LES BOARD OF DIRECTION AND COMMITTEE HANDBOOK

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2026 – 2027 Calendar of Events

MONTH	DAY	EVENT
July	15	Deadline for copy, *Louisiana Engineer*, August issue
August	1	Honors & Awards nominations open
August	21	LES Board Meeting – Alexandria, LA
September	1	LEF Vincent Forte Fellowship & Faculty Awards nominations open
September	1	Nominations for LAPELS vacancies begin
September	15	ADA Seminar – Baton Rouge, LA & Virtual
September	1	LEF Endowed Scholarship application opens
September	23	Life Safety Code Seminar – Baton Rouge, LA & Virtual
September	28	LES Statewide Golf Tournament – Gonzales, LA
October	1	Professionalism & Ethics Presentation - Virtual
October	15	Deadline for copy, *Louisiana Engineer*, November issue
October	22	Deadline for Honors & Awards nominations
October	31	Deadline for LEF Vincent Forte Fellowship applications
October	31	Deadline for LEF Endowed Scholarship applications
October	31	Deadline for LEF Faculty Professionalism Awards
November	6	Honors & Awards Committee meeting
November	6	LES Board Meeting – Baton Rouge, LA
January	15	Deadline for copy, *Louisiana Engineer*, February issue
February	1-28	MATHCOUNTS Chapter competitions (statewide)
February	15	LEF Al Dunn Scholarship applications open
February	16	LEF Board Meeting – Lafayette, LA
February	16	LES Board Meeting – Lafayette, LA
February	17-18	31st Annual JESC Conference – Lafayette, LA
February	21-27	National Engineers Week
March	19	MATHCOUNTS State Competition – Pineville, LA
April	12	Legislative Session begins
April	16	LES Board Meeting – Baton Rouge, LA
April	15	Deadline for copy, *Louisiana Engineer*, May issue
April	15	Deadline for LEF Al Dunn Endowed Scholarship applications
May	15	Chapter officers & committee appointments due to State Office
May	TBD	MATHCOUNTS National Competition
June	10	Legislative Session adjourns
June	25	LEF Board Meeting – Baton Rouge, LA
June	25	LES Board Meeting – Baton Rouge, LA

Table of Contents

Part 1 Louisiana Engineering Society Structure 1

Section 1.A Louisiana Engineering Society Office Personnel 2

Section 1.B Historical Sketch of the Louisiana Engineering Society 2

Section 1.C Vision and Mission Statements 4

Section 1.D Qualification Based Selection Policy 5

Section 1.E Strategic Plan 6

National Society of Professional Engineers Strategic Plan Linkage 6

NSPE's Strategic Plan 6

LES Values and Critical Success Factors 9

Strategic Goals 10

LES Strategic Plan Implementation 15

Periodic Evaluation and Validation 15

Key Factors Affecting Achievement of Goals and Objectives 16

Strengths, Areas for Improvement and Opportunities 16

Stakeholders 17

Summary 17

Document History 17

Section 1.F Organization Structure 18

Section 1.G Administration of the Louisiana Engineering Society 19

Waldemar S. Nelson President's Award 21

Dudley Hixson – Bobby Price National Professional Achievement Award 21

Lifetime Achievement Award 22

Section 1.H Conflict of Interest Policy 22

Section 1.I Whistleblower Policy 23

Section 1.J Joint Venture Policy 24

Section 1.K LES Financial Auditing Process 25

Section 1.L LES State Board Nominating Committee 26

Section 1.M Procedures for Filling Vacancies on The Louisiana Engineers' Selection Board 29

Nomination Form 31

Section 1.N Professional Engineers in Construction (PEC) 32

Section 1.O Professional Engineers in Education (PEE) 33

Section 1.P Professional Engineers in Government (PEG) 34

Section 1.Q Professional Engineers in Industry (PEI) 35

Section 1.R Professional Engineers in Private Practice (PEPP) 36

Section 1.S LES Chapter Structure 37
Chapter Responsibilities 37
Chapter Areas by Zip Code 39
Chapter Meetings 40
Chapter Annual Report 42
Sample Chapter Financial Report 44
Section 1.T Policy for Selecting Nominees for Filling Vacancies on the Louisiana Professional Engineering and Land Surveying Board 45

Part 2 Louisiana Engineering Society Committee Structure 56
Section 2.A Policy on Committee Continuity Resolution 57
Section 2.B Conference/Continuing Professional Development Committee 57
Section 2.C Honors and Award Committee 58
General Information and Rules 58
F. Hugh Coughlin Young Engineer Award 61
Andrew M. Lockett Award 61
James M. Todd Technological Accomplishment Award 62
Leo M. Odom Services to the Profession Award 62
A. B. Patterson Award for an Engineer in Management 63
Charles M. Kerr Public Relations Award 63
N. Dakota Hill Outstanding Chapter President Award 63
NSPE Fellow Membership Grade 64
A. J. Szabo Award of Merit 64
Honorary Membership 64
Section 2.D Inter-Society Relations Committee 65
Section 2.E Legislative Committee 65
Section 2.F MATHCOUNTS Committee 66
Section 2.G Membership Committee 70
LES Membership Information 71
LES Membership Grades & Membership Committee 71
Guidelines for Distribution of LES Membership Labels and Rosters 72
Section 2.H Scholarship Committee 73
LES Scholarship Program 74
Section 2.I Young Engineers Committee 77

Part 3 Current Contact List 1
Board of Direction 2026 – 2027 2
Chapter Officers 3
Alexandria Chapter Officers 3
Baton Rouge Chapter Officers 3

Bayou Chapter Officers 3
Lafayette Chapter Officers 4
Lake Charles Chapter Officers 4
Monroe Chapter Officers 4
New Orleans Chapter Officers 4
Shreveport Chapter Officers 5
Practice Division Committees 5
Professional Engineers in Construction 5
Professional Engineers in Education 5
Professional Engineers in Government 6
Professional Engineers in Industry 6
Professional Engineers in Private Practice 7
Committees Rosters 8
Conference/Continuing Professional Development (CPD) Committee 8
Honors & Awards Committee 8
Inter-Society Relations Committee 9
Legislative Committee 9
MATHCOUNTS Committee 10
Membership Committee 10
Scholarship Committee 11
Young Engineers Committee 11
Reference Material 12
Louisiana Professional Engineering and Land Surveying Board (LAPELS) 12
Council of Deans 12
Engineer's Selection Board 13
Louisiana Engineering Foundation 13
Partnership with Community & Government Committees 14
LES Award Recipients 15
F. Hugh Coughlin Young Engineer Award 15
Andrew M. Lockett Award 16
James M. Todd Technological Accomplishment Award 17
Leo M. Odom Services to the Profession Award 18
A. B. Patterson Award for an Engineer in Management 19
Charles M. Kerr Public Relations Award 20
N. Dakota Hill Outstanding Chapter Presidents Award 20
Waldemar S. Nelson President's Award 21
Dudley Hixson – Bobby Price National Professional Achievement Award 21
Lifetime Achievement Award 22
NSPE Fellow Membership Grade 22
A. J. Szabo Award of Merit 22
Honorary Membership 23

Appendix A Articles of Incorporation 1

Preamble 2
Article I – Name 2
Article II – Objectives 2
Article III – Chapters 3
Article IV – Membership 5
Article V – Dues 6
Article VI – Management 6
Article VII – Officers and Directors 8
Article VIII – Nomination and Election of Officers 9
Article IX – Meetings 10
Article X – Headquarters 10
Article XI – Committees 10
Article XII – Practice Divisions 10
Article XIII – Amendments 11
Article XIV – Bylaws 11
Article XV – Effective Date 12
Article XVI – Duration 12
Article XVII – Domicile Address 12
Article XVIII – Registered Agent 12

