from 1923 until his death in 1952. Mr. Paterson was an engineer, administrator, executive, banker, civic leader and humanitarian.

<table>
<thead>
<tr>
<th>Year</th>
<th>Recipient</th>
<th>Year</th>
<th>Recipient</th>
</tr>
</thead>
<tbody>
<tr>
<td>1965</td>
<td>John R. Gaugler</td>
<td>1966</td>
<td>Harrell R. Smith</td>
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<tr>
<td>1967</td>
<td>Verretes Young</td>
<td>1968</td>
<td>Z. W. Bartlett</td>
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<tr>
<td>1971</td>
<td>Lionel J. Cucullu</td>
<td>1972</td>
<td>Fred C. Culpepper</td>
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<tr>
<td>1973</td>
<td>Clayton L. Nairne</td>
<td>1974</td>
<td>Andrew M. Moore</td>
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<tr>
<td>1975</td>
<td>William C. McCollam, Jr.</td>
<td>1976</td>
<td>Robert E. Chappuis</td>
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<tr>
<td>1977</td>
<td>Raymond E. Pillow</td>
<td>1978</td>
<td>Edward J. McNamara</td>
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<tr>
<td>1979</td>
<td>Roger P. Guissinger</td>
<td>1980</td>
<td>Malcolm L. Hurstell</td>
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<td>1983</td>
<td>Richard A. Matula</td>
<td>1984</td>
<td>George J. Groh</td>
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<tr>
<td>1985</td>
<td>Frank H. Walk</td>
<td>1986</td>
<td>William C. Smith</td>
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<tr>
<td>1987</td>
<td>Gerald M. Haydel</td>
<td>1988</td>
<td>Daniel D. Reneau</td>
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<td>1989</td>
<td>Eugene H. Owen</td>
<td>1990</td>
<td>Edgar P. Benoit</td>
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<tr>
<td>2001</td>
<td>Lloyd G. Hoover</td>
<td>2002</td>
<td>Terry J. Huval</td>
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<tr>
<td>2003</td>
<td>John Crisp</td>
<td>2004</td>
<td>Dr. Leslie K. Guice</td>
</tr>
<tr>
<td>2009</td>
<td>Jay Guillot</td>
<td>2010</td>
<td>Michael B. Songy</td>
</tr>
<tr>
<td>2011</td>
<td>O. Lee Underwood, Jr.</td>
<td>2012</td>
<td>Charles G. Coyle</td>
</tr>
<tr>
<td>2013</td>
<td>Charles W. Nelson</td>
<td>2014</td>
<td>Sherri Hammond LeBas</td>
</tr>
<tr>
<td>2015</td>
<td>Dr. Mark E. Zappi, PE</td>
<td>2016</td>
<td>William B. Daniel, IV, PE</td>
</tr>
</tbody>
</table>
CRITERIA GOVERNING THE AWARD OF THE LOUISIANA ENGINEERING SOCIETY CHARLES M. KERR PUBLIC RELATIONS AWARD

The Charles M. Kerr Award will be awarded as conditions warrant, but not more often than annually, for Distinguished Service by an Engineer in Promotion of the Public Relations Program for the Engineering Profession in Louisiana.

The character and scope of the contributions to the Society's overall public relations program internally and/or externally is the predominant criteria, rather than strictly engineering accomplishments. Officers of the Society and members of the LES Public Relations Committee are not eligible for the award.

The desire of the Society is not only to recognize the recipient but to encourage and inspire other engineers to take a greater part in the Society's public relations program in their communities, parishes and the State of Louisiana.

The award is named in honor of Charles M. Kerr, P.E., President in 1954 and a member of the Society from 1912 until his death in 1964. Mr. Kerr was very active in the business world in promoting his chosen profession, engineering.

J. Mason Guillory 1965  Leslie K. Guice 1995
Not Awarded 1966  George J. Mahl, III 1996
Not Awarded 1968  John N. Crisp 1998
Not Awarded 1969  Allison J.P. “Sonny” Launey 1999
Not Awarded 1970  Not Awarded 2000
Not Awarded 1972  Not Awarded 2002
Leo M. Odom 1973  Not Awarded 2003
Roy T. Sessums 1974  Jim Rike 2004
Waldemar S. Nelson 1975  Not Awarded 2005
Not Awarded 1976  Not Awarded 2006
Not Awarded 1977  Not Awarded 2007
James S. Janssen 1979  Jeffrey L. Duplantis 2009
Not Awarded 1980  Bodin A. Hugger 2010
Not Awarded 1981  Not Awarded 2011
Not Awarded 1982  Not Awarded 2012
Duane F. Bruley 1983  Richard Savoie 2013
Frederick J. Brown 1984  Joey Kreft 2014
James L. Meyer 1985  Kenneth Perret, PE 2015
James C. Webb 1987
Wilfred B. Barry 1988
Not Awarded 1989
Jack T. Painter 1990
Carl A. Jakob 1991
Michael N. McGaugh 1992
Jerry G. Lazenby 1993
Not Awarded 1994
CRITERIA GOVERNING THE AWARD OF THE LOUISIANA ENGINEERING SOCIETY WALDEMAR S. NELSON PRESIDENT’S AWARD

The Waldemar S. Nelson President’s Award will be given as conditions warrant, but not more than annually, for distinguished service to the Louisiana Engineering Society by an engineer member of the Society, who has provided outstanding service to the Society, in an unselfish manner and in keeping with the highest professional standards.

The desire of the Society is not only to recognize the recipient, but to encourage and inspire others to take a greater part in the advancement of the Society and its service to mankind.

This award is named in honor of Waldemar S. Nelson, P.E., a distinguished member of the Society since 1936, until his death in 2005.

- - - THIS AWARD RECIPIENT IS SELECTED BY THE PAST PRESIDENT - - -

Bobby E. Price 1996
Dale T. Hunn 1997
Thomas D. Hixson 1998
Frank P. Gallagher, III 1999
John K. “Jack” Laws 2000
John J. Plaisance, II 2001
Theodore H. Thompson 2002
J. Madison Drake 2003
Christopher K. Richard 2004
Scotty Baudoin 2005
Alan D. Krouse 2006
Ali M. Mustapha 2007
James Bowie, Jr. 2008
Ronald J. Rodi 2009
Susan H. Richard 2010
Christopher K. Richard 2011
Jason T. Thornhill 2012
Ronald J. Rodi 2013
Richard Savoie 2014
Alan D. Krouse 2015
Chris Knotts, PE 2016
The Louisiana Engineering Society “National Professional Achievement” Award is named in honor of Thomas Dudley Hixson, P.E., P.L.S. (NSPE President 1993-1994), and Dr. Bobby Price, P.E., Ph.D. (NSPE President 2004-2005), two distinguished members of the society who served as presidents of LES and the National Society of Professional Engineers (NSPE).

Purpose:
The purpose of this Award is not only to recognize the recipient’s accomplishments and service to the engineering profession, but to encourage and inspire others to volunteer to service the Society and the Profession at the Chapter, State, Regional and National levels.

Qualifications:
1) The Nominee must be a registered Professional Engineer in the State of Louisiana for a minimum of ten (10) years.
2) The Nominee must be a member of the Louisiana Engineering Society (LES) and the National Society of Professional Engineers (NSPE) for fifteen (15) years.
3) The Nominee has served as NSPE Regional Officer, National Officer, Regional Practice Division Officer, or National Practice Division Officer. The nominee also has served as an LES Chapter President or was a State Officer for two years.
4) The Nominee must be recommended by the LES President or any of the Society’s Past Presidents.
5) The Recipient of this Award is chosen by the LES Executive Board and not by the Honors and Awards Committee.
6) The Award will not be awarded more than once a year.

Thomas Dudley Hixson 2005
Bobby E. Price 2006
John J. Plaisance, II 2007
Arthur Defraites 2008
Not Awarded 2009
Not Awarded 2010
Not Awarded 2011
Steven W. Brown 2012
Chris Richard 2013
Not Awarded 2014
Not Awarded 2015
Susan Richard, PE 2016
CRITERIA GOVERNING THE AWARD OF THE LOUISIANA ENGINEERING SOCIETY LIFETIME ACHIEVEMENT AWARD

A Lifetime Achievement Award may be made to a nominee having made significant contributions to the advancement of engineering and the objectives of the Society throughout his or her career. The nominee shall have acknowledged eminence in engineering or related sciences. Nominees shall be chosen only from members of the Society and NSPE.

Ten total voting members of the Society and NSPE are required to recommend the nominee. Five Past Society Presidents who are still members are required to support and attest to the qualifications of the nominee. All other living Past Presidents who are still members would then vote to confirm the nominee. If at least 80 percent affirmative votes of those Past Presidents voting within the specified time limit are received, the Board shall consider the nomination. The nominee shall be presented the award if at least 75 percent of the Board Members at the Board Meeting vote affirmative.

Waldemar S. Nelson 1962
James S. Janssen 1988
Leo M. Odom 1988
Joseph J. Thigpen 1990
E.J. McNamara 1991
James L. Meyer 1994
Thomas “Dudley” Hixson 2000
A.J. Szabo 2000
Frank H. Walk 2000
Arthur A. DeFraites, Jr. 2001
C. Curtis Mann 2004
John J. Plaisance, II 2009
Charles G. Coyle 2013
Bobby E. Price 2013
Lamy J. Chopin 2014
Jerry G. Lazenby 2014
J.M. Drake, F.NSPE, PE, CSP, CQE 2015
NSPE FELLOW MEMBERSHIP GRADE

The NSPE Fellow Program is a national program intended to recognize deserving professional engineers who have demonstrated long term professional service at the chapter, state and national levels of NSPE. The NSPE Board of Directors established the Fellow recognition program to honor those licensed members who have demonstrated exemplary service to the profession, the Society, and the community.

Involvement in NSPE must include holding at least one elected office at the chapter, state, or national level and must also include service at the national level of NSPE in order for nominees to be considered. National level service can include a number of activities such as committee/task force chair or member. While it is desirable to have held an office at the National level, importance is placed on long term active involvement. The Council of Fellows Executive Committee endeavors to treat each nomination on its own merits and tries not to restrict itself by generating a list of activities that would qualify.

It is desirable that nominees exhibit continuing effort over years in NSPE Involvement, Professional Activities, and Community Involvement.

<table>
<thead>
<tr>
<th>LES NSPE Fellows</th>
<th>Year Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas D. Hixson, PE, FNSPE</td>
<td>2001</td>
</tr>
<tr>
<td>Bobby E. Price, PhD, PE, FNSPE</td>
<td>2003</td>
</tr>
<tr>
<td>Arthur A. De Fraites, PE, FNSPE</td>
<td>2006</td>
</tr>
<tr>
<td>John J. Plaisance, II, PE, PLS, FNSPE</td>
<td>2006</td>
</tr>
<tr>
<td>Jerry G. Lazenby, PE, FNSPE</td>
<td>2007</td>
</tr>
<tr>
<td>Ali M. Mustapha, PE, FNSPE</td>
<td>2008</td>
</tr>
<tr>
<td>JM Drake, PE, FNSPE</td>
<td>2010</td>
</tr>
<tr>
<td>Dale Hunn, PE, FNSPE</td>
<td>2011</td>
</tr>
<tr>
<td>Philip K. Meyers, PE, FNSPE</td>
<td>2011</td>
</tr>
<tr>
<td>John W. &quot;Billy&quot; Moore, PE, FNSPE</td>
<td>2011</td>
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<tr>
<td>Alan D. Krouse, PE</td>
<td>2012</td>
</tr>
<tr>
<td>Ronald J. Rodi, PE</td>
<td>2012</td>
</tr>
<tr>
<td>Christopher Richard, PE</td>
<td>2012</td>
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<tr>
<td>Edgar Benoit, PE</td>
<td>2013</td>
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<tr>
<td>Steve Brown, PE</td>
<td>2013</td>
</tr>
<tr>
<td>Theodore Thompson, PE</td>
<td>2014</td>
</tr>
<tr>
<td>Susan Richard, PE</td>
<td>2015</td>
</tr>
<tr>
<td>Jim Bowie, PE</td>
<td>2015</td>
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</tbody>
</table>
CONCLUSION

Now that you have become somewhat acquainted with the Louisiana Engineering Society, it’s objectives, how it functions and it’s affiliation with the National Society of Professional Engineers, feel free to ask questions.

More importantly, feel free to participate in the Louisiana Engineering Society’s activities, particularly at the local level, and volunteer your services. This Society needs every member’s input. It wants to hear your views, suggestions for improvements, and criticisms. As a member, you do not have a better opportunity than now to start making the Louisiana Engineering Society, your local chapter, or your practice division what you want them to be – a symbol of excellence for Louisiana engineering profession.

And remember – the Louisiana Engineering Society is for you and your use. It can respond to a broad spectrum of situations when requested to do so. It needs your help, your interest and your action.
CONSTITUTION OF THE
LOUISIANA ENGINEERING SOCIETY

PREAMBLE

The Louisiana Engineering Society; recognizing service to the public, to the state, and to the profession is a
fundamental obligation of the professional engineer; does hereby dedicate itself to the promotion and protection of the
profession of engineering as a social and economic influence vital to the welfare of all mankind.

The members of the Louisiana Engineering Society, in accordance with their Charter, and for the effectual execution of
the design of their institution, do hereby establish and ordain the following Constitution for the government of the
Louisiana Engineering Society.

Masculine pronouns or titles imply equally the female gender.

ARTICLE I - NAME

Section 1. The name of this organization shall be the Louisiana Engineering Society, hereinafter called the
Society.

Section 2. The Society is incorporated as a nonprofit organization under the laws of the State of Louisiana.

Section 3. The Society is a state society of the National Society of Professional Engineers, a national
organization of like aims and purposes, hereinafter called the National Society, or NSPE.

Section 4. The Society subscribes to and supports the NSPE Code of Ethics.

ARTICLE II - OBJECTIVES

Section 1. The objectives of this Society shall be to:

A. Advance and promote the public welfare.

B. Advance the professional, social, and economic interests of the profession.

C. Strive throughout the profession to make registration more meaningful in terms of
acknowledgment of individual achievement in engineering as reflected by education and
practice, and encourage all qualified engineers to seek legal status through registration.

D. Unite all qualified engineers of the state in one organization.

E. Stimulate and develop professional concepts among all engineers.

F. Advance self-education and self-improvement, motivating practicing engineers to
upgrade and expand their competence by continued study.

G. Develop the civic consciousness of members of the engineering profession, and serve the
public good.

H. Represent the engineering profession in legislative matters.

I. Promote high standards of engineering education.

J. Cultivate public appreciation of the work of the engineer through improved public
relations, and provide a forum for effective exchange and advancement of knowledge of
matters of concern to the profession.

K. Assist well-qualified and properly motivated young people in obtaining reliable
information concerning the engineering profession and the benefits of pursuing an
engineering career.

L. Establish and preserve high standards of ethical conduct and practice by members of the
profession.
ARTICLE III - CHAPTERS

Section 1. The members of the Society shall be organized into chapters. The Board (as defined in Article VII) may authorize and charter such chapters, defining geographical boundaries as may best serve the members of the Society. Each chapter shall have a minimum of fifteen voting members. A chapter shall become operative when the proposed Bylaws of that chapter are approved by the Board.

Section 2. The Board shall have authority to make rules and regulations for any decisions affecting the chartering, combining, or dissolving of chapters.

Section 3. Each chapter of the Society shall adopt such Bylaws for its operation as it may deem proper; providing that nothing contained therein shall conflict with or contravene this Constitution or the Bylaws of the Society. Any amendment to the Bylaws of a chapter must be approved by the Board before becoming effective.

Section 4. Chapters shall engage only in such activities as are consistent with professional ideals and ethics. Such activities shall be restricted to the area for which the chapter is chartered, except as the Board may authorize.

Section 5. In all matters of local concern not covered by the Society's Constitution or the Bylaws, chapters shall retain full autonomy, but may call upon the Society and the National Society for advice, counsel, and assistance.

Section 6. Each chapter shall be represented on the Board and on the committees of the Society as provided in this Constitution and the Bylaws of the Society.

Section 7. No chapter shall in any way contract any debt or obligation on behalf of the Society unless expressly authorized by the Board.

Section 8. The fiscal and administrative years of the chapters shall be concurrent with those of the Society.

Section 9. Student members in engineering colleges and universities may be organized into student chapters, as provided in the Bylaws.

Section 10. The Board may, after due consideration, revoke the charter of any chapter if, in its judgment, the chapter has not complied with the provisions of these articles.

ARTICLE IV - MEMBERSHIP

Section 1. Member grades of the Society shall be defined in the Bylaws. All members, shall abide by this Constitution, the Bylaws of the Society, and the NSPE Code of Ethics and, shall be subject to election, discipline, suspension, or termination as provided in the Bylaws.

Section 3. Only members that are properly licensed as Professional Engineers or Engineer Interns, shall have voting privileges.

Section 4. All members joining the Society may be required to also join (if eligible) the affiliated National Society.

Section 5. All rights of the Society shall be common to all grades of members, except those of voting, which shall be confined to members that are properly licensed as Professional Engineers or Engineer Interns and Life Members.

