

## 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.