

CONFERENCE COMMITTEE

AD HOC Committee

CHAIRMAN

James Ellingburg, PE

Ali M. Mustapha, PE

Zack “Lem” Dial, PE

Chris Richard, PE

Alan D. Krouse, PE

Tyler Comeaux, PE

Jerry Outlaw

CONSTITUTION AND BYLAWS COMMITTEE

CHAIRMAN **Melanie Caillouet, PE**

VICE CHAIRMAN **Ali M. Mustapha, PE**

BOARD SPONSOR **Roy Phelps, PE**

MEMBER **Ali M. Mustapha, PE**

MEMBER **John Plaisance, PE**

MEMBER **Chris Richard, PE**

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.

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.

COUNCIL OF DEANS

Louisiana State University Dr. Judy Wornat, Dean

Louisiana Tech University Dean Hisham E. Hegab, Ph.D., P.E.

McNeese State University Dr. Tim Hall

**FOR SCHOLARSHIP INFO
CONTACT:
& COPY TIM HALL**

Mitchell Morgan

Southern University Dean Patrick Carriere

Tulane University Dean Kimberly Foster, Ph.D.

COUNCIL OF DEANS

University of New Orleans Dr. Taskin Kocak

University of LA at Lafayette Dean Ahmed Khattab

ENGINEERING EDUCATION COMMITTEE

CHAIRMAN	Jeff Pike, PE
VICE CHAIRMAN	Reginald Jeter, PE
BOARD SPONSOR	Clinton Patrick, PE
ALEXANDRIA	NO REPRESENTATIVE
BATON ROUGE	NO REPRESENTATIVE
BAYOU	Kevin Dezarn, PE
LAFAYETTE	NO REPRESENTATIVE
LAKE CHARLES	Theodore H. Thompson, PE
MONROE	Jeff Pike, PE
NEW ORLEANS	Christopher Fancher, PE
SHREVEPORT	Clinton Patrick, PE

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 1, 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.

ENGINEER'S SELECTION BOARD

LES ELECTED **Ali M. Mustapha, PE**

TERM
07/01/22 - 6/30/23

TERM **Jim Ferguson, PE**
01/01/22 - 12/31/23

ACEC/L ELECTED **Warren Hull**

TERM
01/01/20—12/31/20

TERM **Kent Poyser**
01/01/20—12/31/20

DIRECTOR **Jason Sooter**

BOARD SECRETARY **Diana Kroll**

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)	22-23
Professional Engineers in Government (PEG)	23-24
Professional Engineers in Industry (PEI)	24-25
Professional Engineers in Private Practice (PEPP)	25-26
Professional Engineers in Construction (PEC)	26-27

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.

ETHICS AND PROFESSIONAL CONDUCT 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 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.

FACULTY LICENSURE COMMITTEE

Jeff Pike, PE

HONORS AND AWARDS COMMITTEE

CHAIRMAN **William Luke Miller, PE**

VICE CHAIRMAN **Tyler Comeaux, PE**

BOARD SPONSOR **Roy Phelps, PE**

ALEXANDRIA **Ryan Barton, PE**

Jeremy Hebron, PE, PLS

BATON ROUGE **Andy Shread, PE, PLS**

Kimberly McDaniel, PE, PTOE

BAYOU **Melanie Caillouet, PE**

Laura L. Barnes, PE

HONORS AND AWARDS COMMITTEE cont.

LAFAYETTE

Mark Aymond, PE

Glenn McCall, PE

LAKE CHARLES

James A. Geihlsler, PE

Kalyn Partin, PE

MONROE

Hagan Lawrence, PE

N. Dakota Hill, PE

NEW ORLEANS

Rachel Kenney, PE

David Gereighty, PE

SHREVEPORT

Marcus Taylor, PE

Jordan Pearson, PE

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

1. Follow the General Information and Rules of the Honors and Awards Committee adopted in 1974 and as amended in 1981, 1986, 1990, 1991, 1992, and 1994. (Appendix 3).
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.

Adopted: December 1974
Amended: May 29, 1981
Amended: May 2, 1986
Amended: June 15, 1990
Amended: December 13, 1991
Amended: August 14, 1992
Amended: January 28, 1994
Amended: November 4, 1994
Amended: December 8, 2000
Amended: November 20, 2009
Amended: November 12, 2012
Amended: January 21, 2014

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.

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.

LE MAGAZINE

CHAIRMAN Chris Richard, PE

VICE CHAIRMAN Bart Kemper, PE

BOARD SPONSOR Roy Phelps, PE

LES Mary Claire Ruckert

ACEC/L Barker Dirmann

LAPELS Donna Sentell

PRINTER REPRESENTATIVE Brandi Brown

LEGISLATIVE COMMITTEE

CHAIRMAN **Miles B. Williams, PE**

VICE CHAIRMAN **William Luke Miller, PE**

BOARD SPONSOR **Rachel Kenney, PE**

EXECUTIVE DIRECTOR **Mary Claire Ruckert**

ALEXANDRIA **William Luke Miller, PE**

BATON ROUGE **Alan Krouse, PE**

BAYOU **Melanie Caillouet, PE**

LAFAYETTE **Chris Richard, PE**

LAKE CHARLES **James A. Geihlsler, PE**

MONROE **Hagan Lawrence, PE**

NEW ORLEANS **David Gereighty, PE**

SHREVEPORT **Tyler Comeaux, PE**

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

Chad Bacas, PE

VICE CHAIRMAN

James Ellingburg, PE

Tyler Comeaux, PE

Gavin Gautreau, PE

Alan D. Krouse, PE

Melanie Caillouet, PE

Mary Claire Ruckert

This committee consists of the Executive Committee of the current LES Board

APPENDIX 26

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

**CHAIRMAN & BOARD
SPONSOR**

James Ellingburg, PE

VICE CHAIRMAN

Melanie Caillouet, PE

SECRETARY-TREASURER

Gavin Gautreau, PE

**TERM EXPIRES
6/30/23**

Byron Racca, PE

**TERM EXPIRES
6/30/23**

Hagan Lawrence, PE

**TERM EXPIRES
6/30/24**

Luke Miller, PE

**TERM EXPIRES
6/30/24**

Raoul V. Chauvin, III, PE

AD HOC MEMBERS

PRESIDENT

Chad Bacas, PE

EXECUTIVE DIRECTOR

Mary Claire Ruckert

APPENDIX 27**LONG-RANGE PLANNING COMMITTEE**

Bylaw 12, Section 3 (b)