Section 6. Should the registration of a member be revoked for any reason, the person shall automatically cease to be a member of the Society.
Section 7. An applicant for admission to the Society or for transfer to another grade of membership in the Society shall make an application in writing of his educational training and professional experience, unless specifically waived elsewhere in this Article, which shall be in the form prescribed by the Board. If approved, the member shall be notified of his acceptance and election by a letter from the Society. Any grade member who is, or becomes, a Professional Engineer needs only to present proof of current registration with the application, and without references, to be transferred to the appropriate grade as a Professional Engineer. New members may have their names, their residence location and chapter affiliation published in the official journal of the Louisiana Engineering Society.

Section 8. Any member whose dues have been fully paid for the current year may request resignation from the Society by notifying the Secretary-Treasurer in writing. Any person resigning his membership may be reinstated by submitting a new application. No refund of dues will be given.

Section 9. The Board may, at its discretion, reinstate any former member dropped from the rolls for non-payment of dues upon payment of one year’s dues for reinstatement plus the dues for the remainder of the current year, or if the former member wishes to forfeit in writing all prior year’s membership in being counted towards qualifying for Life Member then he shall be exempted from the payment of one year’s dues for reinstatement, but will pay dues for the remainder of the current year.

ARTICLE V – DUES

Section 1. The amount of annual dues shall be determined by the Board subject to the following guidelines. Dues shall be established by the Board for each member classification. The maximum amount for any Society mandatory dues, for any member classification, shall not exceed two-tenths of one percent (0.2 percent) of the median salary for the appropriate geographical region reported in the latest NSPE Salary Survey. The dues increase in any one year shall not exceed $10.00 or ten percent of the current dues, whichever is greater.

Section 2. The annual dues for the current fiscal year shall become due and payable at the members anniversary date of each year and shall be paid in advance. A statement of the amount shall be mailed by the Secretary-Treasurer to each member at least thirty days prior to the due date.

A new member, reinstated member, or a member transferred to another grade having higher dues shall be charged with dues as set forth in the Bylaws. Student Members shall pay the full year dues regardless of date of membership.

ARTICLE VI - MANAGEMENT

Section 1. The Society shall be managed by a Board of Direction, referred to as the Board. The Board shall determine all matters of policy and shall administer the affairs and property of the Society under this Constitution and the general provisions of the law under which it is incorporated. The Board shall outline and direct the duties and activities of the committees of the Society. It shall have the accounts of the Secretary-Treasurer reviewed or audited at the end of the Administrative Year. It shall present a written report at the General Membership meeting held during the Annual Meeting outlining the activities of the Society during the past year. Appended thereto shall be the annual report of the Secretary-Treasurer and other pertinent reports of officers and committees.

Section 2. Membership of the Board shall be as described in Article VII.

Section 3. A majority of the members of the Board shall constitute a quorum for the transaction of business. An affirmative vote of a majority of the Board members present at any regular or duly called meeting shall be required to pass any motion not inconsistent with the Constitution or the Bylaws of the Society. The President shall vote only when necessary to break a tie. Motions or resolutions which provide for the expression of the Society's views may be adopted by a two-thirds vote of the Board members present at any meeting of the Board; provided due notification thereof, including the motion or resolution, has been sent to each member of the Board at least thirty days prior to the
meeting date with the notice announcing the date of the meeting; provided further that the rule requiring such notification may be suspended by unanimous consent of Board members present at any meeting.

Section 4. The Board shall have authority to decide upon any matter by means of a letter ballot directed to all Board members. Procedures for determining a vote by letter ballot shall be as specified in the Bylaws, and a majority of the votes cast within the stipulated time shall decide the question submitted to ballot.

Section 5. The Board shall direct the investment and care of funds for the Society and shall adopt an annual budget and make appropriations for other specific purposes.

Section 6. No member of the Board shall receive a salary or compensation from the Society, except for expenses incurred on behalf of the Society as approved by the Board.

Section 7. The Board may appoint an Executive Director, when financial and other conditions warrant, and fix compensation and define the duties of the office.

Section 8. There shall be an Executive Committee of the Board consisting of the President, First Vice-President, Second Vice-President, Secretary-Treasurer, the immediate Past President, and the NSPE Representative. Within the provisions of the Constitution and the Bylaws, the Executive Committee shall act for the Board between Board meetings provided that such action is not inconsistent with Board policy. All acts of the Executive Committee shall be reported to the Board at the next Board meeting. A majority of the Executive Committee shall constitute a quorum.

ARTICLE VII - OFFICERS AND DIRECTORS

Section 1. The Officers of the Society shall be a President, a First Vice-President (President-Elect), a Second Vice-President, a Secretary-Treasurer, and the NSPE Representative. These officers, together with four State Directors elected from the membership of the Society, the immediate Past Society President, and the presiding officer of each chapter, the chair of the various practice divisions, and the chair of the Young Engineers Committee shall be trustees and shall constitute the Board in which the government of the Society shall be vested. As a replacement, the Chapter Presidents may appoint their First Vice-President, and Chair of Practice Divisions may appoint their Vice-Chair as voting representatives to any meeting. The right of holding office shall be confined to a Licensed Professional Engineers or Engineer Interns meeting the qualifications noted below:

A. The President, First Vice-President (President-Elect), Second Vice-President, Secretary-Treasurer, NSPE Representative, and State Directors, shall be Licensed Professional Engineers in the State of Louisiana.

B. The Board and First Vice-Presidents of the individual chapters and the Vice Chair of the individual Practice Divisions shall be a Licensed Professional Engineer Members or Life Members of the Society and shall hold an appropriate grade of membership in NSPE.

C. Chapter Vice-Presidents (other than First Vice-Presidents) and Secretary-Treasurers, and Secretary-Treasurers of Practice Divisions shall be a Licensed Professional engineer or Engineer Intern, members of the Society and shall hold an appropriate grade of membership in the NSPE.

D. The Chair of the Young Engineers Committee shall be a Licensed Professional Engineer or Engineer Intern, member and shall hold the appropriate grade of membership in NSPE.

Section 2. In the case of a vacancy in the Office of President, occasioned by resignation or otherwise, the First Vice-President shall discharge the duties of the President for the remainder of the elective term and shall continue as President for the following year.
In the case of a vacancy in the Office of the First Vice-President, occasioned by resignation or otherwise, the Second Vice-President shall discharge the duties of the First Vice-President for the remainder of the elective term, but shall not be considered President-Elect and shall not automatically become First Vice-President in the ensuing year.

In the case of a vacancy in the Office of Second Vice-President or Secretary-Treasurer occasioned by resignation or otherwise, this position shall be filled by the Board within sixty days of the vacancy with the appointee completing the remainder of the Administrative Year.

In the case of a vacancy in the Office of State Director, NSPE Representative, occasioned by resignation or otherwise, the Board shall appoint a member to serve as State Director or NSPE Representative until the next general election. The Nominating Committee shall nominate a member to complete the remainder of the two year elective term only if the vacancy occurs during the first year of the elective term.

**ARTICLE VIII - NOMINATION AND ELECTION OF OFFICERS**

Section 1.

The Nominating Committee shall consist of three representatives of the Board and the current Chapter Presidents.

The President shall appoint no later than one hundred eighty (180) calendar days before the end of the Administrative Year, three Past Presidents of the Society as the Board's representatives to the Nominating Committee, one of which will act as chair. Each representative of the Board shall have one vote; each Chapter President shall have one vote for every two hundred chapter members, or part thereof, with chapter membership to be determined as of the close of the previous Administrative Year. The nominees of the committee shall be approved by a majority of those votes cast. No proxies or absentee ballots will be permitted. A quorum of the committee shall be seventy-five percent of the total possible votes.

Eligibility for nomination or election to a position as an elective officer of the Society shall be contingent upon appropriate Society membership.

The Nominating Committee shall nominate the Officers (except President), and the NSPE Representative and State Directors of the Society for the ensuing year. The First Vice-President shall be considered President-Elect and shall automatically become President in the year following his term as First Vice-President. Should the First Vice-President (President-Elect) be unable to assume the presidency, the Nominating Committee shall nominate a candidate for President.

Section 2.

The Officers and Directors shall be elected from the membership of the Society by a plurality of the votes cast. In the case of a tie, the Board of Directors shall vote to break the tie, except for the position of President Elect. A re-vote of the membership is required if the vote for the President-Elect is a tie. The Officers shall serve a term of one Administrative Year and the Regional and State Directors two Administrative Years. The President shall be ineligible to succeed himself for that office.
The NSPE Representative shall be elected from among the Past Officers and Board members, and shall be a member of NSPE. He shall be elected for a two year term and may succeed himself; an Officer or a Director will continue to serve in the office beyond the end of the elected term if necessary and until a successor is selected.

ARTICLE IX - MEETINGS

Section 1. Meetings of the Society shall be held as prescribed by the Bylaws, but the Society shall hold at least one general business meeting annually, termed the Annual Meeting, for the installation of Officers and for the hearing of annual reports.

Section 2. Special meetings of the Society shall be called by the President; a two-thirds vote of the Board; or upon petition by fifty members of the Society or ten percent of the membership, whichever is the smaller number.

ARTICLE X - HEADQUARTERS

Section 1. The location of the Headquarters of this Society shall be domiciled and its office shall be maintained in the City of Baton Rouge. The records of the Society shall be maintained at said office. The Board shall hold its regular meetings there, unless at the discretion of the President, it is necessary or convenient to meet elsewhere. The Board shall meet not less than four times during an Administrative Year.

ARTICLE XI - COMMITTEES

Section 1. Such committees as may be appropriate shall be established as provided in the Bylaws.

Section 2. The duties of committees shall be defined in the Bylaws.

Section 3. Independent groups with objectives similar to the Society may be established by the Board. The President may appoint members (if requested by the independent groups) to the independent groups.

ARTICLE XII - PRACTICE DIVISIONS

Section 1. To further the objectives of the Society, establishment of practice divisions is authorized.

Section 2. The Board may sanction the creation or order the dissolution of practice divisions as provided in the Bylaws.

Section 3. Each practice division of the Society shall adopt such Bylaws for its operation as it may deem proper; providing that nothing contained therein shall conflict with or contravene the Constitution or the Bylaws of the Society. Any amendment to the Bylaws of a practice division must be approved by the Board before becoming effective.

ARTICLE XIII - AMENDMENTS

Section 1. Amendments to this Constitution may be proposed by:

A. A majority vote of the entire Board; or,

B. A petition signed by not less than ten percent of the voting members of the Society.
Amendments submitted by petition shall be reviewed by the Board before being submitted to the Secretary-Treasurer for ballot. The findings of this review may be transmitted to the members at the discretion of the Board; or

C. A majority vote of the Board members present at a scheduled Board meeting, provided that the text of proposed amendment shall be made available to all members of the Board not less than thirty days prior to the day the amendment shall be considered.

ARTICLE XIV - BYLAWS

Section 1. The Board shall prepare and adopt a series of Bylaws which shall govern all procedures under this Constitution, including those of the Board.

Section 2. At any meeting of the Board, a quorum being present, the Board, by a majority vote, may amend the Bylaws in conformity with this Constitution provided that a written notice of such proposed amendment shall have been given at a previous meeting of the Board, and provided further that the Secretary-Treasurer shall have mailed or electronically transferred a copy of such proposed amendment to each member of the Board at least thirty calendar days in advance of the meeting at which action thereon is to be taken.

ARTICLE XV - EFFECTIVE DATE

Section 1. This Constitution shall become effective on its adoption in the manner prescribed for voting on amendments and thereon the previous Constitution and prior amendments thereto are repealed.

ARTICLE XVI - DURATION

Section 1. Duration shall be perpetual.

ARTICLE XVII - DOMICILE ADDRESS

Section 1. The domicile address shall be as follows:
9643 Brookline Ave., Ste. 116
Baton Rouge, Louisiana 70809

ARTICLE XVIII - REGISTERED AGENT

Section 1. The registered agent shall be as follows:
Brenda W. Gajan
9643 Brookline Ave., Ste. 116
Baton Rouge, Louisiana 70809

Adopted January 28, 1994
Amended January 1, 1999
Amended December 14, 2001
Amended May 6, 2004
Amended December 8, 2005
Amended April 12, 2012
BYLAWS OF THE LOUISIANA ENGINEERING SOCIETY

BYLAW 1 - MEMBERSHIP

Section 1. Membership applications will be received at the State Office and reviewed for eligibility by the Executive Director. The Executive Director shall refer questionable membership applications to the State Membership Committee for a final determination of eligibility. If deemed to be eligible by the Executive Director or the State Membership Committee, the applicant will be added to the rolls of the appropriate chapter and the National Society will be notified if applicable. All members will be placed in the appropriate membership grade as defined by these Bylaws.

Section 2. Membership grades shall be as follows:

A P.E. Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States.

An E.I. Associate Member shall be defined as a person who is:

A. An Engineer Intern; or
B. A graduate of an engineering curriculum or engaged in postgraduate engineering study. An Associate Member may remain in this classification until eligible for advancement by professional registration to Member but not more than 12 years.

A Student Member shall be defined as an undergraduate or graduate matriculate of a school or college of engineering or engineering related sciences. Upon graduation, the Student Member shall, if otherwise qualified, be transferred to the grade of E.I. Associate Member without application.

A Sustaining Member shall be defined as an individual, corporation, society, or other entity who would like to contribute to the well-being of the Society. A Sustaining Member shall not have voting privileges or hold office. The Board of Direction shall set Levels, Dues, and Benefits for the Sustaining Member is reserved for those persons not eligible for membership in any other grade. The Sustaining Member grade is reserved for those persons not eligible for membership in any other grade.

An Affiliate Member shall be defined as a government agency which employs engineers on a full time basis and who wants to contribute to the wellbeing of the Society and offer opportunities which are offered by the Society to their engineer employees. The engineers who are employed at a government agency that has become an Affiliate Member may become associated with the Society by becoming a Registered Participant of the Affiliate Member. Neither the Affiliate Member nor any of the Registered Participants of the Affiliate Member shall have voting privileges or hold office. The Board of Direction shall set dues and benefits for the Affiliate Members and Registered Participants of the Affiliate Member.

An Honorary Member shall be defined as an individual who has made special contributions to the objectives of the Society. An Honorary Member shall not have voting privileges, may not hold office, and shall be exempt from paying dues. An Honorary membership may be awarded by any Board member subject to the approval of the majority of the Board.

A Life Member shall be a Member who has paid dues for a period of at least thirty-five years, other than as a Student member, and who has reached the age of sixty-five and shall by virtue of these facts be exempt from payment of further dues.

Membership in the Society imposes the obligation to uphold the honor and dignity of the engineering profession. It is therefore required of members to be familiar with ethical and legal standards, to observe them, to aid in preventing violations by others and to be familiar with the Society's policies and procedures relating to handling of alleged violations.

Section 3. Violation of the Society Constitution and Bylaws, or of the NSPE Code of Ethics, or conviction of a felony, shall be considered as just cause for discipline as hereinafter provided.
BYLAW 2 - DISCIPLINE

Section 1. Charges or complaints of alleged violations of the NSPE Code of Ethics or of laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matters; charges of violations concerning the Constitution and the Bylaws must be filed by a member. Each member is responsible to render written reports of factual knowledge of alleged violations of the NSPE Code of Ethics. Such charges may be filed with the Society President or with the Chairman of the Ethics and Professional Conduct Committee of the Society.

Section 2. An initial informal investigation of alleged violations will be made by the Ethics and Professional Conduct Committee of the accused member's chapter. When such informal investigations indicate that a formal investigation is advisable, the Society President shall direct the Society Ethics and Professional Conduct Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.

Section 3. Hearings will be conducted by a Hearing Committee of not less than three past Society Presidents appointed by the current Society President. This committee shall make recommendations to the Executive Committee and the Executive Committee shall render a decision.

Section 4. The accused shall have the right to appeal the decision to the Board of Direction. The Executive Committee members who initially reviewed the alleged violation shall not participate in the appeal proceedings.

Section 5. A two-thirds vote of those eligible to vote of the Executive Committee, and the other eligible members of the entire Board in an appeal, is required to sustain a charge or charges. Thereafter the penalty shall be determined by majority vote of the entire Board.

Section 6. Disciplinary action may be taken by the Society against a member who resigns his membership after charges of unethical conduct have been filed against such member, in which case, the former member shall have the same rights of defense and procedure as prescribed for members. In the case of resigned members, the Society may issue a notice of censure or prescribe that the Society records show such member shall not be eligible for membership for a stipulated period of time or indefinitely, and may publish its findings.

Section 7. The person who filed charges will be notified of the final decision in writing by the Society President.

Section 8. Any member of the Board upon whom a charge is filed shall absent himself from the executive sessions of the Board and shall not participate in other votes in connection with the charge.
BYLAW 3 - CHAPTERS

Section 1. A chapter may organize within the provisions of the Constitution and the Bylaws of the Society and may, upon application, receive a charter from the Society and then be known as a chapter of the Society.

Section 2. A charter may be issued upon approval of an application by the Board and shall be signed by the President and the Secretary-Treasurer of the Society.

Section 3. In advance of the Society's Annual Meeting, each chapter shall elect officers and directors as required. The secretary of each chapter shall send a report of such election results to the Secretary-Treasurer of the Society by May 15th of each year.