Appendix B Bylaws of the Louisiana Engineering Society 1

Bylaw 1 – Membership and Dues 2
Bylaw 2 – Chapters 4
Bylaw 3 – Committees 6
Bylaw 4 – Board of Direction 9
Bylaw 5 – Executive Committee 10
Bylaw 6 – Officers 10
Bylaw 7 – Practice Divisions 12
Bylaw 8 – Elections 14
Bylaw 9 – LAPELS Vacancy Nomination Process 15
Bylaw 10 – Order of Business 18
Bylaw 11 – Ballots of the Board 18
Bylaw 12 – Affiliation or Disassociation with National Organizations 19
Bylaw 13 – Fiscal and Administrative Years 20
Bylaw 14 – Meetings 20
Bylaw 15 – Discipline 20
Bylaw 16 – Awards 22
Bylaw 17 – Official Periodical 22

Appendix C Code of Ethics 1

Appendix D LES Personnel Manual 1

Office Policies 2
General 2
Office Hours 2
Annual Leave 2
Sick Leave 3
Remote Work & Extended Leave 3
Retirement 3
Bonus 4
Approved Holidays 4
LES Travel Expense Reimbursement Policy 4
LES Staff Positions 6
Executive Director 6
Position Overview 6
Key Responsibilities 6
Leadership & Governance 6
Financial & Budgetary Oversight 7
Operations & Compliance 7
Membership & Stakeholder Relations 7
Legislative & Advocacy Efforts 7
Editorial & Communications Oversight 7
Program & Event Management 8
Assistant Director 8
Document Retention and Destruction Policy 10
Terms for Retention 11
Policy on the Process for Determining Compensation 12

Appendix E Louisiana Engineering Foundation 1
History of LEF 2
Timeline of the LEF 3
Louisiana Engineering and Surveying Center 5
Funding 5
Vincent A. Forte Graduate School Fellowship Award 6
Engineering Faculty Professionalism Award 7
About LEF Endowed Scholarships 8
LEF Presidents 9
Bylaws of the Louisiana Engineering Foundation 10
Bylaw 1 – Board of Directors 10
Bylaw 2 – Meetings 11
Bylaw 3 – Officers 12

Bylaw 4 – Election of Directors 13
Bylaw 5 – Fees 14
Bylaw 6 – Honors and Awards 14
Bylaw 7 – Checks 15
Bylaw 8 – Amendment 15

Part 1

Louisiana Engineering Society Structure

Section 1.A
Louisiana Engineering Society Office Personnel

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Alexa Broussard
Assistant Director
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Section 1.B
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 "dabblers and quacks who had only to hang out 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.

In 2018, the Louisiana Engineering Society (LES) chose to become independent from the National Society of Professional Engineers (NSPE) to maintain control over its finances and governance. Changes in NSPE’s structure limited state autonomy, particularly in how funds were managed. By going non-affiliated, LES preserved its ability to operate independently and focus on serving the interests of Louisiana engineers.

The official domicile of the State Society moved to Baton Rouge on December 2, 1967. The first full time Executive Director was Earl Martin from July 1965 to August 1967, followed by Norman Ferachi from September 1967 to June 1969, Gerald Simmons from July 1969 to June 1973, R. C. "Doc" Spears from August 1973 to September 1982, Leta G. Bueto from October 1982 to December 1990, Brenda W. Gajan from December 1990 to 2022, and Mary Claire Ruckert from 2022 to present.

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!

Now that you have become somewhat acquainted with the Louisiana Engineering Society, it's objectives, how it functions and its 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.

Section 1.C
Vision and Mission Statements

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.

Section 1.D
Qualification Based Selection Policy

WHEREAS the Louisiana Engineering Society is the single professional organization that represents all registered professional engineers in the State of Louisiana, and

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 unknown when project ideas are conceived, and

WHEREAS the diverse experience and creativity of the engineering profession is unbounded by our ever-changing world, and

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.

Section 1.E
Strategic Plan

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
http://www.nspe.org/aboutnspe/ab1-plan.asp

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

Goals
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

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.

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.

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.

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 ranked at a board of direction meeting:

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/advocacy
10. Scholarship and engineering education
11. Employer support

These critical success factors listed above were then used to develop the following strategic goals:

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 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 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.

3. Preserve the integrity of the profession through legislative advocacy in order to maintain the licensure requirements as stipulated by the Licensing Board.

Performance Indicators

1. Cooperation between LES and LAPELS

2. Correspondence with ABET accredited Universities

3. Maintaining support for our Legislative Advocates

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 licensed.

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. Conduct efficient and effective governance of LES at the chapter and state levels while participating through representation at all levels. Coordinate with regional and national engineering organizations, as required, to address critical engineering concerns.

3. Serve as the central state organization for engineering intersociety relations.

4. Become proactive in identifying community concerns before they result in adverse publicity that might negatively impact the image of professional engineers.

5. Membership growth and retention.

Performance Indicators

1. Number of public LES appearances

2. Number of Actions Plans submitted to the LES Board of Direction by the Chapters and Committees

3. Number of responses to legislative issues that receive LES participation

4. Number of and membership attendance at LES meetings, committee and chapter functions

5. Percent growth of LES Membership

6. 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 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, provide a means of member feedback, and provide access to continuing education material.

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, meetings, and updated virtual library.

2. Provide list of individuals and organizations that wish to offer CPD courses and seminars.

3. Provide ethics training to all engineers.

Performance Indicators

1. Number of attendees at conferences, workshops, meetings, webinars, and virtual library use

2. Number of Professional Engineers on the teaching staffs at Louisiana's engineering colleges.

3. Number of individual organizations certified to provide CPD's.

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) and other conferences, as needed, 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 services.

3. Provide "speakers" to make presentations on the engineering registration process to student chapters and technical societies.

4. Provide virtual and online 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. 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

1. Number of engineering scholarships awarded within the state

2. Percent of university advisory boards with LES Representation

3. Engineering students participating in Tuition Opportunity Program for Students (TOPS) program

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

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:

    a. Mathcounts
    b. Future City Competition
    c. Support local school robotic programs

Performance Indicators

1. Number of articles published on engineering accomplishments

2. Track number of shares, likes, comments on social media publications

3. Success of LES sponsor student teams in State/Regional and National competitions.

4. 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.

3. Create an Ad Hoc Committee to discuss the Future City Competition its promotion and implementation in the state.

4. Developing a more active social media presence and actively maintain those accounts.

5. Engage local programs interested in robotics and provide logistical support

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 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 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.

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. 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, the 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 dependent 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
- 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
- Amended and approved by LES Board: June 3, 2021

Section 1.F
Organization Structure

Executive Board:
- President
- 1st Vice President
- 2nd Vice President
- Secretary-Treasurer
- Past President
- Executive Director

Board of Directors
- State Directors (4)
  - Society Activities
- Chapter Presidents (8)
  - Chapter Activities
- Practice Division Chairs (5)
  - Professional Employment Activities

State Office:
- Executive Director
- Assistant Director

Chapters:
- Alexandria
- Baton Rouge
- Bayou
- Lafayette
- Lake Charles
- Monroe
- New Orleans
- Shreveport

Practice Divisions:
- Construction (PEC)
- Education (PEE)
- Government (PEG)
- Industry (PEI)
- Private Practice (PEPP)

Standing Committees:
- Conference/Continuing Professional Development
- Honors & Awards
- Inter-Society Relations
- Legislative
- MATHCOUNTS
- Membership
- Scholarship
- Young Engineers

Section 1.G
Administration of the Louisiana Engineering Society

The objectives of the Louisiana Engineering Society is 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 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.

Each year, every State Director will be assigned two chapters, aside from their home chapter, to provide members across the state with an additional opportunity to engage directly with other State Chapters. State Directors will meet annually with the President and Executive Director to discussion priorities for the year to be shared with the chapters. Whenever possible, assignments will include one large chapter (more than 300 members) and one small chapter (less than 300 members). At this time (2025), we have three large chapters (Baton Rouge, Lafayette, New Orleans). All remaining chapters are classified as small chapters.