The Long Range Planning Committee shall consist of four (4) at large, appointed, members in addition to the Secretary-Treasurer, Second Vice President, and First Vice President. The First Vice-President shall serve as Chairman, and the Second Vice President shall serve as the Vice-Chairman of the committee. Each at large member serves a two-year term with two members rotating off the committee each year. Two committee members will be appointed each year by the incoming President and the incoming Second Vice-President. The 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.

MATHCOUNTS COMMITTEE

STATE COORDINATOR **Mary Claire Ruckert**

STATE PRESIDENT **Chad Bacas, PE**

STATE SECRETARY **Gavin Gautreau, PE**

BOARD SPONSOR **Taylor Goldman, PE**

ALEXANDRIA **Josh Barrett, PE**

BATON ROUGE **Chad Bacas, PE**

BAYOU **Melanie Caillouet, PE**

LAFAYETTE **NO REPRESENTATIVE**

LAKE CHARLES **Kalyn Partin**

MONROE **James Ellingburg, PE**

NEW ORLEANS **Lead Read, PE**

SHREVEPORT **Matthew Redmon, PE**

APPENDIX 28

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.

MEMBERSHIP COMMITTEE

CHAIRMAN	Ali Mustapha, PE
VICE CHAIRMAN	Hagan Lawrence, PE
BOARD SPONSOR	Rachel Kenney, PE
ALEXANDRIA	Jeremy Hebron, PE, PLS
BATON ROUGE	Kimberly McDaniel, PE, PTOE
BAYOU	Laura L. Barnes, PE
LAFAYETTE	Glenn McCall, PE
LAKE CHARLES	Kalyn Partin, PE
MONROE	N. Dakota Hill, PE
NEW ORLEANS	David Gereighty, PE
SHREVEPORT	Jordan Pearson, PE

****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 Membership Committee to provide 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.**

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THE MEMBERSHIP COMMITTEE SHOULD BE RECOGNIZED FOR WHAT IT IS, NAMELY, A "SALES FORCE" CHARGED WITH THE RESPONSIBILITY OF SELLING A PRODUCT. MEMBERSHIP IN ANY ORGANIZATION IS OFTEN VIEWED AS AN INTANGIBLE THING. SALESMEN WHO SELL INTANGIBLES HAVE TO BE GOOD TO DO THE JOB PROPERLY.

PARTNERSHIP WITH COMMUNITY AND GOVERNMENT COMMITTEES

LA GOOD ROADS Mary Claire Ruckert

**SOUTHEAST LA FLOOD
PROTECTION AUTHORITY
BOARD** Lee Alexander, PE

**COMPLETE STREETS
ADVISORY COUNCIL** Alan D. Krouse, PE

**INDUSTRY ROUNDTABLE
OFFICE OF STATE
FIRE MARSHALL** Jim Ferguson, PE

SB #171 WATER COMMITTEE Chris Richard, PE

SB #171 WATER COMMITTEE Keith Shackelford, PE

PUBLIC RELATIONS COMMITTEE

CHAIRMAN **Kimberly McDaniel, PE, PTOE**

VICE CHAIRMAN **Benjamin Chiasson, PE**

BOARD SPONSOR **Clinton Patrick, PE**

ALEXANDRIA **Heath McGuffee, PE**

BATON ROUGE **William J. Saunders, EI**

BAYOU **NO REPRESENTATIVE**

LAFAYETTE **NO REPRESENTATIVE**

LAKE CHARLES **NO REPRESENTATIVE**

MONROE **NO REPRESENTATIVE**

NEW ORLEANS **Stephanie Dixon**

SHREVEPORT **Clinton Patrick, PE**

APPENDIX 17

PUBLIC 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 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. 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.**

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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.

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.

SCHOLARSHIP COMMITTEE

CHAIRMAN

Ali Mustapha, PE

VICE CHAIRMAN

William Luke Miller, PE

BOARD SPONSOR

Rachel Kenney, PE

COMMITTEE MEMBERS

William Luke Miller, PE

Roy Phelps, PE

APPENDIX 5

LES 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 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 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 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.

YOUNG ENGINEERS COMMITTEE

CHAIRMAN	Oliver Neal, PE
VICE CHAIRMAN	Hagan Lawrence, PE
BOARD SPONSOR	Taylor Goldman, PE
ALEXANDRIA	Kyle Smith, PE
BATON ROUGE	William Fishburn, EI
BAYOU	Sam Britt, EI
LAFAYETTE	NO REPRESENTATIVE
LAKE CHARLES	Kalyn Partin, PE
MONROE	Hagan Lawrence, PE
NEW ORLEANS	John Jackson, PE
SHREVEPORT	Taylor Goldman, PE

APPENDIX 29

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.

LA Tech Universtiy

Jeff Pike. PE

Student Chapter Contact

President of LA Tech Student Chapter

Louisiana State University

Student Chapter Contact

President of LSU Student Chapter Alyse Aldridge

University of Louisiana at Lafayette

Student Chapter Contact

McNeese State University

Student Chapter Contact

Ted Thompson