Section 4. The State shall be divided into local chapters as follows:

The Alexandria Chapter
The Baton Rouge Chapter
The Bayou Chapter
The Lafayette Chapter
The Lake Charles Chapter
The Monroe Chapter
The New Orleans Chapter
The Shreveport Chapter

Section 5. The boundaries of the chapters shall be determined by the Board and may be changed at any time by the Board, provided that prior notice is given to the chapter or chapters involved and an opportunity is accorded them to respond to such proposed changes.

Section 6. Chapter officers shall hold office until the Society's officers and other Board members are installed at the Annual Meeting, regardless of when said chapter officers are elected and installed by their chapter members.

Section 7. Members of all grades whose address of record with the Society lies within the boundaries of an established chapter shall be assigned and shall be deemed to belong to that chapter. The mailing address designated by the member, except an APO or other temporary mailing address, shall be considered as the address of record unless the member instructs otherwise. A member who does not subscribe to the Bylaws of the chapter and who does not pay prescribed chapter dues, if any, shall have no part in the government thereof.

Section 8. The Board shall annually assign, from the funds of the Society, to each established chapter, a sum not to exceed $5.00 for each P.E. Member; $3.00 for each E.I. Associate Member; and $2.00 for each Student Chapter member. There are no rebates made for Sustaining, Honorary, or Life Members.

Section 9. The Board may authorize and issue charters for student chapters at ABET approved engineering colleges or institutes of technology. Rules and regulations for the organization and operation of student chapters shall be determined by the Board and shall be designated according to the policies of the National Society. Each student chapter shall have a faculty advisor who shall whenever possible be a Member of the Society. The student chapter advisor shall be appointed by the Society, through the local chapter concerned, on the recommendation of the dean of the college or school involved. Each student chapter shall have a liaison officer from the sponsoring chapter. The liaison officer shall be appointed by the sponsoring chapter.

Each student chapter shall submit an Annual Report prepared by its officers. The report shall cover the highlights of its activities during the Administrative year, and shall be submitted to the LES state office no later than 6 weeks before the end of the Administrative year.

Section 10. Each Chapter shall submit to the Board a quarterly report on Chapter activities. An annual financial report shall be submitted to Board by the end of the Society’s fiscal year in the format required by the Board.
BYLAW 4 - AFFILIATED GROUPS

Section 1. Chapter auxiliaries may be established with approval of the Board and the chapter membership. The purpose of the auxiliaries shall be to assist in promoting the best interests of the professional engineer and the Society. The auxiliaries shall be responsible to the Board and the chapter membership for its policies including ratification of bylaws.

BYLAW 5 - FISCAL AND ADMINISTRATIVE YEARS

Section 1. The fiscal year of the Society shall be from July 1 through June 30, beginning in 2000.

Section 2. The administrative year of the Society shall be from July 1 through June 30.

BYLAW 6 - DUES

Section 1. Dues become due and payable at the member’s anniversary date of each year.

Section 2. The unified dues for membership in the Society shall be as follows:

<table>
<thead>
<tr>
<th>Membership Type</th>
<th>Dues</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.E. Member</td>
<td>$85.00</td>
</tr>
<tr>
<td>E.I. Associate Member (30 years of age or older)</td>
<td>$85.00</td>
</tr>
<tr>
<td>E.I. Associate Member (Under 30 years of age)</td>
<td>$65.00</td>
</tr>
<tr>
<td>Student Member</td>
<td>$5.00</td>
</tr>
<tr>
<td>Sustaining Member</td>
<td>$65.00</td>
</tr>
<tr>
<td>Individual</td>
<td>$65.00</td>
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<tr>
<td>Corporation, Society, Group</td>
<td>$280.00</td>
</tr>
<tr>
<td>Affiliate Member</td>
<td>$0.00</td>
</tr>
<tr>
<td>Registered Participant</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Dues include a year's subscription to the *Louisiana Engineer and Surveyor Journal*.

Current Student Members, upon graduation, will have their first year LES dues for their upgrade to E.I. Associate Member equal to the Student Member Dues.

Section 3. Statements for annual dues shall be mailed to each member before the member’s anniversary date of each year. The Secretary-Treasurer shall transmit to NSPE the dues collected by the Society for that organization.

Section 4. If the dues of any member remain unpaid on due date, said member shall be listed as "delinquent". If the dues of any member remain unpaid three months after due date, said member will be dropped from the rolls of the Society and the NSPE as a member. The request of such person for re-admission must be accompanied by dues for both the Society and the NSPE for the current year.

Section 5. A member shall become eligible for Life Membership with waiver or reduction of dues after meeting the requirements set forth in Section 2 of the Bylaws.

Section 6. A member may apply in writing to the Board for a waiver of one half dues after 5 years of continuous membership and full dues after 10 years of membership, because of disability of a total and permanent nature. Such application, if approved by the chapter and the Society, shall also be submitted to NSPE.

Section 7. Upon receipt of a bachelor's degree in engineering, Student Members shall advance without filing an application to the next higher membership grade for which qualified, except that graduate students may retain Student Membership by written request to the Society.
BYLAW 7 - BOARD OF DIRECTION

Section 1. The Board of Direction shall govern the direction and have general supervision of all matters pertaining to the Society. It shall adopt and monitor a budget and cause the accounts of the Secretary-Treasurer to be reviewed or audited not less than once a year.

Section 2. The Board shall provide for and superintend the publication and distribution of all proceedings or transactions of the Society and shall have authority to appoint an editor and publish an official periodical for the Society.

Section 3. The Board shall be empowered to invest and reinvest such funds as may be available for the creation of a reserve fund. A three-fourths vote of the Board members in attendance at a duly called meeting shall be required to authorize expenditures from this fund for expenditures other than for investment or reinvestment.

Section 4. State Directors shall attend chapter meetings for the purpose of inquiring into the condition of the profession and to improve the communication between the chapter membership and the Society.

Section 5. A regular Board meeting shall be held at the time of the Annual Meeting and at least once each quarter thereafter as called by the President. Special Board meetings shall be held at the call of the President or at the request of a majority of the members of the entire Board.

Section 6. A notice of each Board meeting shall be electronically sent or mailed to each Board member at least 10 calendar days prior to the scheduled date. An agenda and copy of each report and resolution which are to be considered at such meetings shall accompany the notice of the meeting and no other matters shall be considered at such meetings without the consent of the majority of the members of the Board in attendance.

BYLAW 8 - LETTER BALLOTS OF THE BOARD

Section 1. The President may at any time direct the Secretary-Treasurer to submit any question to the Board members by means of a letter ballot.

Section 2. Upon direction of the majority of the members of the Board present at any meeting, where less than all members of the Board are present, the Secretary-Treasurer shall submit any question to all members of the Board by means of a letter ballot.

Section 3. In the event of any meeting at which less than all members of the Board are present and the majority vote on any question constitutes less than a majority of the entire Board, any member of the Board may direct the Secretary-Treasurer to submit the question to all members of the Board by means of a letter ballot.

Section 4. A majority of all votes received within 15 calendar days of the mailing of the ballots shall decide the question, provided votes are received from at least two-thirds of the entire Board. If an insufficient number of ballots are received, the question shall be placed on the agenda of the next Board meeting.

Section 5. The Secretary-Treasurer shall record as a part of the minutes of the appropriate meeting the data concerning each letter ballot, including the dates of the mailing and the return of the ballots, and the names and vote of all members voting. The Secretary-Treasurer shall notify all members of the Board of the results within three weeks of the date of the original action.
BYLAW 9 - EXECUTIVE COMMITTEE

Section 1. As provided in the Constitution, the Executive Committee shall conduct the business of the Society between Board meetings.

Section 2. The Executive Committee shall meet at the discretion of the President or at the request of two members of the Executive Committee.

BYLAW 10 - ELECTIONS

Section 1. The Society Nominating Committee shall canvas each chapter for suggested nominees for all state elected offices by directing a written request, either electronically sent or mailed out to each chapter president on or before January 1.

Section 2. Any ballot to be counted must be returned as follows: the ballot will be marked or left unmarked in accordance with the instructions accompanying it and returned to the state office by the closing date. Ballots that are delivered directly to the Society State Office in Baton Rouge will be counted. Ballots that have postage due or that do not arrive by the closing date, shall not be counted.

The Executive committee shall designate the method by which ballots are distributed to the voting members of the Society. A biographical sketch of each candidate shall be included with the ballot.

Section 3. All valid unopened ballots shall be delivered to the Tellers Committee, which shall tally the ballots and report the number of votes cast for each nominee to the Secretary-Treasurer on or before May 10. The Secretary-Treasurer shall transmit such information to the officers, officers-elect and chapters on or before May 15 and publish same in the next issue of the Louisiana Engineer and Surveyor Journal.

Section 4. The nominee for each state office receiving the greatest number of votes cast for such office shall be declared elected.

Section 5. The elected state officers shall be known by the title of the office to which elected with the suffix "elect" until they assume the duties of their respective offices.

Section 6. Each chapter shall elect chapter officers. The procedures for nomination and election to these positions shall be as contained in the individual chapter bylaws. The election of chapter officers shall be completed on or before May 10 of each year. The names of those elected should be conveyed in writing to the Society's Secretary-Treasurer no later than May 15 of each year.

Section 7. Each practice division shall elect a Chairman, a Chairman-Elect and a Secretary-Treasurer. The procedures for nomination and election to these positions shall be as contained in the individual practice division bylaws. The election of practice division officers shall be completed on or before the beginning of the administrative year. A list of these officers shall be conveyed in writing to the Society's Secretary-Treasurer. The practice division officers shall assume their duties on the first day of the administrative year and shall hold office until their respective successors assume such duties.
BYLAW 11 - OFFICERS

Section 1. President -- The President shall preside at all meetings of the Executive Committee, the Society, and the Board of Direction; shall be an ex-officio member of all committees; shall appoint chairmen of all standing committees; and shall provide general direction of the business of the Society. The President shall deliver a state of the Society address at the Annual Meeting.

Section 2. President-Elect (First Vice-President) -- The President-Elect shall act as president in the president's absence, and shall undertake assignments at the request of the president, the Executive Committee, or the Board. The principal activity of the President-Elect shall be an examination of the Society, and the development of plans for the following year. The President-Elect shall appoint vice chairmen of all standing committees.

Section 3. Second Vice-President -- In the absence of, or in the case of the inability of the President and President-Elect, it shall be the duty of the Second Vice-President, in order of precedence, to perform all the duties of the president.

Section 4. Secretary-Treasurer -- The Secretary-Treasurer shall perform such duties as are required by law or assigned by the Board. It shall be the duty of the Secretary-Treasurer to protect all money and records of accounts of the Society; make an annual report of receipts and reimbursements to the Society; and give such bond, to secure the faithful discharge of duties as may be determined by the Board. The fee for this bond shall be paid out of the treasury of the Society. At the expiration of the term of office, all records and papers belonging to the Society shall be turned over to the successor Secretary-Treasurer.

Section 5. The NSPE Representative, shall represent the Society on the NSPE House of Delegates and as the representative on the Southwest Region of NSPE.

Section 6. Executive Director -- The Executive Director shall keep an accurate record, and have custody of all official papers and records; call the meeting to order in the absence of the President, President-Elect and Second Vice-President, and call for a motion for the election of a President pro tempore; issue all calls and notices ordered by the President or the Board; submit at the Annual Meeting a written report covering the duties and activities of the position, including a statement of the membership of the Society; give such bond, to be paid out of the treasury of the Society, to secure the faithful discharge of assigned duties; receive such salary as the Board shall determine; and have such other duties and prerogatives as the Board may assign. At the expiration of service, the Executive Director shall turn over to a designated successor all books, documents and other property of the Society in the custody of the Executive Director, receiving a receipt therefore.

BYLAW 12 - COMMITTEES

Section 1. The Standing Committees of the Society are:

- Engineering Education
- Inter-Society Relations
- Membership
- Scholarship
- Continuing Professional Development
- Ethics and Professional Conduct
- Legislative
- Public Relations
- Young Engineers

Section 2. Additional Committees of members appointed by the President may include:

- Auxiliary Advisory
- Constitution and Bylaws
- Finance
- Hearing
- MATHCOUNTS Steering
- Nominating
- Publications
- Future Cities
- Liaison with the Louisiana Professional Engineering and Land Surveying Board

Section 3. The memberships of certain other committees are detailed as follows:
(a) The Honors and Awards Committee shall consist of the two immediate Past Presidents of the Society as Chairman and Vice-Chairman, and the immediate Past President and the current President of the Chapters as members. In the event a Chapter President, and/or immediate Chapter Past President are/is unable to represent their chapter, the vacancy may be filled by one or two of that chapter’s Past Presidents.

The Committee shall review the nominations received for the various Society awards and shall select from these nominations the person to be recommended to the Board to receive each award. The awards are to be presented at a general meeting of the Society so designated by the Board.

(b) The Long Range Planning Committee shall be constituted with six members plus the Second Vice-President as Chairman. Each member serves a two year term with three members rotating off the committee each year. Three committee members will be appointed each year by the incoming President and the incoming Second Vice-President. The President, the First Vice-President, and the Executive Director serve as ex-officio non-voting members. The Committee shall develop, continually monitor, and recommend long and short range goals and procedures for Board consideration.

(c) The Tellers Committee shall be appointed to count the ballots cast for Officers and Directors and other ballots of the Society. Each Chapter President may appoint one member to serve on the Tellers Committee, and each teller shall have one vote. No member of the Tellers Committee may be a candidate on the ballot being counted nor may any teller be a member of the Board. A quorum shall consist of three tellers and they shall meet at the Society's State Office. The findings of this committee shall be reported in writing to the President.

Section 4. Each standing committee listed in Section 1 may have a representative from each chapter appointed by the incoming chapter president forty-five days prior to the annual meeting. The President, with the approval of the Board of Direction, may appoint members to the standing committees to fill vacancies should the chapters elect not to have active representation.

Practice divisions may appoint such committees as are necessary to carry on their activities.

Section 5. Each standing committee shall inform the Board of its activities at least once each year, and shall submit a written report prior to the Annual Meeting.

Section 6. The President shall appoint such other special committees as may be desirable for the conduct of the business of the Society.

Section 7. The duties of each of the standing committees shall be prescribed by the Board and published in the Society's Orientation Handbook.

Section 8. The duties of the other special committees appointed by the President shall be set by the President.

Section 9. No committee shall commit the Society's resources, personnel or position without specific authorization from the Board.

Section 10. Each committee chairman will maintain dated, chronological records of all committee activities and business conducted during the administrative year. These records will be turned over to the succeeding committee chairman who will have the discretion of discarding any material over two years old which is of no legal or historical value to the committee or the Society.

Section 11. Each committee chairman may prepare an article detailing any plans and activities of the committee for publication in the Louisiana Engineer and Surveyor Journal according to the schedule outlined by the President.
BYLAW 13 - PRACTICE DIVISIONS

Section 1. Practice divisions, comprised of members having common professional interests, shall operate under the Constitution and the Bylaws of the Society. Bylaws of the divisions and any changes thereto must have the approval of the Board before becoming effective.

The Board may create or dissolve a practice division after conducting a hearing on the need for such action.

Section 2. Practice divisions serving the membership of the society shall be as follows:

- Professional Engineers in Construction
- Professional Engineers in Education
- Professional Engineers in Government
- Professional Engineers in Industry
- Professional Engineers in Private Practice

Section 2.1 Each member, upon joining the Society shall select a practice division. Upon annual renewal a member may change his practice division selection.

Section 3. The practice divisions shall be constituted to provide effective forums for discussion and united action on the part of members grouped according to type of professional employment. The improvement of professional recognition, conditions of employment, and other matters of mutual welfare shall be the goal.

Section 4. Membership in each practice division shall be limited to members of the Society, except as specifically provided for in the bylaws of the division.

Section 5. The officers of each practice division shall include a chairman, a vice-chairman and a secretary-treasurer.

Section 6. Officers shall assume the duties usually performed by officers in like positions, subject to rules which may be adopted by the division and approved by the Board.

Section 7. The officers shall constitute the practice division executive board.

Section 8. When considered necessary for promoting or forwarding its special objectives, any practice division may establish a fund for that purpose, to be maintained in the treasury of the Society. Such funds may be obtained through rebates and/or special purpose assessments of its own members, or by other means authorized by the Board. The Secretary-Treasurer of the Society shall be the custodian of all practice division funds, the expenditure of which shall be subject to the direction of the officers of the division. Expenditures of division funds shall be according to the division's bylaws.

Section 9. Minutes shall be kept and filed for all meetings of practice divisions and the division executive board. An annual report outlining the division's activities for the year shall be made to the Board. For those divisions which choose to maintain their own financial records, they shall submit to the Board, quarterly, a financial report in the format required by the Board.

Section 10. All actions by practice divisions shall be consistent with the policies of the Society.

Section 11. Each practice division chairman may prepare an article detailing the plans and activities of the division for publication in the Louisiana Engineer and Surveyor Journal according to the schedule outlined by the President.

Section 12. The Board shall annually assign, from the funds of the Society, to the practice division as designated by the member, a sum not to exceed $5.00 for each P.E. Member, E.I. Associate Member. There are no rebates made for Student, Honorary, or Life Members.