State Directors are expected to attend at least one meeting of each assigned chapter annually, actively participate in the meeting, engage with chapter leadership, and represent the Board in a professional manner. State Directors may apply for mileage reimbursement at the current LES rate when traveling to assigned chapter meetings if they are not otherwise reimbursed by their employer or provided a company vehicle, as well as a hotel room if traveling more than three hours from their home chapter.

Following each visit, a written report must be submitted to the Executive Director within two weeks, and an oral update must be provided at the next scheduled Board meeting. Reports should summarize key topics discussed, feedback from chapter members, any concerns or opportunities identified, and any recommended follow-up actions. These responsibilities are central to the role, and consistent fulfillment of them is expected to maintain the integrity of the position.

LES Emeritus Board Members are honorary positions recognizing individuals who have provided years of dedicated service to LES at the state level. This designation honors their legacy, preserves institutional knowledge, and allows continued

involvement in an advisory capacity, while opening space for the next generation of leaders to serve in voting roles.

Objectives:

- Recognition: Celebrate the dedication and years of service of long-standing board members in a meaningful, visible way.
- Advisory Support: Provide a non-voting, consultative body available to current leadership for guidance, historical perspective, and mentorship.
- Continuity & Legacy: Preserve institutional history and relationships.
- Continued Connection: Keep long-term members engaged through updates, invitations, and ceremonial recognition, while clarifying their new advisory role.
- Leadership Pipeline: Term limits may create opportunities for new voices and emerging leaders to step into voting board positions, Emeritus members will help ensure sustainability and relevance to core LES Objectives, Mission and Vision.

Membership Criteria:

- Minimum of 10 years of service on the state board, or Past State President.
- Served in good standing at the time of transition.
- Nomination by a current member of the LES Executive Committee.
- Approval of nomination by the full LES Board.
- Formally inducted during the Annual Honors & Awards Ceremony.

Roles & Privileges:

- Attendance: Members may be invited to attend select board meetings.
- Non-Voting Status: Emeritus Members at board meetings will have a Non-Voting status.
- Advisory Function: Members may be consulted for historical insight, context, and mentorship.
- Recognition: Name and biography will be published in the Louisiana Engineer & Surveyor Journal at the time of induction, as well as published on the LES website.
- Communication: Members will receive meeting minutes and board updates.

Implementation Steps:

- Board approval of proposal.
- Identification of inaugural class of Emeritus Members.
- Approval of nominations by the LES Board.
- Private invitation letters sent to honorees.
- Public induction at Honors & Awards Ceremony.

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.

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 of LES.

Dudley Hixson – Bobby Price
National Professional Achievement Award

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).

<u>Purpose</u>

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.

<u>Qualifications</u>

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 a member of one or more national level engineering related organizations

for fifteen (15) years. (Examples of national level organizations include but are not limited to ASCE, ASEE, ASME, NCEES, NSPE, etc.)
3. The Nominee has served as an LES Chapter President or was a State Officer for two years. The Nominee has served as an Officer at the Regional and/or National level in one or more national level engineering related organizations.
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.

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.

Ten total voting members of the Society 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.

Section 1.H
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.

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.

Individuals Covered

Persons covered by this policy are LES's officers, directors, chief employed executive, and chief employed finance executive.

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.

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.

Section 1.I
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.

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 themselves are implicated in the wrongdoing. This policy is not intended to provide a means of appeal from outcomes in those other mechanisms.

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.

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.

Section 1.J
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.

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.

Safeguards to Ensure Exempt Status Protection

LES will: (1) negotiate in its transactions and arrangements with other members of the venture or arrange such terms and safeguards adequate to ensure LES's exempt status is protected; and (2) take steps to safeguard LES's exempt status with respect to the venture or arrangement. Some examples of safeguards include:

a. control over the venture or arrangement sufficient to ensure that it furthers the exempt purpose of the organization;

b. requirements that the venture or arrangement gives priority to exempt purposes over maximizing profits for the other participants;

c. that the venture or arrangement does not engage in activities that would jeopardize LES's exemption; and

d. that all contracts entered into with the organization be on terms that are arm's length or more favorable to LES.

Section 1.K
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 years 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.

Section 1.L
LES State Board Nominating Committee

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 meetings and representing LES to the public. Being eligible to serve does not automatically qualify a candidate to be placed on the ballot for statewide 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.

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 Director ship, 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:

    a. January - Nominating Committee appointed

    b. February - Nominating Committee meeting

c. 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 Section 2.A, 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 General Membership Meeting as well as any other official meetings of the Committee.

The outgoing Chairman should open the meeting at the General Membership Meeting and officially turn the gavel over to the new Chairman.

Section 1.M
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 Construction (PEC) 26-27
    - Professional Engineers in Education (PEE) 27-28
    - Professional Engineers in Government (PEG) 28-29
    - Professional Engineers in Industry (PEI) 29-30
    - Professional Engineers in Private Practice (PEPP) 30-31

    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 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.

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

Document History

Adopted: October 15, 1976
Amended: July 23, 1977

Nomination Form

Return to Chairman by May 15th, Annually.

Office or Directorship: _____

Name of Nominee: _____

Mailing Address: _____

_____

Telephone Number: _____

Email Address: _____

Brief Resume and Qualifications:

_____

_____

_____

_____

_____

_____

_____

Has nominee been contacted? Yes _____ No _____

Has nominee agreed to serve? Yes _____ No _____

Committee Member Signature: _____

Date: _____

Section 1.N
Professional Engineers in Construction (PEC)

Bylaw 7 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 Section 2.A, Policy on Committee Continuity.

It is the responsibility of the incoming Chair to prepare the agenda and chair the meetings for the General Membership 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.

Section 1.0
Professional Engineers in Education (PEE)

Bylaw 7 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 Section 2.A, 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 the meeting over to the new Chair.

Section 1.P
Professional Engineers in Government (PEG)

Bylaw 7 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 ex- tension 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 Section 2.A, 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 General Membership Meeting as well as any other official meetings of the Division. The outgoing Chair should open the meeting at the General Membership Meeting and officially turn the gavel over to the new Chair.

Section 1.Q
Professional Engineers in Industry (PEI)

Bylaw 7 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 im- proving 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 Section 2.A, Policy on Committee Continuity.

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

The outgoing Chair should open the meeting at the General Membership Meeting and officially turn the gavel over to the new Chair.

Section 1.R
Professional Engineers in Private Practice (PEPP)

Bylaw 7 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 Section 2.A, Policy on Committee Continuity.

It is the responsibility of the incoming Chair to prepare the agenda and chair the meetings for the General Membership Meeting as well as any other official meetings of the Division. The outgoing Chair should open the meeting at the General Membership Meeting and officially turn the gavel over to the new Chair.

Section 1.S
LES Chapter Structure

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.

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. (Section 2.H)

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. Make nominations of outstanding engineers for the six Louisiana Engineering Society basic awards. Honors and Awards Guidelines are included as Section 2.D.