Section 13. Registered Participants associated with an Affiliate Member shall be assigned to the Professional Engineers in Government Practice Division.
BYLAW 14 - MEETINGS

Section 1. The Annual Meeting of the Society shall be held between May 1 and July 31.

Section 2. Special meetings of the Society can be held in accordance with the Constitution at the dates determined by the Executive Committee.

Section 3. Written notification of the Society's Annual Meeting or other special meetings shall be made to all members at least one week prior to the date set for the meeting.

Section 4. At a General Membership meeting, twenty-five (25) voting members shall constitute a quorum for the transaction of business.

BYLAW 15 - AWARDS

Section 1. Awards may be presented as determined by the Board of Direction during a Board meeting. All award guidelines and requirements shall be included as a part of the Society's Orientation Handbook prior to considering nominees for the award.

BYLAW 16 - AFFILIATION OR DISASSOCIATION WITH NATIONAL ORGANIZATIONS

Section 1. Affiliation or disassociation of the Society with the National Society or any other national organizations may be proposed by a majority of the Board of Direction or by petition signed by not less than 10% of the voting members of this Society. Such petition for affiliation or disassociation shall first be reviewed by the Board of Direction and the findings of this review shall be presented to the membership. A copy of any proposal for affiliation or disassociation, together with a letter ballot, shall be mailed by the Secretary-Treasurer to each voting member not later than six months after such petition has been received by the Board. Affiliation or disassociation shall become effective only upon the affirmative vote of two-thirds of the votes cast by the qualified members provided that not less than 20% of the qualified members of the Society cast affirmative ballots.

BYLAW 17 - ORDER OF BUSINESS

Section 1. The order of business at meetings of the Board shall be determined by the agenda prepared by the Executive Director subject to approval of the Board.


BYLAW 18 - OFFICIAL PERIODICAL

Section 1. The Society shall publish an official periodical to be known as the Louisiana Engineer and Surveyor Journal. The periodical shall be published at least once per quarter.

Adopted January 28, 1994
Amended February 4, 2000
Amended September 29, 2000
Amended December 14, 2001
Amended July 2, 2002
Amended April 4, 2003
Amended October 7, 2005
Amended August 3, 2007
Amended August 27, 2012
Amended July 14, 2014
Amended January 27, 2015
LES MEMBERSHIP INFORMATION

NOTE: EFFECTIVE JANUARY 1, 1990, NSPE MEMBERSHIP IS MANDATORY FOR ALL QUALIFIED MEMBERS.

DUES

New member rates cover national, state and chapter dues. Dues include subscription to the *Louisiana Engineer and Surveyor Journal*, *Engineering Times*, and applicable practice division newsletter. Payments may be deductible under Internal Revenue Code, but are not deductible as charitable contributions.

LES student members shall pay the full year's dues regardless of the date of membership.

The State Office bills Annual Dues at the member’s anniversary date. First billing will be emailed to the member if they have a current email address on file. The second dues bill will be mailed to the member and will include a letter from the Secretary-Treasurer advising that they will be dropped from the rolls if payment is not received by the due date.

**PLEASE REFER TO ARTICLE IV-MEMBERSHIP FOR MEMBERSHIP CATEGORIES.**
MEMBERSHIP APPLICATION

Tell us about yourself…

Name: ____________________________________________________________________________________  Birthdate: / / 

First                                                                                 Middle Initial                                                                                 Last

Sponsor’s Name: (If applicable – Not Required) ____________________________________________________________________________

Work and Home Addresses

Employer: ___________________________________________________________________________________________________________

Please mail to:  □ Home  □ Work

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Professional and Educational Experience

Practice Division Interest:  □ Construction  □ Private Practice  □ Government  □ Industry  □ Education

Preferred Chapter _____________________________________________________________________________________________________ (If Known)

Undergraduate Degree: _____________________________ Major _____________________________ College/Univ. ________________________ Graduated ______ /_____

Graduate Degree: _________________________________ Major _____________________________ College/Univ. ________________________ Graduated ______ /_____

Professional Licenses:  □ P.E.  State: __________ License number: ____________________________ License Year: _________________  

□ E.I. State: __________ License number: ____________________________ License Year: _________________

Member Grades and Dues Schedule

□ P.E. Member: P.E. registration in any state or U.S. territory or province of Canada. $239.00

□ E.I. Associate over 30: E.I. certification in any state; or a graduate engineer ABET accredited engineering program, actively pursuing an engineering career or engaged in post graduate study. $239.00

□ E.I. Associate under 30: E.I. certification in any state; or a graduate engineer ABET accredited engineering program, actively pursuing an engineering career or engaged in post graduate study. $219.00

□ Student: Enrolled in a full-time graduate or undergraduate engineering curriculum. $5.00

New member rates covers national, state, and chapter dues. Dues includes subscription to the Louisiana Engineering and Surveyor Journal and Engineering Times. Payments may be deductible under Internal Revenue Code, but are not deductible as charitable contributions.

Payment

Membership services will begin upon approval of application and receipt of full payment. Please make checks payable to LES.

Amount enclosed: $ ______ Check □ Visa □ M/C

Card number: __________________ Exp. ___/___ Signature: __________________

FOR OFFICE USE ONLY

Date joined: __/__/____ Chapter: _____________________________ Mem. Grade: ______________________ Bill date: __/___
SUSTAINING MEMBERSHIP APPLICATION – INDIVIDUAL/CORPORATION

Please check one:     ______  Individual          ______  Corporation/Organization

INDIVIDUAL MEMBER INFORMATION:

Name:  ______________________________________________________________________________________________________________________________
   First                                                                                           M.I.                      Last

Mailing address:                 Work:  (   )     Home:  (   )
   ______________________________________________________               ___________________________________________________________
   Company Name                                (Area Code) Phone number
   ______________________________________________________              ___________________________________________________________
   Address          (Area Code) Fax number
   ______________________________________________________               ___________________________________________________________
   City, State, Zip code         Email address

CORPORATION MEMBER INFORMATION:

Corporation/Organization Name:  _________________________________________________________________________________________________________

Mailing address:
   ______________________________________________________               ___________________________________________________________
   Name of contact person                                                              (Area Code) Phone number
   ______________________________________________________              ___________________________________________________________
   Company/Organization Address                                                                    (Area Code) Fax number
   ______________________________________________________               ___________________________________________________________
   City, State, Zip code          Corporation website address        /         Contact email address

The Louisiana Engineering Society Board of Direction voted to amend the Constitution and Bylaws of the Society to add a new membership grade, the Sustaining Member. A Sustaining Member is defined as an individual, corporation, society or entity who would like to contribute to the well being of the Society. A Sustaining Member shall have no voting privileges nor be able to hold office.

This classification was created for firms and groups that currently support our society through business card advertisement in the Louisiana Engineer & Land Surveyor Journal. LES will receive a tax break by collecting funds through membership dues rather than advertising fees. These additional funds made available to LES can be used to help better serve the members of our society. The benefit for the company is that Sustaining Member dues may be 100% tax deductible as ordinary and necessary business expenses as allowed by the IRS.

Member Grade and Dues Schedule

All new sustaining members will receive 12 months of membership. Corporation sustaining members will be recognized with a business card advertisement in the Louisiana Engineer and Surveyor Journal.

Individual Sustaining Membership:  $65.00              Corporation Sustaining Membership:  $280.00

Payment

Membership services will begin upon approval of application and receipt of full payment. Please make checks payable to LES.

Amount enclosed $______________________________    Please check one:  _____  Check  _____  Visa  ______  Mastercard

Card number:  __________________________________________________________________________________  Exp. Date  _______________

Signature:  ______________________________________________________________________________________________________________

FOR OFFICE USE ONLY      Date Joined:       ___________________________  Bill Date:  ___________________________
NSPE Bylaw 9—Membership

Any individual shall be qualified for membership in NSPE, if they meet the requirements of one of the following Membership grades:

(1) **Licensed Member**—A Licensed Member shall be defined as a person holding a valid license or certificate of registration as a professional engineer, issued under the laws of any state, territory, possession, or district of the United States, or the equivalent as defined under the laws of any other country, or a retired engineer who obtained and retained a valid license or certificate while in active practice in the profession until retirement.

(2) **Member**—A Member shall be defined as a person holding a valid Engineer-In-Training or Engineering Intern certification, issued under the laws of any state, territory, possession or district of the United States, or the equivalent under the laws of any other country. A Member shall automatically advance to the Licensed Member grade as soon as eligible by licensure.

(3) **Graduate Member**—A person who has graduated with a bachelor’s degree or higher from an engineering curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) or from an engineering or pre-engineering program that leads to engineering licensure shall be granted provisional status as a Member for up to two years to achieve the full requirements for the Member grade. Graduate Members shall not have voting privileges and shall not be allowed to hold office in NSPE. Graduate Members shall become full Members immediately upon successfully meeting the requirements for Member status.

(4) **Student Member**—A Student Member shall be defined as a person who is enrolled full-time in an ABET-accredited engineering program or an engineering or pre-engineering program that has an articulated or transfer agreement with ABET or an accredited program. A student enrolled full-time in a graduate level engineering program may choose any grade for which eligible, including student member.

(5) **At-Large Member**—A person may join NSPE as an At-Large Member if they meet all the requirements for Licensed Member or Member status as defined above and the person either (a) resides outside the United States, its territories, possessions, or districts, or (b) resides in a State where that State Society offers State-Only membership but chooses not to be a member of that State Society. If an At-Large Member moves to a State where the individual is eligible for membership, and the State does not offer State-Only membership, then the individual must join the State Society upon their annual renewal date to retain membership in NSPE.

(6) **Grandfathered Member**—A current member who has maintained membership in NSPE, but is no longer eligible for membership due to changes in membership criteria, shall be allowed to maintain their membership in good standing. If the membership of said member lapses, they will not be permitted to re-join NSPE without first meeting the then current membership requirements.

(7) There shall be two ceremonial titles of memberships as described below:

(a) **Fellow Member**—A Fellow Member shall be a Licensed Member who has been approved by a peer review of Fellows to receive this honor, as set forth in the Operating Procedures. State Societies shall be permitted to offer a similar membership at the State Society level.
(b) **Honorary Member**—An Honorary Member shall be an individual, whose knowledge and accomplishments deserve special recognition for contributions to the licensed practice of professional engineering. An Honorary Member shall not have voting privileges, may not hold office, and shall be exempt from paying dues. An Honorary membership shall be awarded upon the approval of two-thirds of the Executive Committee. At no time shall there be more than ten living Honorary Members of NSPE. State Societies shall be permitted to offer a similar membership at the State Society level.

(8) NSPE members (i.e., those who pay NSPE dues) shall have the following rights and responsibilities:

(a) All members other than Graduate Members, Honorary Members, and Student Members shall have voting privileges in NSPE.

(b) All individuals shall secure membership in both NSPE and a State Society unless the individual qualifies for At-Large membership.

(c) Members may transfer their membership from one State Society to another without affecting their status in NSPE.

(d) A member shall be considered in good standing if dues are remitted prior to the member’s dues renewal date. A member failing to remit dues by their dues renewal date shall be delinquent. Unless provisions for the deferral of dues has been granted by NSPE and their State Society, the delinquent member shall be dropped from the membership rolls of NSPE and their State Society three months after the date on which remittance is due.

(e) Members shall be permitted to hold membership in more than one State Society.

(f) A member may be expelled from NSPE or otherwise disciplined for cause as provided in Bylaw 10.

**NSPE Bylaw 11—Dues**

The Board of Directors shall determine the amount of annual dues for membership in NSPE. State Societies shall have authority to set membership dues for their State Society in accordance with the NSPE’s published Operating Procedures.

1) Dues are for a period of 12 consecutive calendar months, and shall become due on the member’s anniversary date.

2) Dues incentives for new member recruitment may be recommended by the Membership Committee and approved by the Board of Directors. Any approved dues incentive programs shall be incorporated into an Operating Procedure.

3) A member may become eligible for life-member dues status or retired member dues status if the person is at least 65 years of age and meets other requirements set forth by the Board of Directors. These requirements along with the annual dues rate for each dues class shall be determined by the Board of Directors, and defined in an Operating Procedure. Application for life-member status or retired-member dues status may be made by the member, the member’s chapter, or the member’s State Society.

4) A member in good standing may be eligible for a waiver or deferral of dues in circumstances of disability or condition of hardship as set forth in the Operating Procedures.
5) Individual member dues, except for State-Only members, shall be collected by NSPE unless the member’s State Society determines that they will administer billing and collection. If dues are collected by NSPE, the member State Society shall receive payment for their portion within 45 days of the receipt of funds. If dues are collected by the member State Society, the NSPE portion of dues collected shall be forwarded to NSPE Headquarters within 45 days of the receipt of funds. Any funds withheld either by NSPE or any member State Society beyond 45 days shall be assumed to be a loan, and interest will be assessed at an annual rate of 1.5% above prime rate. A member State Society which requests NSPE to collect member dues shall be solely responsible for promptly advising NSPE of any changes to the State and chapter dues to be collected from each member. NSPE will provide an accounting of member payments, with each remittance of dues to a member State Society. NSPE shall not assess a fee against payments due to the State Society for the cost of administering the billing and collection for a member’s State Society and chapter dues. Similarly, any State Society that chooses to administer billing and collection themselves shall not assess a fee against payments due to NSPE for the cost of administering the billing and collection of national dues.

6) All changes to the amount of mandatory dues and voluntary contributions affecting NSPE membership for the following administrative year must be made by the conclusion of the NSPE Board of Directors Meeting at the Annual Meeting. No changes after the adjournment of this meeting will be permitted.

7) State Societies shall set their state and chapter dues rate annually. Notification of any changes in the amount of mandatory dues and voluntary contributions at the state and chapter level shall be submitted to NSPE in writing, by the State Society’s secretary or president. NSPE will adjust the dues rate for such changes within 30 days of receiving written notification.
APPENDIX I
POLICY ON COMMITTEE CONTINUITY
RESOLUTION

WHEREAS, Committee meetings at the Annual Planning Conference, Awards Meeting, and Annual Meeting of the Louisiana Engineering Society are intended to provide the various State and Chapter Chairmen and Vice Chairmen of the respective committees the opportunity to present reports and develop programs in the area of their committee responsibility and thereby provide a learning experience for the benefit of all concerned and,

WHEREAS, it is the responsibility of each state committee chairman to provide the focal point for the efforts of his/her committee and provide the forum to enhance chapter activities by developing a pertinent agenda, encouraging active participation and arranging for a committee member to assume his duties when he is unable to attend on each mentioned occasion.

RESOLVED, as a minimum requirement for scheduling a committee meeting, each state chairman shall develop an agenda prior to each mentioned occasion along with correspondence encouraging chapter members to attend with a copy submitted by a stated deadline to the State Office requesting a committee meeting to be scheduled.
APPENDIX 2
HONORS AND AWARDS - GENERAL INFORMATION AND RULES

Recognition of fellow engineers has always been an important program of the Louisiana Engineering Society. It has been the Society's feeling that honors and awards should be given deserving persons so that they will receive public recognition of their attainments, and also to inspire others to greater heights.

The Society has eight basic awards:

- The Andrew M. Lockett Medal for Civic Activities
- The A. B. Paterson Medal for an Engineer in Management
- The Charles M. Kerr Public Relations Award
- The James M. Todd Technological Accomplishment Medal
- The F. Hugh Coughlin Award of Merit for a Young Engineer (Key and Certificate)
- The Leo M. Odom Award for Services to the Profession
- The Waldemar S. Nelson President's Award
- Dudley Hixon – Bobby Price National Professional Achievement Award

The Honors and Awards Committee is composed of eighteen (18) members. The Chairman of the Committee is the Past President of the Society once removed, and the Vice Chairman is the immediate Past President of the Society. Together with the two Past Presidents of the Society, the eight Chapter Presidents and the eight immediate Chapter Past Presidents form the Committee. In the event that either a Chapter's President or immediate Past President are unable to attend the Honors and Awards Committee meeting(s), vacancies may be filled by one or two of the Chapter's Past President(s). No absentee ballots or proxies shall be allowed. All stated or participating members of the Honors and Awards Committee are not eligible for nomination during their tenure or service on the Honors and Awards Committee, except for nominees for the F. Hugh Coughlin Young Engineer Award. Any member or participant of the Honors and Awards Committee who has been nominated for the Coughlin Award shall be excused prior to discussion, debate, and voting on that particular award.

Nominees for the LES awards shall be Registered Professional Engineers in any state, except that the minimum requirement for the F. Hugh Coughlin Young Engineer Award shall be an EI. Normally, award nominees should be LES members in good standing; however, an exception permits consideration of non-members of LES when the nominee is a well-known engineer of eminence for all awards other than the F. Hugh Coughlin Young Engineer Award.

Balloting for the nominations shall be in secret. The alternative of “No Award” shall be included in each award discussion, to allow for cases when none of the nominees may meet the award standards. The first round of voting shall determine the top two candidates by simple plurality, inclusive of ties. The chosen nominee may be determined by a 2/3 majority vote of the committee in the second round. If after three rounds of voting a recipient is not determined, the award nominee shall be the candidate who receives the highest number of votes from the sum of the three rounds of voting. If the vote totals are equal for the two candidates, the Honors and Awards Committee Chair shall make the selection.

Geographic distributions of the nominees plays no part in the selection process by the Honors and Awards Committee.

All nominations for awards shall be considered by the Committee on a year-to-year basis. Those nominees who are not successful one year will not be carried over for consideration the next year. Each year a new group must be nominated for the awards. There is no limit as to the number of times an individual may be nominated and evaluated, except for the age limitation for the F. Hugh Coughlin Young Engineer Award.

The Executive Director shall be responsible each year for publication in an appropriate issue of the Louisiana Engineer and Surveyor Journal or an appropriate LES newsletter mailed to all LES members, or both, of notice that nominations must be submitted to a member of the Honors and Awards Committee or to the Honors and Awards Committee in care of the Executive Director. The date for submission will be set by the Executive Director and/or Board of Direction to correspond with the dates selected for the LES Annual Awards Meeting. For a nomination to be considered it must be accompanied by a completed nomination form for the appropriate award by the date set by the Executive Director and/or Board of Direction. Upon receipt of
all qualified nominations, the Executive Director will forward a complete package of all nomination materials to each member of the Honors and Awards Committee.

Nominations for recipients of the eight basic awards may be made by:

1. Any elected Officer of the State Society or one of the Chapters.
2. By the Board of Direction of the Society.
3. By the Executive Committee or equivalent body of any Chapter.
4. By three or more members of the Society.
5. By the individual Honors and Awards Committee of any Chapter.

When nominations for the awards are submitted to the Honors and Awards Committee, such nominations must be made only on the official nomination forms (copies acceptable) available through the LES State Office or located on the LES website. Support materials for the award, including the nomination form, shall not exceed ten (10) pages (counting front and back as two separate pages) and should contain the following information:

1. A full statement of the formal academic training, experience, progress and any notable technical or engineering contributions made by the nominee.
2. A statement of the basic reasons for submitting the nomination, and for believing that the nominee is eligible for the honor.
3. Such other information and reference as may be of assistance to the Honors and Awards Committee and to the Board of Direction in considering and acting upon the nomination.

It is essential that such documentation carry the present title and employment information of the nominee, and set forth clearly and concisely why the nominee should receive the recommended award. Since these awards are to recognize excellence and exceptionalism, those nominating are encouraged to submit nominee who exemplify such qualifications.

The Honors and Awards Committee shall recommend to the Board of Direction the names of nominees for the LES Awards not less than 60 days prior to the LES Annual Awards Meeting. The Board of Direction shall act upon the Committee’s recommendations at the first meeting following submission of the selections to the Board. Presentation of the awards shall be made at the LES Annual Awards Meeting of the Society or at another meeting designated by the Board of Direction.

Nominations for the Graduate Membership Awards are recommended to the LES State Office by the deans of the engineering colleges in Louisiana. These membership awards are not handled by the Honors and Awards Committee.
APPENDIX 3

LES NOMINATION AND ELECTION PROCEDURES FOR FILLING VACANCIES ON THE LOUISIANA ENGINEERS’ SELECTION BOARD

1. The Louisiana Engineering Society shall establish a Nominating Committee consisting of the Chairman of each of the five Practice Divisions. This Nominating Committee shall be responsible for the nomination of a candidate, or candidates, to fill occurring vacancies on the Louisiana Engineers’ Selection Board.

2. The Chairmanship of the Nominating Committee shall be rotated annually between the Practice Divisions, in alphabetical order, beginning with the Construction Practice Division. Assignments of Chairmen are as follows:

   Professional Engineers in Education (PEE)  12-13
   Professional Engineers in Government (PEG)  13-14
   Professional Engineers in Industry (PEI)    14-15
   Professional Engineers in Private Practice (PEPP)  15-16
   Professional Engineers in Construction (PEC)  16-17

Thence, repeating in alphabetical order thereafter.

3. The State Office shall notify the Nominating Committee Chairman on or before January 15 of each year that nominations to fill a vacancy, or vacancies, are required. The Chairman shall immediately notify all members of the Nominating Committee and all nominations shall be received by the Nominating Committee on or before March 1. The Nominating Committee shall meet immediately thereafter to make their selection and name(s) of the nominee, or nominees, shall be forwarded to the State Office with a statement of willingness to serve on or before April 1 for preparation of a ballot.

4. The Chairman of the Nominating Committee shall notify all other Practice Division Chairmen that nominations for the Engineers’ Selection Board are required. Each Practice Division Chairman shall solicit nominations from the respective Practice Divisions. All nominations shall be accompanied by a complete resume.

5. The Nominating Committee shall meet as a group to select the number of nominees required to fill the vacant position, or positions. The number of nominees shall not exceed the number of positions to be filled. The selected nominee, or nominees, must agree in writing to serve if elected to the position.

6. At any time prior to April 1 of each year, any 25 voting members of the Society may send to the Secretary-Treasurer a petition listing additional nominee(s) for the Engineers’ Selection Board ballot. A statement of willingness to serve for the additional nominee(s) shall be forwarded with the petition.

7. A ballot shall be prepared by the State Office which includes the names of the nominee, or nominees, and spaces for write-in candidates, the number which shall be equal to the number of vacancies to be filled.

8. The ballot shall be incorporated in the appropriate issue of the Louisiana Engineer and Surveyor Journal or otherwise made available and distributed to all duly licensed engineers residing in the State of Louisiana.

Louisiana RS 38:230I, Public Contracts, Part VII, Selection of Professional Services for Public Contracts
APPENDIX 4

GUIDELINES FOR SELECTING NOMINEES FOR FILLING VACANCIES ON THE LOUISIANA PROFESSIONAL ENGINEERING AND LAND SURVEYING BOARD

These guidelines prescribe a method of selecting engineer nominees to be submitted by the Board of Direction of the Louisiana Engineering Society to the Governor for appointment to the Louisiana Professional Engineering and Land Surveying Board (LAPELS). Each nominee recommended for possible selection must complete the candidate questionnaire as every attempt will be made to nominate the most qualified person for membership on the Board. He/she should be an outstanding member of the profession, and one who has been active in professional affairs and service to the profession.

The Licensure Law requires that the LAPELS Board shall consist of nine professional engineers: at least two members of the Board shall be from Professional Engineers active in Private Practice of Engineering, two members from Professional Engineers in Government, two members from Professional Engineers in Industry, two members from Professional Engineers in Education, and one member from Professional Engineers in Construction.

Board members who retire from active practice shall continue to represent the division of engineering practice represented at the time of retirement (this will also be the same division of engineering practice in which the member practiced when appointed). A Board member is not required to resign his or her Board membership because of a change in the orientation of his or her career.

In selecting nominees, the following qualifications are necessary:

1. Must be a citizen of the United States and a resident of the State of Louisiana.

2. Must have been engaged in the practice or teaching of engineering as a professional engineer for at least twelve (12) years and shall have been in responsible charge of important engineering work for at least five (5) years.

3. Must be a registered professional engineer in the State of Louisiana.

4. A potential candidate for appointment who has "retired" from employment in one of the five functional areas of practice named in LA R.S. 37:683(A):
   a. Will be eligible for nomination if that person continues to be employed or engaged in the practice of engineering. Potential candidates will certify to LES during the selection process that they meet this criterion. Failure to do so will automatically disqualify the candidate from further consideration.
   b. May be nominated from the practice division in which he or she was active before "retirement", provided that all requirements of LA R.S. 37:684 are met for that previous employment, and provided further that the candidate continues to be active in that functional practice division of LES.

Additionally, the nominees should have an established reputation for prominence and be well respected in their area of practice. Should all other qualifications of a number of nominees be judged equal, first consideration should be given to members of the Louisiana Engineering Society. Participation in the affairs of the Society shall then be considered as further evidence of the interest of the potential nominee in professional affairs.

It is important that an attempt be made to maintain a balance of LAPELS Board members according to disciplines or practice (civil, electrical, etc.). After this, efforts should be made to maintain an equitable distribution throughout the state (considering numbers of registered engineers in the various areas), not allowing any one area to become predominant in number of members. Generally speaking, it is believed that there are many qualified registered professional engineers in all disciplines to serve on the LAPELS Board. Moreover, a six year term seems to
be long enough time to expect any LAPELS Board member to serve his or her profession in this trying capacity. Therefore, it is considered important that consideration be given to the age of any nominee and that the privilege of nomination by LES is offered to as many new candidates as practicable.

The LES Liaison Committee shall be the committee to make the final recommendation to the LES Board of Direction. When a vacancy occurs on the LAPELS Board, or one hundred twenty (120) days prior to the expiration of the term of a member of the LAPELS Board, the Executive Secretary of LAPELS should notify the Society in writing and a copy of the letter of notification shall be sent to the Chairman of the Liaison Committee.

The LAPELS notification will list the required qualifications of the nominees for the pending vacancy necessary for that Board to be legally constituted after the appointment in accordance with LA R.S. 37:683 and 37:684.

The Liaison Committee shall determine if the replacement member shall be from private practice, industry, government, education, or construction. If related to a specific practice division of the Society, the Chairman of the LES Liaison Committee shall notify the Chairman of the practice division concerned and request that a minimum of seven names be submitted from the practice division for consideration by the Liaison Committee.

The Liaison Committee shall determine if the replacement member shall be from private practice, industry, government, education, or construction. If related to a specific practice division of the Society, the Chairman of the LES Liaison Committee shall notify the Chairman of the practice division concerned and request that a minimum of seven names be submitted from the practice division for consideration by the Liaison Committee.

The Chairman of the practice division concerned shall immediately publicize the request for nominations to the membership of the practice division. The practice division Chairman shall also appoint a screening committee of three members who will receive all candidate nominations and act as a selection and screening committee for the division. This committee will obtain resumes of the proposed nominee's experience in professional work and statements of qualifications. This screening committee shall select a minimum of seven candidates based on the nominee's qualifications, standing in the profession as an engineer, and service to the Society and the profession.

The selection committee shall submit these names to the practice division Chairman who will then transmit the names to the State Liaison Committee Chairman sixty (60) days prior to the expiration of the term of the retiring member of the State Board of Registration, or as requested by the Chairman of the Liaison Committee. Should this not be done, the Liaison Committee will proceed on its own.

The State Liaison Committee shall further study the candidates' questionnaires, resumes and statements of qualifications and make its own selection from the list. The Liaison Committee may eliminate names and may add names as appropriate. The Liaison Committee will contact these nominees as to their willingness to serve if selected, keeping in mind the overall interest of the profession. It shall also confer with the practice division Chairman as appropriate.

The Liaison Committee Chairman shall submit the Committee's nominees to the LES Board of Direction and be prepared to discuss the merits of the candidates at any meeting called for this purpose. The LES Board of Direction may reject the names and ask the Liaison Committee for additional names as necessary, but should not add names unless they have been through the above screening process.

The President of the Louisiana Engineering Society shall submit the adopted list of nominees to the Governor within sixty (60) days after receipt of notice of the death or resignation of a member of the LAPELS Board, and at least thirty (30) days prior to the expiration of the term of a member of the LAPELS Board. Nominees will be placed in alphabetical order.

The "Candidate Questionnaire" is an official part of these guidelines.
BOARD OF REGISTRATION EVALUATION QUESTIONNAIRE

For ________________________________ Position

Include actual years for each answer

Circle One

1. Responsibilities and background as an Engineer.
   A. Are you currently a resident of Louisiana? Yes No
   B. Are you a registered professional engineer in the Louisiana? Yes No
      If yes, how many years have you been a professional engineer? ________
   C. Are you currently employed as a professional engineer in your practice division? Yes No
      If yes, give the name of your employer: ____________________________________________
   D. How many years of experience do you have in your practice division as a professional engineer? ________
   E. Were your first years of experience in your current practice division? Yes No
   F. Do you have, or have you had direct supervision of engineers-in-training? Yes No
   G. Are you currently in responsible charge of important engineering work? Yes No
   H. In which area of practice (civil, electrical, etc.) are you registered? __________________________
      Area of education? (B.S., M.S., Ph.D.) ________
   I. Years involved in technical design. ________
   J. Years in management of Non-Professional Engineer. ________
   K. Technological recognition? Yes No
   L. Technical recognition? Yes No
   M. Years in Management of Professional Engineer. ________

2. Support of Profession
   A. Years as a member of Louisiana Engineering Society/National Society of Professional Engineers/Consulting Engineers Council of Louisiana? ________
   B. Member of what Louisiana Engineering Society/National Society of Professional Engineers/Consulting Engineers Council of Louisiana Committees?
C. Chairperson of what Louisiana Engineering Society/National Society of Professional Engineers/Consulting Engineers Council of Louisiana Committees?  

D. Chapter offices held.  

E. State offices held.  

F. National office held.  

G. Professional recognition received.  

3. Support of Practice in Technical Organizations  

A. Technical membership and years as a member.  

B. Member of technical organization committees.  

C. Chair of technical organizational committees.  

D. Chapter office of technical organization.  

E. State office technical organization.  

F. National office of technical organization.  

G. Technical activity recognition.  

4. Support of Community  

A. Local/State/National political subdivision elected official?  

   Title:  

   Yes  No  

B. Community service/Religious organizations?  Years as a member.  

C. Community service/Religious organizations member of committee (activity)?  

D. Community service/Religious organizations chairman of committee?  

E. Community service/Religious organization offices held?  

F. Community service recognition received?  

   Yes  No  

VI- 8
5. General Information
   A. Employment history, position.

   B. Why do you want to serve on the LAPELS Board?

   C. What do you consider the most important function of the LAPELS Board?

   D. Is there anything that you would like to accomplish while serving on the LAPELS Board?

   E. Are there any issues affecting engineering and/or surveying that you feel need to be addressed by the Board?

6. List the names, complete addresses and telephone numbers of three people who will serve as Professional or character references. Two of these people must be registered professional engineers.

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<th>Name</th>
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VI- 9
ACKNOWLEDGMENT STATEMENT BY NOMINEE

Persons seeking nomination as a Louisiana Professional Engineers Land Surveyors (LAPELS) Board representative are expected to practice professionally in their area of practice and in their personal, political, and community life. This specifically includes not using any elected officials or friends of elected officials or friends that are part of the nomination committee to influence selection by the nominating committee or by the Governor of Louisiana.

___________________________________________     ___________________
Signature                                                                            Date
_________________________________________________________________
Print Name
_________________________________________________________________
Address
_________________________________________________________________
City, State, & Zip Code
_________________________________________________________________
Phone Number
_________________________________________________________________
Fax Number
_________________________________________________________________
E-mail

FOR RETIRED MEMBERS

Even though I am retired from a former position, I certify that I am employed or engaged in the practice of engineering in one of the five functional areas of practice named in LA R.S. 37:683(a) (education, government, industry, private practice, or construction). I further certify that I continue to be active in the ______________________ division of LES.

(List practice division)
LOUISIANA ENGINEERING AND LAND SURVEYING BOARD ACTIVITIES

Primary Responsibility

The primary responsibility of the Louisiana Engineering and Land Surveying Board (LAPELS) is to “…safeguard life, health, and property, and to promote the public welfare…” by administering the licensure and practice of Professional Engineers and Professional Land Surveyors in Louisiana.

Board Meetings

The ordinary business of the board is conducted at board meetings. The board has six two-day board meetings a year at the board office in Baton Rouge. These meetings are scheduled months in advance and usually begin at 8:00 a.m. and end at 5:00 p.m. Board meetings are normally held on Mondays and Tuesdays of the third week of alternate months beginning with January.

Committee Assignments

A large part of the board activities are handled by committee action between board meetings. The Bylaws of the board authorizes each of the board committees and assigns their corresponding responsibilities.

The Chairman appoints board members to serve on committees at the close of the July meeting. New board members are given committee assignments as soon as they are appointed to the board. Board members may find it necessary to work several hours per week and should plan additional time for committee meetings.

Committee review material is often distributed to board members via telephone, fax or mail by the board staff. A great deal of the information reviewed by the committee members is confidential and must be diligently protected by each board member. The Executive Secretary is responsible for effectuating the decisions of the committees, i.e., approve applicants to take examinations and register upon passing.

Board Hearings

Disciplinary matters are presented at board hearings. A board member should plan to attend two to four hearings a year. Each hearing may take two to six hours.

NCEES Meetings and Assignments

Board members may attend two NCEES meetings a year. These meetings take place in various locations throughout the United States in May and August. The meetings usually occur on Thursday, Friday and Saturday. Wednesday and Sunday are usually travel days.

Board members should aspire for NCEES committee assignments. NCEES committee membership allows the board member to influence the future of professional engineering and land surveying licensure in the United States.

Compensation

Board member per diem is $100.00 per day for board meetings and NCEES meetings. Committee work compensation is at the rate of $15.00 per hour but no more than $100.00 per day. In addition, board members are reimbursed for all actual expenses that are verified with receipts, including travel, food and lodging.

Staff

The day to day activities of the board are administered by the Executive Secretary under the direction of the Executive Committee (Chairman, Vice Chairman, Secretary and Treasurer). Each year the Executive Committee is elected by a vote of the board members. The board’s fiscal year is from July through June and the new Executive Committee is seated at the July meeting.
Summary

Attendance at board meetings and hearings is a critical responsibility of board members. Even so, the business of the board will only be completed if committee assignments are timely completed. Therefore, board meetings and hearings are scheduled well in advance to ensure that a quorum of board members will be present and that sufficient time is available for committee work.