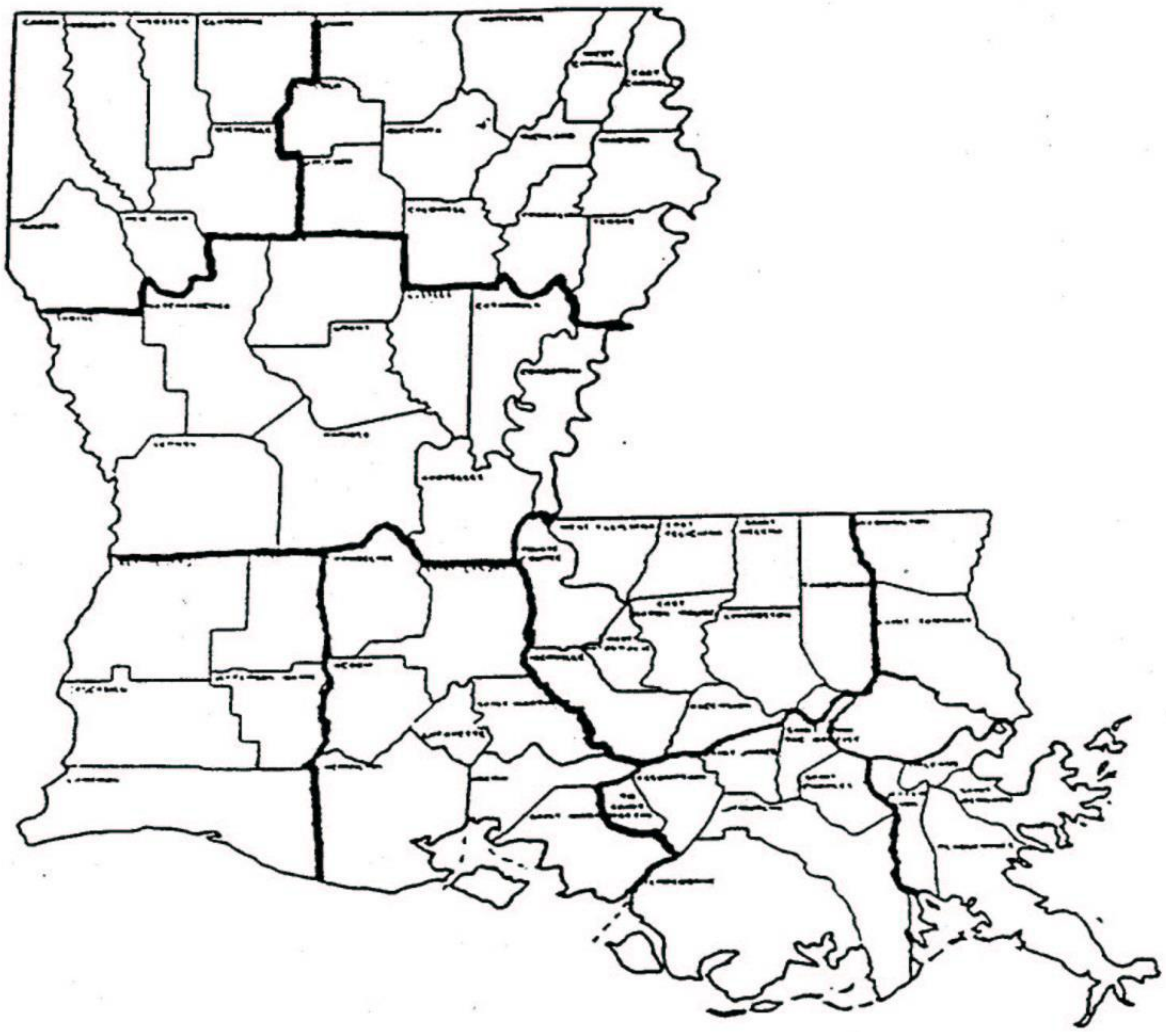
5. Report Chapter activities at LES Board of Direction Meetings, using the following Chapter Report Form and submit annual financial report.

6. Envelopes, stationery, and Chapter supplies are Chapter expenses.

7. Each chapter president shall report deaths of members in their chapter to the State office and include such in the next LES Magazine with their chapter article.

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



Chapter Meetings

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.

Chapter Annual Report
Chapter: _____
(due May 15, 2027)

1. What were your programs this past year?

Months	Date	Topic (w/ speaker)	# Attending
July			
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

2. What other Activities does your chapter participate in?

Topic	Date (mm/dd/yy)	# Chapter Members Participating	# Prospective Members Participating	Other Attendees
Career Days				
MathCounts				
Engineering Banquet				
FE (EIT) Refreshers				
PE Refreshers				
Scholarships				
E- Week				

3. Please fill in the total number of members your chapter had at

the end of each month.

July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June

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 lessons were learned this year?

   _____

   _____

   _____

   _____

   _____

8. What are the planned dates for your upcoming meetings:

   _____

   _____

Prepared by: _____

Date: _____

Please submit by email to les@les-state.org

Sample Chapter Financial Report

(to be submitted with Chapter Annual Report)

July 1, 2026 – June 30, 2027

Beginning Balance		$0.00
Income		
Interest Income	$0.00	
Dues Income	$0.00	
Fund Raising		
Tailgate Party	$0.00	
Auction	$0.00	
Seminars	$0.00	
T-Shirt Sale	$0.00	
Donations	$0.00	
Banquet/Meetings	$0.00	
Scholarships	$0.00	
Advertising	$0.00	
Mathcounts	$0.00	
Other (please specify)	$0.00	
Total Income		$0.00
Expense		
Bank Charge	$0.00	
Banquet/Meetings	$0.00	
Awards	$0.00	
Scholarships	$0.00	
Newsletter	$0.00	
Mathcounts	$0.00	
Travel	$0.00	
Other	$0.00	
T-Shirt	$0.00	
Auction	$0.00	
Tailgate Party	$0.00	
Misc.	$0.00	
Total Expense		$0.00
Ending Balance		$0.00

Include a copy of June bank reconciliation with financial report.

Section 1.T
Policy 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 (LES) and the American Council of Engineering Companies of Louisiana (ACECL) to the Governor for appointment to the Louisiana Professional Engineering and Land Surveying Board (LAPELS). LES and ACECL shall jointly submit nominations for all LAPELS vacancies.

Each nominee recommended for possible selection must apply by completing the candidate questionnaire as every attempt will be made to nominate the most qualified person for membership on the LAPELS 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 (LA R.S. 37:683(A)(2)) requires that the LAPELS Board shall include nine Professional Engineers active in each of these practice divisions:

- Two Professional Engineers active in Private Practice of Engineering (PEPP),
- Two Professional Engineers active in Government (PEG),
- Two Professional Engineers active in Industry (PEI),
- Two Professional Engineers active in Education (PEE), and
- One Professional Engineer in Construction (PEC).

LAPELS 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 LAPELS Board member is not required to resign his or her LAPELS Board membership because of a change in the orientation of his or her career. However, if appointed to the LAPELS Board, the appointee must resign from their position on any other boards of engineering-related organizations for the duration of their LAPELS Board term.

1. In selecting nominees, the following qualifications are necessary:

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

3. 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

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

5. 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 an engineering society or engineering organization. Participation in the affairs of a society/organization 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.

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 Director of LAPELS should submit a notification of vacancy to LES. The LAPELS notification letter 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.

1. The LES Executive Director shall notify the LES Executive Committee, Chairman of the practice division concerned, and ACECL and request that nominations be submitted to represent the practice division in which there is a vacancy for consideration.

2. The Chairman of the practice division concerned shall immediately publicize the request for nominations to the membership of the practice division including the President of each Chapter and send a copy to the President & CEO of ACECL, to request nominations.

3. After receipt of all applications a selection committee will be created

consisting of at least two LES members and at least two ACECL representatives who will receive all candidate applications and act as a screening and selection committee for the practice division.

a. The Selection Committee will obtain resumes of the proposed nominee's experience in professional work and statements of qualifications.

b. This selection committee shall select a minimum of three candidates, but no more than seven candidates, based on the applicants' qualifications, standing in the profession as an engineer, and service to societies, organizations, and the profession. It is preferred that an equal number of nominees be selected from LES and ACECL when possible.

4. The Selection Committee shall forward the nomination forms and resumes of selected nominees to the LES Board and the ACECL Board for consideration at least sixty (60) days prior to the expiration of the term of the retiring member of the LAPELS Board.

5. Either Board may reject the names and ask the Selection Committee for additional names as necessary but should not add names unless they have been through the above selection process.

6. The President & CEO of ACECL and Executive Director of the Louisiana Engineering Society shall jointly submit the adopted list of nominees to the Office of Boards and Commissions, or respective entity under the Governor's Office, 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.

The "Candidate Questionnaire" is an official part of these guidelines.

This section of the LES Bylaws cannot be changed, amended, or removed without written consent from the ACECL Board.

Louisiana Engineering and Land Surveying Board Activities

<u>Primary Responsibility</u>

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.