Board member participation in NCEES activities is also very important for the future of our profession. Failure of the Louisiana board to become heavily involved with NCEES activities will allow other states to make decisions that will ultimately affect the future of professional engineers and land surveyors in Louisiana.
APPENDIX 5

LES SCHOLARSHIP PROGRAM

The LES Scholarship Program originally established for graduating high school seniors was changed in 1996 to limit candidates to students who have completed the sophomore year of study. Scholarships shall be awarded annually in blocks of $500 as funds are available.

NAME
The scholarship shall be named the Louisiana Engineering Society Scholarship.

CITIZENSHIP
Candidates must be citizens of the United States of America whose legal residence is in the state of Louisiana.

CURRICULUM
Candidates must be in good academic standing, and must be enrolled in a curriculum leading to a Bachelor of Science degree in Engineering. That curriculum must be accredited by the Engineering Accreditation Commission of the Accreditation Board for Engineering and Technology.

FINANCIAL NEED
Financial need must be demonstrated to the satisfaction of the LES Scholarship Committee.

APPLICATION FORM
Candidates must submit a completed official LES Scholarship Application Form.

ADMINISTRATION
A. Annually the LES Scholarship Committee shall send inquiries to the Deans of Engineering of all qualifying Louisiana Universities. The Dean of Engineering shall be invited to submit the names of three candidates. LES Scholarship Application Forms shall be made available to each candidate who, in turn, shall submit the completed form to the LES Scholarship Committee for evaluation. This process shall be initiated early in the fall semester or quarter. Any candidate not submitting the official LES Scholarship Application Form shall be disqualified.

B. Currently the following seven universities qualify: Louisiana State University, Louisiana Tech University, McNeese State University, Southern University, Tulane University, University of New Orleans, and University of Louisiana at Lafayette.

C. Early in the beginning of the new calendar year the LES Scholarship Committee shall evaluate applications which have been received, select the scholarship recipient(s), notify the student of the selection, and forward the monetary award to the Dean of Engineering of the respective university for payment to the student. Personal interviews by the LES Scholarship Committee shall be encouraged, but are not required.

D. Names of scholarship recipients, amounts of each scholarship, and the name of the respective university shall be reported annually to the LES Board of Direction.

E. The LES Scholarship Committee shall advise the local LES chapter president that a student in the area has received an LES scholarship. The local chapter is expected to invite the recipient to a monthly chapter meeting where the recipient shall be recognized for scholastic achievement. The recipient shall also be offered the opportunity to meet active Professional Engineers who encourage them to participate in the activities of the chapter. Thus will begin a lasting and fruitful bond to the engineering profession.

F. Names of recipients and their respective universities shall be published in the Louisiana Engineer and Surveyor Journal.

LES SCHOLARSHIP FUND

A. The State Scholarship committee shall develop and administer a Scholarship Fund for the purpose of securing, depositing and distributing scholarship assets. The Scholarship Fund shall be maintained in a tax free account, e.g., IRS designation Section 501(c)(3) under the control of the LES Board of Direction.
Each Chapter's Scholarship Committee will be responsible for reviewing a list of prospective engineering companies in their geographical area and recommend target companies to the State Scholarship Chairman. A concerted effort will be made by the State Scholarship Committee (or an ad hoc committee) to draft an appropriate letter that outlines the intent and purpose of the Scholarship program. The letter will be endorsed by both the LES State President and the State Scholarship Chairman as an indication of LES support. This letter and the list of prospective engineering companies will be forwarded by the State Scholarship Chairman to the LES State Office for mailing. Contributors to the Scholarship Program or sponsors of a grant or scholarship should mail their financial contributions (checks made payable to "LES Scholarship Fund") directly to the State Office each year. These contributions will be deposited into the LES Scholarship Fund. The names of all contributing companies will be listed in documents advertising and announcing the program.

B. To maintain the integrity and professional ethics of the engineering profession, as interpreted by LES, all interested sponsors of scholarships or grants must receive the approval of the LES Board of Direction. This requirement also applies to any scholarship or grant provision(s) and/or constraint(s) that may be imposed by the sponsors. This will prevent the acceptance through the LES of any provision or constraint that the LES Board of Direction deems inappropriate.

C. Contributions will be accepted from individuals, companies, consulting firms, and so forth; however, only those contributions of $100.00 or more will be listed in the Scholarship Program literature. Contributions of $1,000.00 or more can be named after the contributor with the title of the scholarship/grant designated by name by the contributor subject to the approval of the LES Board of Direction.

D. A portion of the Scholarship Fund's portfolio shall be designated by the LES Scholarship Committee as the Scholarship Endowment Fund, and another portion the Scholarship Operating Fund.

1. Endowment Fund: The LES Scholarship Committee shall allocate a portion of funds raised to the Endowment Fund. The capital of the Scholarship Endowment Fund shall be preserved. Only the income from the principal of the Endowment Fund shall be expended for scholarships and administration expenses.

2. Scholarship Operating Fund: Income from the Scholarship Endowment Fund shall be transferred periodically to the Scholarship Operating Fund to finance annual scholarships and administration expenses. The number of scholarships granted each year shall be subject to the availability of these dispensable funds in the Scholarship Operating Fund.

E. If the portfolio contains insufficient funds to pay at least one $500 scholarship annually, the Scholarship Committee shall not offer a scholarship. However, if fund raising efforts are successful, and money accumulates in the portfolio, the Scholarship Committee shall determine a prudent allocation of funds to

   a) increase the capital of the Scholarship Endowment Fund, and/or

   b) increase the Scholarship Operating Fund so that the number of scholarships or the size of scholarships may be increased.

   FINANCIAL REPORTS

The Executive Director shall provide quarterly financial reports to the State Scholarship Chairman and the Secretary-Treasurer of the LES Board of Direction. These reports shall identify income, expenses and balances of the Scholarship Endowment Fund and the Scholarship Operating Fund.

An audit of the above accounts shall be performed at prudent periods by independent agents under the direction of the Secretary-Treasurer of the Board of Direction.
APPENDIX 6

MEMORIAMS FOR DECEASED MEMBERS

Each Chapter President shall appoint a committee to report deaths of members in the area. It is suggested that the Membership Chairman and two or three other members of the Chapter be assigned to a committee with the responsibility of observing the newspaper obituaries. The Chairman of the Committee will send an obituary or suitable notification to the State Office.

The State Office will prepare a memoriam article for publication in the next issue of the *Louisiana Engineer and Surveyor Journal*.

Also, at the Annual Awards Meeting each year, a necrology for the year will be read and a moment of silent prayer will be observed.

PROCEDURE

1. The Chapter President will appoint a committee whose duty it is to advise the LES State Office of all deceased members.

2. The State Office will prepare memoriam article for publication in the magazine. A copy of the magazine will be mailed to the next of kin.

3. A list will be kept for reading at the Annual Awards Meeting of the Society.
LES TRAVEL EXPENSE REIMBURSEMENT POLICY

The following will govern the Louisiana Engineering Society's practices with regard to its travel expense reimbursement procedure for appropriated funds.

A. LES MEMBER

1. In all cases where reimbursement of travel expenses will be requested from the Society, specific prior approval shall be obtained from the Board of Direction. This approval may be granted annually by the Board for National Directors or such other officers or members whose specific requests were included and approved in the annual budget of the Society. The Board shall at that time specify any particular reimbursement restrictions such as mode of travel, per diem allowances, expected expenses, total limit, etc.

2. Reimbursement will be limited, unless otherwise specified, to air coach round trip fare, transportation to and from the airport, parking and tolls, personal baggage handling, business telephone calls, registration fees, actual cost of food including tips not to exceed $30.00 per day, and actual cost of lodging not to exceed the cost of a single room in the convention hotel/motel: less any amounts reimbursable by NSPE or from any other funds.

3. Reimbursement will be further limited to the extent that funds budgeted by the Society for travel expenses are available and that such expenses are not otherwise reimbursed from other sources.

4. Requests for approval for National Directors of the Society will take precedence over Practice Division delegates whenever sufficient funds are not available.

B. LES EXECUTIVE DIRECTOR

1. Travel within the state, not requiring an overnight stay, shall not require specific prior approval; however, an accounting of any reimbursement expenses shall be made.

2. Interstate or intrastate travel involving an overnight stay, shall require prior approval by the Secretary-Treasurer.

3. Travel involving other transportation means not included in the budget and/or extended time periods shall have prior approval by the Executive Committee.

4. Any travel expenses for which reimbursement will be sought for any staff or secretarial assistance at a meeting or conference shall require specific prior approval by the Secretary-Treasurer.

5. The Executive Director shall prepare an estimate of expected reimbursement expenses for submittal to the Secretary-Treasurer for those instances where prior approval is required.

In the case of either LES members or the Executive Director, an accounting of the expected reimbursement expenses is to be submitted to the Secretary-Treasurer as soon as practicable after the incurrence of the expenses. Receipts shall be attached for all expenses associated with airfare, ground transportation (other than personal vehicle), lodging, parking and tolls, registration, and business telephone expenses.

In order to permit proper budgeting, those who anticipate incurring reimbursable travel expenses shall submit to the Secretary-Treasurer before April 30 each year an estimate of travel expenses for which they expect to request reimbursement from the Society in the next fiscal year.

The incoming Secretary-Treasurer and Finance Committee shall recommend for the Board's approval amount(s) to be included in the budget consistent with the best interests and overall goals for the Society. The Executive Director's travel expenses shall be budgeted separately from all others.

It is recommended that Practice Divisions adopt a similar travel policy.

In all instances, the Board of Direction shall have ultimate authority over the reimbursement of expenses and may alter the policy outlined above at its discretion.
APPENDIX 8

RELATION OF VARIOUS LES AND NSPE MEMBERSHIP GRADES

P.E. MEMBER

The LES Member is the same as NSPE Member. Members require professional registration and must be at least 26 years of age.

E.I. ASSOCIATE MEMBER

The LES Associate Member is defined as a person of high moral character who is:
1. A certified engineer intern or
2. A graduate engineer actively pursuing an engineering career.

STUDENT MEMBER

The LES Student Member and the NSPE Student Member are generally the same. LES accepts postgraduate engineering students as student members and NSPE accepts undergraduate engineering students only.

LIFE MEMBER

An LES Member who has paid dues for a period of at least thirty-five (35) years other than as a Privileged Member or Student Member, and who has reached the age of sixty-five (65) shall become a Life Member with waiver of dues. No NSPE member shall be accepted into life status after August 1, 1995.

SUSTAINING MEMBER

A Sustaining Member includes Individuals, Corporations, Societies, or any other entity who would like to contribute to the well being of the LES Society.

NOTE: EFFECTIVE JANUARY 1, 1990, NSPE MEMBERSHIP IS MANDATORY FOR ALL QUALIFIED MEMBERS.
APPENDIX 9

Chapter Areas by Zip Code

ALEXANDRIA CHAPTER 713, 714
BATON ROUGE CHAPTER 707, 708, 709
BAYOU CHAPTER 703
LAFAYETTE CHAPTER 705
LAKE CHARLES CHAPTER 706
MONROE CHAPTER 712
NEW ORLEANS CHAPTER 700, 701, 704
SHREVEPORT CHAPTER 710, 711
If there is anything that marks a successful chapter it is good meetings. Meetings that are “alive” and “interesting”. Meetings which leave the members feeling glad they attended and looking forward to the next one.

When a chapter is getting nowhere–stagnating–this is usually reflected in its meetings. Most complaints about dull and uninteresting meetings can be traced back to dull and uninterested chapter leadership.

Good meetings don’t just “happen”. They are the result of careful planning well in advance of the meeting date. But, even with the best laid plans, a meeting can go astray if it is not well directed.

One of the more important jobs as Chapter President is to preside over meetings. This again is an art and skill that can only be learned by experience. The best advice on how to “be” at meetings can be summed up as – be fair, be firm, be generous, be alive and keep things moving.

The Chapter President should be aware of the three distinct types or classifications of meetings. They are: (1) Business, (2) Program, and (3) Social. Most meetings are a mixture of the three; but, the mixing has to be done skillfully. It is never good to have one part of the meeting “intruding” upon another part. No one wants to delay an interesting program or social event while some unfinished business is considered.

Some ideas for meetings which have been used successfully:

**Organizational Meeting:** A good way to start off your chapter year. Each committee is called upon to outline its plans for the coming year. Committee Chairmen can be introduced to the membership.

**Past Presidents’ Night:** A chance to honor all past presidents. The chapter can present them with certificates or other service awards.

**Joint Meeting With Local Technical Society:** This can lead to ideas and plans that can be used by both groups.

**Certificate Presentation:** Every chapter should have some kind of official session for presenting membership certificates. This ought to be a top priority project for the Program Committee.

**Legislative Night:** Invite members of the state legislature. Have them talk about legislation that affects professional engineers.

**Armed Forces Meeting:** Invite engineers from any of the armed services to discuss engineering problems from the military point of view. Try and have some definite topic in mind about which they can speak.

**Engineering Education:** Deans or professors in engineering schools are usually more than glad to talk on their favorite subject before a professional society. A discussion panel with educators and practicing engineers makes a good program.

**Talk By Local Newspaper Editor or Publisher:** These people can tell the membership how to get the most favorable newspaper publicity for chapter events. A personal contact with the working press is always valuable.

**A Special Meeting Centered Around A Discussion Of Personality Development For Business**

And Sales Work: This can be “led off” with a talk by a local executive specializing in sales or personnel work. Engineers are often introverted individuals and have a need for training and practice in public speaking and other activities that bring them out “of their shells”. Good speakers for this type of meeting can be found in every community. Look for them in Kiwanis, Lions, Rotary, and other similar service clubs. A dynamic speaker at one of your chapter meetings can generate enthusiasm among the most apathetic members.
Preamble

Engineering is an important and learned profession. As members of this profession, engineers are expected to exhibit the highest standards of honesty and integrity. Engineering has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by engineers require honesty, impartiality, fairness, and equity, and must be dedicated to the protection of the public health, safety, and welfare. Engineers must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct.

I. Fundamental Canons

Engineers, in the fulfillment of their professional duties, shall:

1. Hold paramount the safety, health, and welfare of the public.
2. Perform services only in areas of their competence.
3. Issue public statements only in an objective and truthful manner.
4. Act for each employer or client as faithful agents or trustees.
5. Avoid deceptive acts.
6. Conduct themselves honorably, responsibly, ethically, and lawfully so as to enhance the honor, reputation, and usefulness of the profession.

II. Rules of Practice

1. Engineers shall hold paramount the safety, health, and welfare of the public.
   a. If engineers' judgment is overruled under circumstances that endanger life or property, they shall notify their employer or client and such other authority as may be appropriate.
   b. Engineers shall approve only those engineering documents that are in conformity with applicable standards.
   c. Engineers shall not reveal facts, data, or information without the prior consent of the client or employer except as authorized or required by law or this Code.
   d. Engineers shall not permit the use of their name or associate in business ventures with any person or firm that they believe is engaged in fraudulent or dishonest enterprise.
   e. Engineers shall not aid or abet the unlawful practice of engineering by a person or firm.
   f. Engineers having knowledge of any alleged violation of this Code shall report thereon to appropriate professional bodies and, when relevant, also to public authorities, and cooperate with the proper authorities in furnishing such information or assistance as may be required.

2. Engineers shall perform services only in the areas of their competence.
   a. Engineers shall undertake assignments only when qualified by education or experience in the specific technical fields involved.
   b. Engineers shall not affix their signatures to any plans or documents dealing with subject matter in which they lack competence, nor to any plan or document not prepared under their direction and control.
   c. Engineers may accept assignments and assume responsibility for coordination of an entire project and sign and seal the engineering documents for the entire project, provided that each technical segment is signed and sealed only by the qualified engineers who prepared the segment.

3. Engineers shall issue public statements only in an objective and truthful manner.
   a. Engineers shall be objective and truthful in professional reports, statements, or testimony. They shall include all relevant and pertinent information in such reports, statements, or testimony, which should bear the date indicating when it was current.
   b. Engineers may express publicly technical opinions that are founded upon knowledge of the facts and competence in the subject matter.
III. Professional Obligations

1. Engineers shall be guided in all their relations by the highest standards of honesty and integrity.
   a. Engineers shall acknowledge their errors and shall not distort or alter the facts.
   b. Engineers shall advise their clients or employers when they believe a project will not be successful.
   c. Engineers shall not accept outside employment to the detriment of their regular work or interest. Before accepting any outside engineering employment, they will notify their employers.
   d. Engineers shall not attempt to attract an engineer from another employer by false or misleading pretenses.
   e. Engineers shall not promote their own interest at the expense of the dignity and integrity of the profession.

2. Engineers shall at all times strive to serve the public interest.
   a. Engineers are encouraged to participate in civic affairs; career guidance for youths; and work for the advancement of the safety, health, and well-being of their community.
   b. Engineers shall not complete, sign, or seal plans and/or specifications that are not in conformity with applicable engineering standards. If the client or employer insists on such unprofessional conduct, they shall notify the proper authorities and withdraw from further service on the project.
   c. Engineers are encouraged to extend public knowledge and appreciation of engineering and its achievements.
   d. Engineers are encouraged to adhere to the principles of sustainable development in order to protect the environment for future generations.