LAPELS BOARD EVALUATION QUESTIONNAIRE

For _____ Position
(Private Practice, Government, Education, Construction, Industry)

Select answers and include actual years for each answer

1. Responsibilities and background as an Engineer.

A. Are you currently a resident of Louisiana?

B. Are you a Louisiana licensed Professional Engineer?

If yes, month/year first licensed _____/_____

C. Are you currently employed as a Professional Engineer in your practice division?

If yes, give the name of your employer: _____

D. Years of experience in your practice division as a Professional Engineer? _____

E. Were your first years of experience in your current practice division?

F. Do you have, or have you had, direct supervision of engineers-in-training?

G. Years in management of Professional Engineers. _____

H. Years in management of Non-Professional Engineers. _____

I. Are you currently in responsible charge of important engineering work?

J. In which area(s) of practice (civil, mechanical, electrical, etc.) are you licensed? _____

K. Highest level of education achieved:

L. Years involved in technical design. _____

M. Technological (research) recognition?

N. Technical recognition?

2. Support of the Profession

A. Years as a member of the Louisiana Engineering Society, the American Council of Engineering Companies of Louisiana, and/or the National Society of Professional Engineers?

_____

B. Member of what chapter of the Louisiana Engineering Society, the American Council of Engineering Companies of Louisiana, and/or the National Society of Professional Engineers?

_____

C. Chairperson of what Louisiana Engineering Society, American Council of Engineering Companies of Louisiana, and/or National Society of Professional Engineers Committees?

_____

D. Chapter offices held and Organization Name.

_____

E. State offices held and Organization Name.

_____

F. National offices held and Organization Name.

_____

G. Other Professional recognition received.

_____

3. Support of Practice in Technical Organizations (Ex: ASCE, IEEE, AIChE, etc.)

A. Technical membership and years as a member. _____

B. Member of technical organization committees. _____

C. Chair of technical organization committees. _____

D. Chapter offices of technical organization. _____

E. State offices of technical organization. _____

F. National offices of technical organization. _____

G. Technical activity recognition. _____

4. Support of Community

A. Local/State/National political subdivision elected official?
Title: _____

B. Community service/Religious organizations?
If yes, years as a member and organization. _____

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?

_____

5. General Information

A. Employment history, positions.

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 references must be registered Professional Engineers.

1. Name:_____

   Address:_____

   City,State,Zip:_____

   Email:_____

   Cell/Home Phone:_____

   Business Phone:_____

2. Name:_____

   Address:_____

   City,State,Zip:_____

   Email:_____

   Cell/Home Phone:_____

   Business Phone:_____

3. Name:_____

   Address:_____

   City,State,Zip:_____

   Email:_____

   Cell/Home Phone:_____

   Business Phone:

7. CERTIFICATION BY NOMINEE

Persons seeking nomination as a Louisiana Professional Engineering and Land Surveying Board (LAPELS) 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.

By my signature below, I agree to abide by the language above.

_____ _____
Signature Date

_____
Print Name

_____
Address

_____
City, State, & Zip Code

_____ _____
Phone Number Cell Number

_____
E-mail

ADDITIONAL CERTIFICATION FOR RETIRED NOMINEES

Even though I am retired from a former _____ Practice position, I certify that I am engaged in the practice of engineering in one of the five functional areas of practice listed 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 _____ practice division of LES, and I currently have, and will maintain, an active PE license for the duration of my LAPELS service.

_____ _____
Signature Date

committee, to influence selection by the nominating committee or by the Governor of Louisiana. By my signature below, I agree to abide by the language above.

_____ _____

Signature Date

_____

Print Name

_____

Address

_____

City, State, & Zip Code

_____ _____

Phone Number Cell Number

_____

E-mail

ADDITIONAL CERTIFICATION FOR RETIRED NOMINEES

Even though I am retired from a former _____ Practice position, I certify that I am engaged in the practice of engineering in one of the five functional areas of practice listed 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 _____ practice division of LES, and I currently have, and will maintain, an active PE license for the duration of my LAPELS service.

_____ _____

Signature Date

Part 2

Louisiana Engineering Society Committee Structure

Section 2.A
Policy on Committee Continuity Resolution

WHEREAS, Committee meetings at the General Membership 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.

The chair or vice-chair shall report to the state board at least annually on the activities of the committee.

Section 2.B
Conference/Continuing Professional Development Committee

The committee will assume responsibility for all matters 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.

Organization

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.

The chair or vice-chair shall report to the state board at least annually on the activities

of the committee.

Section 2.C
Honors and Award 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 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 Membership 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 2).

2. Review the above rules and keep them up to date.

3. The Chairman should adhere to Section 2.A, Policy on Committee Continuity.

4. It is the responsibility of the incoming Chairman to prepare the agenda and chair the meetings for the General Membership Meeting as well as any other official meetings of the Committee.

The chair or vice-chair shall report to the state board at least annually on the activities of the committee.

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 to 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 Award for Civic Activities
- The A. B. Paterson Award for an Engineer in Management
- The Charles M. Kerr Public Relations Award
- The James M. Todd Technological Accomplishment Award
- The F. Hugh Coughlin Award of Merit for a Young Engineer
- 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 (minimum) by simple plurality, inclusive of ties. The chosen nominee may be determined by a vote of over 50% of the committee members in any 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 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 nominees 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.

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.

Andrew M. Lockett Award

The Louisiana Engineering Society 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 wellbeing 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.

James M. Todd Technological Accomplishment Award

The Louisiana Engineering Society James M. Todd 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.

Leo M. Odom Services to the Profession Award

The Louisiana Engineering Society Leo M. Odom 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.

A. B. Patterson 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., an active member of the Society from 1923 until his death in 1952. Mr. Paterson was an engineer, administrator, executive, banker, civic leader and humanitarian.

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.

N. Dakota Hill Outstanding Chapter President Award

The N. Dakota Hill Outstanding Chapter President Award will be awarded as conditions warrant, but not more often than annually, to an LES member currently serving in the role of chapter president who has demonstrated, at a high level, the values of service, leadership, and fellowship within their chapter. This award is named in memory of N. Dakota Hill, 2022 – 2023 Monroe Chapter President, who left a legacy of service to the profession, to LES, and to his community, of leadership by example, and of creating fellowship within his chapter and beyond.

The N. Dakota Hill Outstanding Chapter President Award will be determined by the current LES State President and the LES Office Staff. Recipients must be determined before January 15 annually and will be recognized at the annual LES

Honors & Awards ceremony.

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.

A. J. Szabo Award of Merit

The A. J. Szabo Award of Merit is awarded for outstanding effort toward the advancement of the
Louisiana Engineering Foundation The award is named to honor A. J. Szabo, PE, a founder and first Vice President of LEF. He went on to serve as President from 1985 – 1987.

Honorary Membership

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.

Section 2.D
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. Work closely with the Legislative Committee for the purpose of achieving mutual consensus among engineers of Louisiana concerning legislation.

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

4. The Chairman should adhere to Section 2.A, Policy on Committee Continuity.

5. It is the responsibility of the committee chair to submit a report to the State Office prior to the annual General Membership Meeting.

Section 2.E
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 Section 2.A, Policy on Committee Continuity.

11. It is the responsibility of the committee chair to submit a report to the State Office prior to the annual General Membership Meeting.

Section 2.F
MATHCOUNTS Committee

The MATHCOUNTS 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 MATHCOUNTS Committee shall consist of the MATHCOUNTS coordinators from each Chapter. The coordinator from the Host Chapter shall be the Chair and the coordinator of the Vice-Host Chapter shall be the Vice-Chair. The Executive Director shall be designated as the State Coordinator with the National MATHCOUNTS organization. The chair or vice-chair shall report to the state board at least annually on the activities of the committee.

Year	Lead-Host	Vice-Host	Past-Host
2027	Alexandria	Monroe	Shreveport
2028	Monroe	Baton Rouge	Alexandria
2029	Baton Rouge	New Orleans	Monroe
2030	New Orleans	Bayou	Baton Rouge
2031	Bayou	Lafayette	New Orleans
2032	Lafayette	Lake Charles	Bayou
2033	Lake Charles	Shreveport	Lafayette
2034	Shreveport	Alexandria	Lake Charles

GENERAL NOTES:

- Each chapter should bring at least three (3) volunteers to the state Mathcounts competition. Each chapter coordinator is to deliver volunteer names and availability (early morning, all day, or late day) for the state competition to the state office on the advancement forms.
- Chapter volunteers should train their successors for next year…i.e. succession planning. Likely Chapter Directors – 2-year commitment, off-cycle.
- Chapter coordinators and/or substituted individuals should arrive to begin setting up no later than 8:00 AM.

Mathcounts Setup Task List:

- Set up table dividers
- Set up table numbers
- Distribute scratch paper
- Distribute/sharpen pencils
- Award set up
- Put up door signs
- Set up LES & sponsor signs
- Organize tests
- Help set up computers & PowerPoint
- Set up grading room

- Utilize the schedule below for the Lead Chapter rotation schedule. The Lead Chapter will work closely with the state office on the state competition, set up and lead state Mathcounts committee meetings, and serve as the point of contact on site during the state Mathcounts competition.

SPECIFIC JOB RESPONSIBILITIES FOR STATE MATHCOUNTS

State President:

- Available for Award Presentation – Sign Certificates (send electronic signature to Baton Rouge Chapter)

State Office:

- Reserve hotel block, competition space, and grading room
- Coordinate meals (Lunch)
- Produce an Excel list of state competitors, coaches, and schools and send it to the Bayou Chapter to prepare table numbers and coach assignments
- Order awards, test materials, and Countdown Round PowerPoint. Send all to Alexandria Chapter and confirm arrival
- Print name badges for students and coaches
- Prep schools' registration packet and exit envelopes
- Solicit sponsorships and donations. Provide thank you notes to our major sponsors. Prepare Sponsor information to be displayed during the competition
- Bring miscellaneous materials (pencils, laminated signs, scratch paper, pencils sharpener, multiple-colored pens for grading, etc.)
- Confirm event moderator (Moderator will welcome, recognize sponsors and volunteers, emcee all rounds of state competition and awards ceremony)
- Check facilities, tables, chairs, HVAC, Audio/Video upon arrival at the venue
- Order shirts and polos, and get them to Bayou chapter prior to the state competition
- Prepare social media postings for Facebook and LinkedIn (to be used by LES office and chapters)
- Lead the registration table and check-in

Lead Chapter: Event Coordination

- Contacts chapter coordinators to confirm their duties
- Coordinates test room activities and ensures the room is appropriately set up before the event (awards are set out, dividers are up, technology is working, scratch paper and pencils at each table, etc.)
- Trains the Vice Chapter for next year
- Sends a representative to Nationals as a volunteer (optional)
- Hand out awards during Awards Ceremony if the State President is not available
- Write an article for the LES May magazine summarizing the event and congratulating the winners

Vice Chapter

- Assists the Lead Chapter Coordinator
- Trains to be the Lead Chapter Coordinator for the next year

Alexandria: Local Coordination

- Submit completed advancement forms by deadline to LES office
- Keeps testing material and awards secure until the event
- Make copies of Instructions, Answer Keys, etc. for test day
- Brings awards and testing materials to event
- Coordinate buzzers, scoring/recording software, and computer setup for MathBee & Countdown
- Assist with local coordination

Baton Rouge: Scoring Coordinator
- Submit completed advancement forms by deadline to LES office
- Input Competitor Info into the MOSS Scoring Program (Excel data from LES office)
- Supply the scoring room computer input with a compatible printer
- Print certificates and reports for school exit packets (exit envelopes with school labels are provided by the State Office)
- Provides results to Lead Chapter for Award Ceremony

Bayou: Packet Coordination
- Submit completed advancement forms by deadline to LES office
- Receive master list from State Office and assign table numbers, then distribute to chapters. Assign coaches to tables as well for proctoring assistance during the Countdown Round/MathBee
- Prepare and pack school bags with registration materials and t-shirts
    - Finding a bag sponsor for t-shirts and registration packets
    - Generate tags for school bags
- Assist registration and check-in, if needed.

Lafayette: Bracket Computer
- Submit completed advancement forms by deadline to LES office
- Manage the bracket during the Countdown/MathBee round

Lake Charles: Setup Coordination
- Submit completed advancement forms by deadline to LES office
- Serve as the point of contact for volunteers and oversee the execution of the setup tasks
- Lead efforts in scoring room to compile exit packets
- Put results into exit packets after grading is completed
- Hand out exit packets after awards presentation.

Monroe: Grader Coordination
- Submit completed advancement forms by deadline to LES office
- Find/set up chairs and folding table in grading room in case hotel hasn't done so. The grading room is at the top of the stairs to the right, 1st room on the left in the hotel
- Review the scoring process with grader volunteers
- Groups tests by school for Scoring Coordinator Input
- Print Sponsor Banner (2025 is the last year for this task)
- Assist Bayou Chapter with exit packets once results are complete

New Orleans: Publicity & Testing room Coordination
- Submit completed advancement forms by deadline to LES office
- Take photos at the State competition
- Assist in the testing room proctoring and setup
- Coordinates proctor volunteers to cover the testing area for quick test distribution and pickup
- Collects all scratch paper between rounds

- Runs completed tests from test room to grader room

Shreveport: Coaches Meeting Coordination

- Submit completed advancement forms by deadline to LES office
- Provide competitor information to students for review (obtain reports from Scoring Coordinator)
- Share the date that the test material is available
- Loan test materials to Coaches for them to review. Collect all tests after they have had time to review.
- Field questions regarding the event. Meet with Lead for answers if necessary.
- Coordinate MathBee and Countdown round
    - Explain teacher proctor duties (keep them calm & verify answers)
    - Moderate Mathbee and Countdown round in conjunction with event moderator

Section 2.G
Membership Committee

Membership Committee will be compiled of the current Chapter President of each chapter.

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 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.

LES Article IV, Section 1

Member grades of the Society shall be defined in the Bylaws. All members shall abide by these Articles, the Bylaws of the Society, and the NSPE Code of Ethics (Rev. July 2019) and, shall be subject to election, discipline, suspension, or termination as provided in the Bylaws.
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. The Chairman should adhere to Section 2.A, Policy on Committee Continuity.

5. It is the responsibility of the committee chair to submit a report to the State Office prior to the annual General Membership Meeting.

LES Membership Information

Dues

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

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.

LES Membership Grades & Membership Committee

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. A P.E. Member shall have voting privileges and can hold office.

An *E.I. Member* shall be defined as a person holding a certificate of registration as an engineer intern, issued under the laws of any state, territory, possession, or district of the United States. A E.I. Member shall have voting privileges and can hold the offices of Young Engineer on the State Board and Secretary/Treasurer on the Chapter Boards.

An *Associate Member* shall be defined as an undergraduate or graduate of an accredited engineering or engineering related program. An Associate Member may remain in this classification until eligible for advancement by professional registration to Member but not more than 12 years. An Associate Member shall not have voting privileges or hold office at the chapter and state levels.

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

grade. A Sustaining Member shall not have voting privileges, shall not hold office, and shall be exempt from paying dues.

A *Governmental Employee Member* shall be defined as an individual that is employed by a governmental agency that would like to contribute to the well-being of LES. A Governmental Employee Member shall not have voting privileges or hold office.

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

A *Life Member* shall be a Member who has paid dues for a period of at least thirty-five years consecutively and who has reached the age of sixty-five and shall by virtue of these facts be exempt from payment of further dues. A Life Member shall have voting privileges and can hold office.

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 and contact information 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.

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.

Section 2.H
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 Section 2.A, Policy on Committee Continuity.

5. The chair or vice-chair shall report to the state board at least annually on the activities of the committee.

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 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

1. 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.

2. 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.

3. 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.

4. 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.

5. 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.

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

<u>LES Scholarship Fund</u>

1. 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. An 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.

2. 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.