3. Engineers shall avoid all conduct or practice that deceives the public.
   a. Engineers shall avoid the use of statements containing a material misrepresentation of fact or omitting a material fact.
   b. Consistent with the foregoing, engineers may advertise for recruitment of personnel.
   c. Consistent with the foregoing, engineers may prepare articles for the lay or technical press, but such articles shall not imply credit to the author for work performed by others.

4. Engineers shall not disclose, without consent, confidential information concerning the business affairs or technical processes of any present or former client or employer, or public body on which they serve.
   a. Engineers shall not, without the consent of all interested parties, promote or arrange for new employment or practice in connection with a specific project for which the engineer has gained particular and specialized knowledge.
   b. Engineers shall not, without the consent of all interested parties, participate in or represent an adversary interest in connection with a specific project or proceeding in which the engineer has gained particular specialized knowledge on behalf of a former client or employer.

5. Engineers shall not be influenced in their professional duties by conflicting interests.
   a. Engineers shall not accept financial or other considerations, including free engineering designs, from material or equipment suppliers for specifying their product.
b. Engineers shall not accept commissions or allowances, directly or indirectly, from contractors or other parties dealing with clients or employers of the engineer in connection with work for which the engineer is responsible.

6. Engineers shall not attempt to obtain employment or advancement or professional engagements by untruthfully criticizing other engineers, or by other improper or questionable methods.
   a. Engineers shall not request, propose, or accept a commission on a contingent basis under circumstances in which their judgment may be compromised.
   b. Engineers in salaried positions shall accept part-time engineering work only to the extent consistent with policies of the employer and in accordance with ethical considerations.
   c. Engineers shall not, without consent, use equipment, supplies, laboratory, or office facilities of an employer to carry on outside private practice.

7. Engineers shall not attempt to injure, maliciously or falsely, directly or indirectly, the professional reputation, prospects, practice, or employment of other engineers. Engineers who believe others are guilty of unethical or illegal practice shall present such information to the proper authority for action.
   a. Engineers in private practice shall not review the work of another engineer for the same client, except with the knowledge of such engineer, or unless the connection of such engineer with the work has been terminated.
   b. Engineers in governmental, industrial, or educational employ are entitled to review and evaluate the work of other engineers when so required by their employment duties.
   c. Engineers in sales or industrial employ are entitled to make engineering comparisons of represented products with products of other suppliers.

8. Engineers shall accept personal responsibility for their professional activities, provided, however, that engineer may seek indemnification for services arising out of their practice for other than gross negligence, where the engineer’s interests cannot otherwise be protected.
   a. Engineers shall conform to state registration laws in the practice of engineering.
   b. Engineers shall not use association with a non-engineer, a corporation, or partnership as a “cloak” for unethical acts.

9. Engineers shall give credit for engineering work to those to whom credit is due, and will recognize the proprietary interests of others.
   a. Engineers shall, whenever possible, name the person or persons who may be individually responsible for designs, inventions, writings, or other accomplishments.
   b. Engineers using designs supplied by a client recognize that the designs remain the property of the client and may not be duplicated by the engineer for others without express permission.
   c. Engineers, before undertaking work for others in connection with which the engineer may make improvements, plans, designs, inventions, or other records that may justify copyrights or patents, should enter into a positive agreement regarding ownership.
   d. Engineers’ designs, data, records, and notes referring exclusively to an employer’s work are the employer’s property. The employer should indemnify the engineer for use of the information for any purpose other than the original purpose.
   e. Engineers shall continue their professional development throughout their careers and should keep current in their specialty fields by engaging in professional practice, participating in continuing education courses, reading in the technical literature, and attending professional meetings and seminars.

Footnote 1 “Sustainable development” is the challenge of meeting human needs for natural resources, industrial products, energy, food, transportation, shelter, and effective waste management while conserving and protecting environmental quality and the natural resource base essential for future development.

—As Revised July 2007

“ By order of the United States District Court for the District of Columbia, former Section 11© of the NSPE Code of Ethics prohibiting competitive bidding, and all policy statements, opinions, rulings or other guidelines interpreting its scope, have been rescinded as unlawfully interfering with the legal right of engineers, protected under the antitrust laws, to provide price information to prospective clients; accordingly, nothing contained in the NSPE Code of Ethics, policy statements, opinions, rulings or other guidelines prohibits the submission of price quotations or competitive bids for engineering services at any time or in any amount.”
Statement by NSPE Executive Committee

In order to correct misunderstandings which have been indicated in some instances since the issuance of the Supreme Court decision and the entry of the Final Judgment, it is noted that in its decision of April 25, 1978, the Supreme Court of the United States declared: “The Sherman Act does not require competitive bidding.”

It is further noted that as made clear in the Supreme Court decision:

1. Engineers and firms may individually refuse to bid for engineering services.
2. Clients are not required to seek bids for engineering services.
3. Federal, state, and local laws governing procedures to procure engineering services are not affected, and remain in full force and effect.
4. State societies and local chapters are free to actively and aggressively seek legislation for professional selection and negotiation procedures by public agencies.
5. State registration board rules of professional conduct, including rules prohibiting competitive bidding for engineering services, are not affected and remain in full force and effect. State registration boards with authority to adopt rules of professional conduct may adopt rules governing procedures to obtain engineering services.
6. As noted by the Supreme Court, “nothing in the judgment prevents NSPE and its members from attempting to influence governmental action . . .”

NOTE: In regard to the question of application of the Code to corporation’s vis-à-vis real persons, business form or type should not negate nor influence conformance of individuals to the Code. The Code deals with professional services, which services must be performed by real persons. Real persons in turn establish and implement policies within business structures. The Code is clearly written to apply to the Engineer, and it is incumbent on members of NSPE to endeavor to live up to its provisions. This applies to all pertinent sections of the Code.
Appendix 12

LES Office Policies

It is the policy of the LES to provide equal employment opportunity to all persons without regard to their race, color, religion, gender, age, marital status, national origin or disability. It is the Society’s goal to promote the full realization of equal employment opportunity for all job applicants and employees.

All individuals shall be treated fairly during the LES’s recruitment process and upon employment without regard to race, color, religion, gender, age, marital status, national origin or disability. Equal opportunity and equal consideration shall be afforded to all qualified applicants and shall apply to all personnel actions including recruitment, hire, selection for training, promotion, establishment of pay rates or other compensation, transfer, layoff and termination.

It is the LES’s policy to promote a professional atmosphere which encourages an efficient, productive and creative work environment. The LES will not tolerate verbal, physical or other conduct that creates an intimidating, offensive or hostile work environment. Any employee who believes that a supervisor, employee or nonemployee’s conduct constitutes a violation of the LES’s policy shall immediately report this information to the Society’s Executive Director or the Society’s President for possible investigation and action, if appropriate.

Office Hours

LES office hours are 8:00 a.m. to 4:30 p.m. (or 35 hours) Monday through Friday. Employees are allowed to work a flexible work schedule; however, the office must be staffed five days per week. The Executive Director will assign the flexible work schedule.

Non-exempt employees’ (bookkeeper & secretary) shall receive one and one-half times their regular rate for all hours worked over 40 in the week. Exempt employees’ (executive director) shall not receive overtime compensation.

Annual Leave

Annual leave shall be earned as follows: 5/12 of a day per month for the first year of employment (5 days), however, entitlement to such leave does not occur until the employee has completed 1 full year of employment. 2-5 years continuous employment earns two weeks (10 days). 6 or more years of continuous employment earns three weeks (15 days).

Accrued vacation is vested to the employee and the monetary equivalent of unused vacation up to three weeks (15 days) will be paid to employee upon termination.

Request for annual leave must be submitted to the Executive Director for approval in advance of desired use. The Executive Director will endeavor to schedule annual leave in compliance with the employee’s request, but also with consideration of work load in office. Permission for the Executive Director’s annual leave shall be obtained from the LES President.

Annual leave, when necessary, and with the approval of the Executive Director, may be used as sick leave. Annual leave may be used as maternity leave.

Sick Leave

An employee earns 5/12 of a day per month per year for sick leave (5 days). An employee absent on sick leave shall notify the Executive Director no later than 8:00 a.m. on the day they were absent. Messages left on the answering machine or cell phone will not be acceptable. An employee can accumulate sick leave for the duration of employment and may be used in the case of prolonged illness or medical disability, however, the Executive Committee may request periodic medical reports concerning the employee’s progress. Additional sick leave may be granted with or without pay by the Executive Committee. Accumulated sick leave is not payable at the time employment is terminated; maximum number of sick days permitted to be carried forward shall be thirty (30) days.

Retirement

Full time employees of LES are eligible to participate in any retirement plan of their choice. Age requirement for participants is 21 years of age; length of employment for eligibility is one (1) year continuous service. Employer contributions will be 5% of employees’ salary at the close of current fiscal year.
Bonus

Full time employees’ of LES are eligible to receive a bonus based on performance. Annually, prior to the Annual Meeting, the Executive Committee will meet with the Executive Director to evaluate his/her performance and will review the other employees’ evaluations. The Executive Director will also have salary and bonus recommendations on employees. Bonuses will be determined and awarded prior to close of calendar year.

Approved Holidays

There are eleven (11) approved Holidays:

- New Years Day
- Good Friday
- Independence Day
- Thanksgiving
- Christmas Eve
- New Years Eve
- Mardi Gras
- Memorial Day
- Labor Day
- Day after Thanksgiving
- Christmas Day

Should one of the holidays fall on a Saturday or Sunday, the holiday will be observed on Friday or Monday.
APPENDIX 13

QUALIFICATION BASED SELECTION POLICY

WHEREAS, the Louisiana Engineering Society is the single professional organization that represents all
WHEREAS, engineering is the creative art of turning ideas into reality,
WHEREAS, by training, engineers use their judgment, engineering skills, experience and flexibility to provide successful solutions to problems, and
WHEREAS, protection of the public through high standards of care and quality is the duty of engineers and the engineering profession, and
WHEREAS, the needs, scope, expectations, limitations and constraints of engineered projects are often
WHEREAS, the diverse experience and creativity of the engineering profession is unbounded by our ever
WHEREAS, the fulfillment of engineering's mission relies on engineers performing only those tasks for which they are competent and qualified, and
WHEREAS, Qualifications Based Selection (QBS) is a fair, equitable and flexible process to compatibly match engineering talent with projects and owners on the basis of competency and qualifications.

NOW, THEREFORE, BE IT RESOLVED that the Louisiana Engineering Society supports "QBS" as an essential part of engineering practice.

QUALIFICATION BASED SELECTION (QBS) is:

- A process that is fair, equitable and flexible;
- A process that seeks to match qualifications and competence to the needs, scope, expectations, limitations and constraints of a project;
- A process that encourages a productive team effort;
- A process that is a logical, efficient and organized approach to the establishment of compatibility in the early stages of a project;
- A process that holds paramount the safety, health and welfare of the public;
- A process that recognizes qualifications and competency above other considerations;
- A process that is adaptable to all projects.
APPENDIX 14

LES STAFF POSITIONS

Executive Director

Under the direction of the Executive Committee and the Board of Direction, and within the constraints of the Constitution and Bylaws of the LES, the Executive Director shall provide the implementation link between Officers, Directors and Members of the LES and the Headquarters staff. Further, the Director should provide a continuing personal image for communication of the LES with outside agencies and the public. A successful operation, usually self-starting, should result in an economical, smooth running service organization, with a good public relations image.

- Responsible for the administration of all LES & LEF activities
- Responsible for upkeep & maintenance of Engineering Center
- Responsible for the hiring and supervision of two staff positions
- Assists the President, Officers, and Board in carrying out the goals & directives of LES & LEF
- Oversees the receipt & distribution of funds related to the operations of LES & LEF
- Responsible for coordinating & publishing the *Louisiana Journal* magazine
- Responsible for soliciting advertisements in *Louisiana Journal* magazine & meeting budget requirements
- Responsible for fund-raising for State & National Mathcounts competition
- Plans, coordinates & implements the State Mathcounts competition
- Attends State & National Mathcounts competition
- Serves as liaison between LES and other professional & technical societies
- Coordinates & implements NSPE programs into LES programs as directed by the Board
- Attends NSPE Meetings
- Tracks relevant legislative issues, disseminate legislative information to the Board, committees, etc., works closely with legislative committee, and attends all relevant legislative hearings
- Visits or contacts the chapters on a regular basis to assist with their needs
- Contacts the practice divisions on a regular basis to assist with their needs
- Prepares & distributes call to meeting notices and agenda for LES Board meeting
- Plans & coordinates all state meetings for LES & LEF
- Responsible for maintaining LES & LEF yearly budgets
- Assists the President in appointing persons to various committees & serves as an advisor & consult to all committees
- Responsible for membership recruitment & retention, works closely with membership committee
- Assists in developing, printing, & distributing brochures for related LES, LEF & Mathcounts programs
- Assists members in providing answers to the numerous questions received by phone, fax, & e-mail
- Works closely with the Louisiana Engineering and Land Surveying Board
APPENDIX 14

LES Staff Positions
Office Manager/Secretary

- Answers phone for LES & ASCE
- Transcribes minutes of LES Board Meetings
- Updates & maintains LES database
- Updates & maintains LES handbook
- Prepares & distributes mailing labels to chapters monthly
- Prepares & distributes membership reports monthly
- Processes registration for LES statewide meetings
- Processes & mails monthly membership dues statements
- Solicits new registrants & graduates for membership by letter
- Attends State meetings as required
- Maintains LES files
- Maintains office supplies/postage/equipment
- Assists with bulk mailings
- Processes new membership applications & renewals
- Processes registration for State Mathcounts
- Assists with accounts payable, accounts receivable, payroll, and other financial duties for LES & LEF as needed
- Other secretarial duties as designated by the Executive Director
APPENDIX 14

LES Staff Positions

Bookkeeper/Receptionist

- Answers phone for LEF
- Handles accounts receivable for LES, LEF, Education Fund & Practice Divisions
- Handles accounts receivable for LES, LEF, Education Fund & Practice Divisions
- Prepares all tax reports for LES, LEF, Education Fund & Practice Divisions
- Prepares & distributes financial reports for LES, LEF, Education Fund & Practice Divisions
- Maintains accurate list & bills advertisers in LA Journal
- Serves as receptionist to Engineering Center, responds to tenant needs
- Books conference room
- Handles all banking needs for LES, LEF, Education Fund & Practice Divisions
- Maintains LEF files
- Distributes scholarship & faculty applications for LEF
- Prepares & distributes call to meeting notices for LEF Board
- Attends LEF Board meetings, takes and transcribes minutes
- Prepares & prints payroll checks, prepares payroll reports
- Assists with typing & proofing articles for LA Journal
- Assists with meeting planning & preparation
- Assists with bulk mailings
- Assists with taking & transcribing minutes for LES & ASCE as needed
- Other bookkeeper or receptionist duties as designated by the Executive Director
APPENDIX 15

GUIDELINES FOR DISTRIBUTION OF LES MEMBERSHIP LABELS AND ROSTERS

It is not now, nor has it ever been the policy of the Louisiana Engineering Society, to release membership rosters and mailing labels indiscriminately. The following guidelines must be adhered to by the chapters, practice divisions, and state in distribution of these materials.

1. Chapter names are emailed to Chapter Presidents and newsletter editors on request for the distribution of newsletters and other information pertinent to the chapter's activities.

   If chapter names are provided for any occasion other than an LES chapter function, approval to provide labels must be sanctioned by the Chapter's Executive Committee and authorization must be given by the Chapter President. Allocation will be limited to the chapter membership.

2. Chapter rosters are provided at no cost to Chapter officers on request for the purpose of identifying chapter members, etc.

3. Practice Division names are provided at no cost to Practice Division Chairmen on request for the distribution of newsletters and other information pertinent to the practice division's activities.

   If practice division names are provided for any occasion other than an LES practice division function, approval to provide labels must be sanctioned by the Practice Division's Executive Committee and authorization must be given by the appropriate Practice Division Chairman. Label cost will be determined by the LES Executive Director. The state office will provide an invoice for these labels, but if the invoice is not paid within forty-five (45) days, it will be the practice division's responsibilities to pay said cost if the provide defaults. Allocation will be limited to the requesting practice division's membership.

4. Practice Division rosters are provided at no cost to Practice Division officers on request for the purpose of identifying division members, etc.

5. Roster requests for the entire membership by a state or national group or by a state engineering college must be approved for release by the LES Executive Committee.

   Rosters for the entire membership are provided at no cost to members of the LES Executive Committee on request. Requests for rosters from members other than the Executive Committee will be considered individually by the Executive Director.
LIFETIME ACHIEVEMENT AWARD

A Lifetime Achievement Award may be made to a nominee having made significant contributions to the advancement of engineering and the objectives of the Society throughout his or her career. The nominee shall have acknowledged eminence in engineering or related sciences. Nominees shall be chosen only from members of the Society and NSPE.