3. Contributions will be accepted from individuals, companies, consulting firms, and so forth; however, only those contributions of $100.00 of 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.

4. 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.

    i. 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.
    ii. 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.

5. 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 ac cumulates in the portfolio, the Scholarship Committee shall determine a prudent allocation of funds to:

    i. increase the capital of the Scholarship Endowment Fund, and/or
    ii. increase the Scholarship Operating Fund so that the number of scholarships or the size of scholarships may be increased.

<u>Financial Reports</u>

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.

The chair or vice-chair shall report to the state board at least annually on the activities of the committee.

Section 2.I
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 Section 2.A, Policy on Committee Continuity.

8. The chair or vice-chair shall report to the state board at least annually on the activities of the committee.

Part 3
Current
Contact List

Board of Direction 2026 – 2027

OFFICE	NAME	TERM EXP.
President	Clinton Patrick, PE, PLS	6/30/2027
1st Vice President	Rachel Kenney, PE	6/30/2027
2nd Vice President	Kimberly McDaniel, PE	6/30/2027
Secretary-Treasurer	Jeff Pike, PE	6/30/2027
NSPE Representative	Jason Fennell, PE	6/30/2027
State Director	Joey Krefft, PE	6/30/2027
State Director	Jonathan Ratliff, PE	6/30/2027
State Director	C. Morgan McCallister, PE	6/30/2028
State Director	Brad Rachel, PE	6/30/2028
Young Engineer Rep.	Bliss Bernard, PE	6/30/2027
Past President	Gavin Gautreau, PE	6/30/2027
Alexandria Chapter President	Tucker Drouin, PE	6/30/2027
Baton Rouge Chapter President	Jason Fennell, PE	6/30/2027
Bayou Chapter President	Jacob Prosperie, PE	6/30/2027
Lafayette Chapter President	Jeffrey Leblanc, PE	6/30/2027
Lake Charles Chapter President	Kalyn Partin, PE	6/30/2027
Monroe Chapter President	Noah Sampognaro, PE, LSI	6/30/2027
New Orleans Chapter President	David Gereighty, PE	6/30/2027
Shreveport Chapter President	Jacob Malone, PE	6/30/2027
PEC Chair	Stan Whitney, PE	6/30/2028
PEE Chair	Reginald Jeter, PE	6/30/2028
PEG Chair	Patrick Furlong, PE	6/30/2028
PEI Chair	Frank Betts, PE	6/30/2028
PEPP Chair	Alan D. Krouse, PE	6/30/2028

State Directors Chapter Assignments:

Joey Krefft	Jonathan Ratliff	Morgan McCallister	Brad Rachel
New Orleans	Baton Rouge	Lafayette	Shreveport
Bayou	Monroe	Alexandria	Lake Charles

Chapter Officers

Alexandria Chapter Officers

OFFICE	NAME	TERM EXPIRATION
President	Tucker Drouin, P.E.	6/30/2027
1st Vice President	No Appointment	
2nd Vice President	No Appointment	
Secretary-Treasurer	Savannah Rougeau, PE	6/30/2027

Baton Rouge Chapter Officers

OFFICE	NAME	TERM EXPIRATION
President	Jason Fennell, PE	6/30/2027
1st Vice President	Billy Willaimson, PE	6/30/2027
2nd Vice President	Jason Chauvin, PE	6/30/2027
Secretary	Joy Johnson, PE	6/30/2027
Treasurer	Brett McMann, PE	6/30/2027

Bayou Chapter Officers

OFFICE	NAME	TERM EXPIRATION
President	Jacob Prosperie, PE	6/30/2027
1st Vice President	Melanie Caillouet, PE	6/30/2027
Secretary-Treasurer	Alexander Quebedeaux, EI	6/30/2027

Lafayette Chapter Officers

OFFICE	NAME	TERM EXPIRATION
President	Jeffrey Leblanc, PE	6/30/2027
1st Vice President	Zachary Hatch, PE	6/30/2027
2nd Vice President	No Appointment	
Secretary-Treasurer	Grant Besse, PE	6/30/2027

Lake Charles Chapter Officers

OFFICE	NAME	TERM EXPIRATION
President	Kalyn Partin, PE	6/30/2027
1st Vice President	Jennifer Kilkhen, PE	6/30/2027
2nd Vice President	Jessica Pousson, PE	6/30/2027
Secretary-Treasurer	Breanna Cross, EI	6/30/2027

Monroe Chapter Officers

OFFICE	NAME	TERM EXPIRATION
President	Noah J. Sampognaro, PE	6/30/2027
1st Vice President	Clay M. Blanchard, PE	6/30/2027
2nd Vice President	Hunter Pearce	6/30/2027
Secretary-Treasurer	Blaine Holloway, EI	6/30/2027

New Orleans Chapter Officers

OFFICE	NAME	TERM EXPIRATION
President	David Gereighty, PE	6/30/2027
1st Vice President	Dean Checkai, PE	6/30/2027
2nd Vice President	Philip Johnson, PE	6/30/2027
Secretary	Kevin Hurtt, PE	6/30/2027
Treasurer	Jonathan Giardina, PE	6/30/2027

Shreveport Chapter Officers

OFFICE	NAME	TERM EXPIRATION
President	Jacob Malone, PE	6/30/2027
1st Vice President	James Hagan, III, EI	6/30/2027
2nd Vice President	Kyle Davis, PE	6/30/2027
Secretary	Brandon Smoak, PE	6/30/2027
Treasurer	Tyler Comeaux, PE	6/30/2027

Practice Division Committees

Professional Engineers in Construction

OFFICE	NAME	TERM EXPIRATION
Chair	Stan Whitney, PE	6/30/2028
Vice Chair	David Mabile, PE	6/30/2028
Secretary-Treasurer	No Appointment	
Alexandria Representative	William Vollman, PE	6/30/2027
Baton Rouge Representative	Bliss Bernard, PE	6/30/2027
Bayou Representative	Stan Whitney, PE	6/30/2027
Lafayette Representative	No Representative	
Lake Charles Representative	Shannon Spell, PE	6/30/2027
Monroe Representative	No Representative	
New Orleans Representative	Chris Rowan	6/30/2027
Shreveport Representative	No Representative	

Professional Engineers in Education

OFFICE	NAME	TERM EXPIRATION
Chair	Reginald Jeter, PE	6/30/2028
Vice Chair	Gianna Cothren, PE	6/30/2028
Secretary-Treasurer	No Appointment	
Alexandria Representative	No Representative	
Baton Rouge Representative	No Representative	

Bayou Representative	No Representative	
Lafayette Representative	Sonny Launey, P.E	6/30/2027
Lake Charles Representative	No Representative	
Monroe Representative	Jeff Pike, PE	6/30/2027
New Orleans Representative	Matt Barrios, PE	6/30/2027

Professional Engineers in Government

OFFICE	NAME	TERM EXPIRATION
Chair	Patrick Furlong, PE	6/30/2028
Vice Chair		
Secretary-Treasurer		
Alexandria Representative	Kyle Smith, PE	6/30/2027
Baton Rouge Representative	Billy Williamson, PE	6/30/2027
Bayou Representative	Brennan Leblanc, PE	6/30/2027
Lafayette Representative	Jeff Stewart, P.E.	6/30/2027
Lake Charles Representative	Nicholas Johnson, PE	6/30/2027
Monroe Representative	C. Morgan McCallister, P.E.	6/30/2027
New Orleans Representative	William Saunders	6/30/2027
Shreveport Representative	No Representative	

Professional Engineers in Industry

OFFICE	NAME	TERM EXPIRATION
Chair	Frank Betts, PE	6/30/2028
Vice Chair		
Secretary-Treasurer		
Alexandria Representative	Bill Elliott, PE	6/30/2027
Baton Rouge Representative	Brett McMann, PE	6/30/2027
Bayou Representative	Edgar Benoit, PE	6/30/2027
Lafayette Representative	No Representative	
Lake Charles Representative	No Representative	
Monroe Representative	No Representative	
New Orleans Representative	Nick Musmeci, PE	6/30/2027
Shreveport Representative	No Representative	