Ten total voting members of the Society and NSPE are required to recommend the nominee. Five Past Society Presidents who are still members are required to support and attest to the qualifications of the nominee. All other living Past Presidents who are still members would then vote to confirm the nominee. If at least 80 percent affirmative votes of those Past Presidents voting within the specified time limit are received, the Board shall consider the nomination. The nominee shall be presented the award if at least 75 percent of the Board Members at the Board Meeting vote affirmative.

All living Honorary Members of the Society as of 1 February 1994, shall each be presented a Lifetime Achievement Award at the next Awards Meeting of the Society. These Honorary Members shall be reassigned to the appropriate membership category.
APPENDIX 17

PUBLIC RELATIONS MASTER PLAN

INTRODUCTION

Many of the major issues that face the Nation and the State of Louisiana today need the expertise, talent, and professionalism of engineers to be solved. Engineers will provide the answers to problems such as decay of the utilities and transportation infrastructure, energy supply, and solid waste disposal; engineers hold the key to the future. Engineers must serve a major role in the professional community.

The Public Relations Program of the Louisiana Engineering Society (LES) will strive to fulfill three major objectives:

1. The first major objective is to inform the public more fully about the role of professional engineers. The public needs to understand that an engineer plays a crucial part in almost everything that touches their lives. Several examples of the impact that engineers have on the average citizen follow:

   - Engineers design the systems that provide us with drinking water, and the systems that collect and treat the waste water that runs down the drain.
   - Engineers design the appliances that make our lives much easier, and the systems that bring electricity or natural gas to operate them.
   - Engineers design the cars we drive, as well as the roads and bridges upon which we drive and the gasoline production facilities that provide the power for these vehicles.
   - Engineers design the structures in which we work, the machines we use at work, and the systems used to build them.

2. The second major objective is to improve the image of professional engineers throughout the state and encourage registration as a goal for high professional standards.

3. The third major objective is to strengthen and unify the Louisiana Engineering Society by providing programs geared to the many diverse interests of professional engineers in each field. Engineers should feel good about the contributions they make to their community, both professionally and socially. Engineers should also be proud to publicize their efforts, not only as individuals, but on behalf of their companies, the Louisiana Engineering Society, and the engineering profession.

GENERAL TASKS

Develop and maintain media outlets and contacts across the state, providing pertinent news on a regular basis.

Have the state and chapter public relations committee chairmen serve for two or more years to cultivate the necessary media contacts.

Take advantage of the many public relations opportunities of the LES, such as MATHCOUNTS and Engineers' Week.

Maintain the high quality of the Louisiana Engineer and Surveyor Journal and existing chapter newsletters. Encourage chapters without a regular newsletter to initiate one.

Have regular columns in the Louisiana Engineer and Surveyor Journal (and maybe chapter newsletter) to discuss the benefits of membership in LES and the National Society of Professional Engineers (NSPE).

Provide ideas for articles that can be placed in area and state-wide publications regarding engineers and/or engineering projects.

Maintain a list of projects statewide, with high exposure, in which engineers play a significant role (Example: major highway bridges, plants, utility systems).
Schedule to have LES represented by chapter officers at the opening ceremonies of these major facilities representing all facets of engineering associated with the project. Give plaques and/or certificates of award for these major accomplishments at the opening ceremonies. Take pictures for the Louisiana Engineer and Surveyor Journal and chapter newsletters.

Provide guidance and plans for upcoming conventions and meetings in order to increase the quality of such programs as well as attendance.

Publicize the LES committee meeting agendas in advance of the state meetings to encourage participation.

Recruit volunteers across the state who would be willing to appear on radio and television talk shows to discuss the engineering profession, the status of controversial projects in the specified area or division, and generally promote the profession. Establish and fill the speaker position as part of each chapter roster. Retired and semi-retired members of our Society would be an excellent source to fill these positions.

SUMMER/FALL

Prepare a news release at the beginning of the LES year acknowledging the role of the society and the new officers. Distribute the release to each chapter to place in their respective regional newspapers (and chapter newsletters).

Establish submittal procedures and promote the preparation of news articles of historical interest or current events involving the engineering profession for submittal to area or practice division newspapers and/or magazines (also for radio and television if appropriate). Provide certificates of award and appropriate acknowledgments for those that develop the articles.

Establish a list of area projects from each chapter that, when completed, should have representation by LES. The chapter lists shall be completed by each chapter public relations chairman and submitted to the state public relations chairman. Each chapter shall assign a member to monitor the progress of each project and report to the chapter president and the LES Executive Director regarding attendance and LES representation at the project opening.

WINTER/SPRING

Prepare and submit at a spring meeting of the LES Board of Direction a report summarizing the activities accomplished during the previous six months. The report shall detail the progress of major projects previously identified, the number of articles that appeared in area newspapers and magazines, and the number of reports on radio and television. The report shall also contain a summary of the number of members and nonmembers present at each monthly meeting of the chapters and a summary of the Engineers' Week activities and participation by area engineers.

Prepare and submit at a spring meeting of the LES Board of Direction an updated Public Relations Master Plan with specific goals for the next year.

ADDITIONAL ITEMS TO CONSIDER

Establish speakers' bureaus and spokespersons across the state to represent the engineering profession on radio and television appearances as well as at civic club and school engagements. Provide media/speaker training to these representatives through a professional communication training program. Establish a speaker bureau, with chairman, as part of each chapter.

Establish a closer working relationship with civic organizations that could potentially use the trained speakers.

Establish a line item in the LES annual budget for public relations in order to:

1. Acquire the aid and experience of media professional assistance
2. Defray expenses of speakers
3. Provide Public Relations materials

Establish a line item in the LES annual budget for a general brochure to be published to acquaint civic associations to the speakers program being developed by LES. Development of the brochure will not be published and released until the speakers bureau has been established and is operational.
APPENDIX 18

LES FINANCIAL AUDITING PROCESS

The following process should be followed to audit the financial condition of the Louisiana Engineering Society following the close of the Fiscal Year.

1. The outgoing Secretary-Treasurer, Incoming Secretary-Treasurer, Executive Director and a member of the Board of Direction appointed by the Incoming President-Elect shall meet after the change in fiscal year to audit the past year's financial results. This shall be the Audit Committee and is charged with the responsibility of reviewing the accounting and financial records of the Society to determine if proper procedures and administrative guidelines were followed and implemented during the past year.

2. The Executive Director shall collect all required data including, but not limited to, all canceled checks received during the past 12 months, all invoice statements, all monthly bank statements, billing records, etc. required by the Audit Committee to complete the work. The Audit Committee will review the appropriateness of each payment made by the Society, if proper authorization was received (if necessary), if proper signatures were obtained, and if payment was timely.

3. A final report will be prepared by the Audit Committee, similar to previous Compilation Reports prepared by the Society's CPA, and submitted to the Board of Direction for review and approval. Any procedural changes will be proposed by the Board of Direction at this time.

4. All income tax reports will continue to be prepared by external sources unless otherwise directed by the Board.

5. An annual financial report shall be submitted to the Board within 30 days after the close of the fiscal year. (See attached format for Chapters and Practice Divisions)
## Financial Report

**Chapter**

**July 1, 2013 – June 30, 2014**

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Include copy of June bank reconciliation with financial report

(If you have other income or expense items they may be added, delete items if you don’t use them)
APPENDIX 19

LES PROJECT REQUEST FORM

------------------------------------------ Chapter

Project Description:

(Explain purpose of project)

____________________________________________________________

____________________________________________________________

____________________________________________________________

____________________________________________________________

Benefits:

(Tangible and intangible)

____________________________________________________________

____________________________________________________________

____________________________________________________________

Costs:

(Total cost by components)

____________________________________________________________

Anticipated Date of Completion

Process

• Chapter Presidents presents form to Board of Direction and discusses project strategy.

• If Board of Direction approves, State Office will send Chapter ____ of the project cost.

• Chapter Presidents reports to Board of Direction the success, failures, problems, recommendations, and comments regarding project.

• Remaining monies (total Project Cost minus initial up front payment) up to $2.00 per member sent by State Office to chapter.
APPENDIX 20

CONTINUING PROFESSIONAL DEVELOPMENT

The committee will assume responsibility for any matter properly referred, although it may overlap another committee’s area of responsibility. In such case, the responsible committee may ask assistance of the other committee.

ASSIGNED RESPONSIBILITIES

1. The committee will also review developed programs from NSPE, and other organizations, to evaluate the potential for economical purchase by the society, for use at regular statewide meetings or for loan to the chapter for their use.

2. The committee will develop and assist the practice divisions in developing in-house produced programs, to further the competency of its members and meet the State Board of Registration’s requirements for CPD training.

ORGANIZATION

1. The committee is comprised of one (1) member from each chapter, appointed by that chapter, plus a chairman and vice chairman appointed by the President of the society.
APPENDIX 21

Conflict of Interest Policy

This Conflict of Interest Policy of Louisiana Engineering Society: (1) defines conflicts of interest; (2) identifies classes of individuals within the Organization covered by this policy; (3) facilitates disclosure of information that may help identify conflicts of interest; and (4) specifies procedures to be followed in managing conflicts of interest.

1. **Definition of conflicts of interest.** A conflict of interest arises when a person in a position of authority over LES may benefit financially from a decision he or she could make in that capacity, including indirect benefits such as to family members or businesses with which the person is closely associated. This policy is focused upon material financial interest of, or benefit to, such persons.

2. **Individuals covered.** Persons covered by this policy are LES’s officers, directors, chief employed executive and chief employed finance executive.

3. **Facilitation of disclosure.** Persons covered by this policy will annually disclose or update to the President of the Board of Direction on a form provided by LES their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members.

4. **Procedures to manage conflicts.** For each interest disclosed to the President of the Board of Direction, the President will determine whether to: (a) take no action; (b) assure full disclosure to the Board of Direction and other individuals covered by this policy; (c) ask the person to recuse from participation in related discussions or decisions within LES; or (d) ask the person to resign from his or her position in LES or, if the person refuses to resign, become subject to possible removal in accordance with LES’s removal procedures. LES’s chief employed executive and chief employed finance executive will monitor proposed or ongoing transactions for conflicts of interest and disclose them to the President of the Board of Direction in order to deal with potential or actual conflicts, whether discovered before or after the transaction has occurred.
APPENDIX 22

Whistleblower Policy

This Whistleblower Policy of Louisiana Engineering Society: (1) encourages staff and volunteers to come forward with credible information on illegal practices or serious violations of adopted policies of LES; (2) specifies that LES will protect the person from retaliation; and (3) identifies where such information can be reported.

1. Encouragement of reporting. LES encourages complaints, reports or inquiries about illegal practices or serious violations of LES’s policies, including illegal or improper conduct by LES itself, by its leadership, or by others on its behalf. Appropriate subjects to raise under this policy would include financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. Other subjects on which LES has existing complaint mechanisms should be addressed under those mechanisms, such as raising matters of alleged discrimination or harassment via LES’s human resources channels, unless those channels are themselves implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

2. Protection from retaliation. LES prohibits retaliation by or on behalf of LES against staff or volunteers for making good faith complaints, reports or inquiries under this policy or for participating in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. LES reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

3. Where to report. Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the LES’s chief employed executive or President of the Board of Direction; if both of those persons are implicated in the complaint, report or inquiry, it should be directed to the First Vice President. LES will conduct a prompt, discreet, and objective review or investigation. Staff or volunteers must recognize that LES may be unable to fully evaluate a vague or general complaint, report or inquiry that is made anonymously, nor report the result to the initiating volunteer or staff.
APPENDIX 23

Document Retention and Destruction Policy

This Document Retention and Destruction Policy of Louisiana Engineering Society identifies the record retention responsibilities of staff, volunteers, members of the Board of Direction, and outsiders for maintaining and documenting the storage and destruction of LES’s documents and records.

1. Rules. LES’s staff, volunteers, members of the Board of Direction and outsiders (i.e., independent contractors via agreements with them) are required to honor these rules: (a) paper or electronic documents indicated under the terms for retention below will be transferred and maintained by the Human Resources, Legal or Administrative staffs/departments or their equivalents; (b) all other paper documents will be destroyed after three years; (c) all other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year; and (d) no paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation.

2. Terms for retention.
   a. Retain permanently:
      Governance records – Charter and amendments, Bylaws, other organizational documents, governing board and board committee minutes.
      Tax records – Filed state and federal tax returns/reports and supporting records, tax exemption determination letter and related correspondence, files related to tax audits.
      Intellectual property records – Copyright and trademark registrations and samples of protected works.
      Financial records – Audited financial statements, attorney contingent liability letters.
   b. Retain for ten years:
      Pension and benefit records -- Pension (ERISA) plan participant/beneficiary records, actuarial reports, related correspondence with government agencies, and supporting records.
      Government relations records – State and federal lobbying and political contribution reports and supporting records.
   c. Retain for three years:
      Employee/employment records – Employee names, addresses, social security numbers, dates of birth, INS Form I-9s, resume/application materials, job descriptions, dates of hire and termination/separation, evaluations, compensation information, promotions, transfers, disciplinary matters, time/payroll records, leave/comp time/FMLA, engagement and discharge correspondence, documentation of basis for independent contractor status (retain for all current employees and independent contractors and for three years after departure of each individual).
      Lease, insurance, and contract/license records – Software license agreements; vendor, hotel, and service agreements; independent contractor agreements; employment agreements; consultant agreements; and all other agreements (retain during the term of the agreement and for three years after the termination, expiration or non-renewal of each agreement).
   d. Retain for one year:
      All other electronic records, documents and files – Correspondence files, past budgets, bank statements, publications, employee manuals/policies and procedures, survey information.

3. Exceptions. Exceptions to these rules and terms for retention may be granted only by the Organization’s chief staff executive or President of the Board.
APPENDIX 24

Policy on the Process for Determining Compensation

This Policy on the Process for Determining Compensation of Louisiana Engineering Society applies to the compensation of the following persons employed by LES:

___ The Organization’s Executive Director¹

The process includes all of these elements: (1) review and approval by the Board of Direction or Compensation Committee of the LES; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. **Review and approval.** The compensation of the person is reviewed and approved by the Board of Direction or Compensation Committee of the LES, provided that persons with conflicts of interest with respect to the compensation arrangement at issue are not involved in this review and approval.

2. **Use of data as to comparable compensation.** The compensation of the person is reviewed and approved using data as to comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.

3. **Contemporaneous documentation and recordkeeping.** There is contemporaneous documentation and recordkeeping with respect to the deliberations and decisions regarding the compensation arrangement.

¹ **Chief employed executive** – The CEO (i.e., Chief Executive Officer), executive director, or top management official (i.e., a person who has ultimate responsibility for implementing the decisions of the Organization’s governing body or for supervising the management, administration, or operations of the Organization).
APPENDIX 25

Joint Venture Policy

This Joint Venture Policy of Louisiana Engineering Society requires that LES evaluate its participation in joint venture arrangements under Federal tax law and take steps to safeguard LES’s exempt status with respect to such arrangements. It applies to any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity as further defined in this policy.

A. Joint ventures or similar arrangements with taxable entities. For purposes of this policy, a joint venture or similar arrangement (or a “venture or arrangement”) means any joint ownership or contractual arrangement through which there is an agreement to jointly undertake a specific business enterprise, investment, or exempt-purpose activity without regard to: (1) whether LES controls the venture or arrangement; (2) the legal structure of the venture or arrangement; or (3) whether the venture or arrangement is taxed as a partnership or as an association or corporation for federal income tax purposes. A venture or arrangement is disregarded if it meets both of the following conditions:

(a) 95% or more of the venture’s or arrangement’s income for its tax year ending within LES’s tax year is excluded from unrelated business income taxation [including but not limited to: (i) dividends, interest, and annuities; (iii) royalties; (iii) rent from real property and incidental related personal property except to the extent of debt-financing; and (iv) gains or losses from the sale of property]; and
(b) the primary purpose of LES’s contribution to, or investment or participation in, the venture or arrangement is the production of income or appreciation of property.

B. Safeguards to ensure exempt status protection. LES will: (a) negotiate in its transactions and arrangements with other members of the venture or arrangement such terms and safeguards adequate to ensure LES’s exempt status is protected; and (b) take steps to safeguard LES’s exempt status with respect to the venture or arrangement. Some examples of safeguards include:

(i) control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;
(ii) requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;
(iii) that the venture or arrangement not engage in activities that would jeopardize LES’s exemption; and
(iv) that all contracts entered into with the organization be on terms that are arm’s length or more favorable to LES.
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VII-1
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Bookkeeper Pam Haratsis cell (225) 266-6483
Secretary Brittany Daigle

1. AL - At-Large Members (2), they shall serve two years.
2. Terms expire on June 30 of the noted year.
3. Chapter appointments - The names of chapters have been abbreviated (Alexandria, Baton Rouge, Bayou, Lafayette, Lake Charles, Monroe, New Orleans, and Shreveport)
4. The President, Vice-President and Past President shall serve for (2) years.
5. The Sec. Treas. shall serve for one year concurrent with their term as LES Sec. –Treas.
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<tr>
<th>OFFICER</th>
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**STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS**
<table>
<thead>
<tr>
<th>PRAC-TICE DIVISION</th>
<th>TERM EXPIRES</th>
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