Professional Engineers in Private Practice

OFFICE	NAME	TERM EXPIRATION
Chair	Alan D. Krouse, PE	6/30/2028
Vice Chair	Chris Richard, PE	6/30/2028
Secretary-Treasurer	No appointment	
Alexandria Representative	Glenn Turner, PE	6/30/2027
Baton Rouge Representative	Jason Chauvin, PE	6/30/2027
Bayou Representative	Jacob Waitz, PE	6/30/2027
Lafayette Representative	Chris Richard, PE	6/30/2027
Lake Charles Representative	No Representative	
Monroe Representative	Ronald J. (Joey) Riggin, P.E., P.L.S.	6/30/2027
New Orleans Representative	John Jackson, PE	6/30/2027
Shreveport Representative	No Representative	

Committees Rosters

Conference/Continuing Professional Development (CPD) Committee

OFFICE	NAME	TERM EXPIRATION
Alexandria Rep. (chair)	Luke Miller, PE	6/30/2027
Baton Rouge Rep.	Joy Johnson, PE	6/30/2027
Bayou Rep.	Jeff Fontenot, PE	6/30/2027
Lafayette Rep.	Jeff LeBlanc, Ph.D.	6/30/2027
Lake Charles Rep.	Jennifer Kihlken, PE	6/30/2027
Monroe Rep.	Kevin E. Crosby, P.E., P.L.S.	6/30/2027
New Orleans Rep. (vice)	Eric Wright, PE	6/30/2027
Shreveport Rep.	Jacob Malone, PE	6/30/2027

Honors & Awards Committee

OFFICE	NAME	TERM EXPIRATION
Chair	Melanie Caillouet, PE	6/30/2027
Vice Chair	Gavin Gautreau, PE	6/30/2027
Alexandria Rep.	Brad Rachel, PE	6/30/2027
Alexandria Rep.	Tucker Drouin, PE	6/30/2027
Baton Rouge Rep.	Laurence L. Lambert, II, PE	6/30/2027
Baton Rouge Rep.	Jason Fennell, PE	6/30/2027
Bayou Rep.	Jacob Waitz, PE	6/30/2027
Bayou Rep.	Jacob Prosperie, PE	6/30/2027
Lafayette Rep.	Grant Besse, PE	6/30/2027
Lafayette Rep.	Jeffrey Leblanc, PE	6/30/2027
Lake Charles Rep.	James A. Geihsler, PE	6/30/2027
Lake Charles Rep.	Kalyn Partin, PE	6/30/2027
Monroe Rep.	Noah Sampognaro, PE	6/30/2027
Monroe Rep.	Hagan Lawrence, PE	6/30/2027
New Orleans Rep.	Eric Wright, PE	6/30/2027
New Orleans Rep.	David Gereighty, PE	6/30/2027
Shreveport Rep.	Luke Haney, PE	6/30/2027
Shreveport Rep.	Jacob Malone, PE	6/30/2027

Inter-Society Relations Committee

OFFICE	NAME	TERM EXPIRATION
Alexandria Rep.	Tucker Drouin, PE	6/30/2027
Baton Rouge Rep.	Gabriel Rice, PE	6/30/2027
Bayou Rep.	Jacob Prosperie	6/30/2027
Lafayette Rep. (chair)	Joey Krefft, P.E.	6/30/2027
Lake Charles Rep.	Jessica Pousson	6/30/2027
Monroe Rep.	Jason T. Thornhill, P.E.	6/30/2027
New Orleans Rep.	John Jackson, PE	6/30/2027
Shreveport Rep.	Jacob Malone, PE	6/30/2027

Legislative Committee

OFFICE	NAME	TERM EXP.
Board President	Clinton Patrick, PE, PLS	6/30/2027
Chair	Miles Williams, PE	6/30/2027
Vice Chair	Tyler Comeaux, PE	6/30/2027
Alexandria Rep.	Luke Miller, PE	6/30/2027
Baton Rouge Rep.	Laurence Lambert, PE	6/30/2027
Bayou Rep.	Jacob Prosperie	6/30/2027
Lafayette Rep.	Chris Richard, P.E.	6/30/2027
Lake Charles Rep.	Nicholas Johnson, PE	6/30/2027
Monroe Rep.	James (Jim) S. Ellingburg, P.E.	6/30/2027
New Orleans Rep.	David Gereighty, PE	6/30/2027
Shreveport Rep.	Jacob Malone, PE	6/30/2027

MATHCOUNTS Committee

OFFICE	NAME	TERM EXP.
State Coordinator	Mary Claire Ruckert	
Alexandria Rep.	Josh Barrett, PE	6/30/2027
Baton Rouge Rep.	Kimberly McDaniel, PE	6/30/2027
Bayou Rep.	Melanie Caillouet, PE	6/30/2027
Lafayette Rep.	Mike Smith, P.E.	6/30/2027
Lake Charles Rep. (chair)	Breanna Duplechain, PE	6/30/2027
Monroe Rep.	Brooke Edmondson	6/30/2027
New Orleans Rep.	Leah Read, PE	6/30/2027
Shreveport Rep.	Matt Redmon, PE	6/30/2027

*Host is automatically the Chair and Vice-Host is the Vice-Chair per the rotation chart.

Membership Committee

OFFICE	NAME	TERM EXP.
Alexandria Rep.	Tucker Drouin, PE	6/30/2027
Baton Rouge Rep.	Jason Fennell, PE	6/30/2027
Bayou Rep.	Jacob Prosperie, PE	6/30/2027
Lafayette Rep.	Jeffrey Leblanc, PE	6/30/2027
Lake Charles Rep. (Chair)	Kalyn Partin, PE	6/30/2027
Monroe Rep.	Noah Sampognaro, PE	6/30/2027
New Orleans Rep. (Vice)	David Gereighty, PE	6/30/2027
Shreveport Rep.	Jacob Malone, PE	6/30/2027

Scholarship Committee

OFFICE	NAME	TERM EXP.
Vice Chair	Luke Miller, PE	6/30/2027
Alexandria Rep.	Kimberly McDaniel, PE	6/30/2027
Baton Rouge Rep.	Jeremy Perkins, EI	6/30/2027
Bayou Rep.	Joey Krefft, PE	6/30/2027
Lafayette Rep. (Chair)	Nicholas Johnson, PE	6/30/2027
Lake Charles Rep.	Hagan Lawrence, PE	6/30/2027
Monroe Rep.	Roy Phelps, PE	6/30/2027
New Orleans Rep.	Jacob Malone, PE	6/30/2027
Shreveport Rep.	Luke Miller, PE	6/30/2027

Young Engineers Committee

OFFICE	NAME	TERM EXP.
Chair	Bliss Bernard, PE	6/30/2027
Alexandria Rep.	Tucker Drouin, PE	6/30/2027
Baton Rouge Rep.	Drake Helton, PE	6/30/2027
Bayou Rep.	Jordan Porche, EI	6/30/2027
Lafayette Rep.	Austin Doucet, PE	6/30/2027
Lake Charles Rep.	Kalyn Partin, PE	6/30/2027
Monroe Rep. (vice)	Noah Sampognaro, PE	6/30/2027
New Orleans Rep.	Jonathan Giardina, PE	6/30/2027
Shreveport Rep.	Jacob Malone, PE	6/30/2027

*The Young Engineer's Representative on the State Board shall be the chair of the committee and representative for their chapter.

Reference Material

Louisiana Professional Engineering and Land Surveying Board (LAPELS)

2026-2027 LAPELS Board of Directors

P.D.	NAME	TERM EXPIRATION
PEPP	Byron Racca, PE	2026
PEE	Reginald Jeter, PE	2025
PEG	Connie P. Betts, PE	2025
PEI	Linda Bergeron, PE	2026
PLS	James H. Chutz, PLS	2027
PEG	Janice Williams, PE (chair)	2027
PEE	Vijaya Gopu, Ph.D., PE	2028
PEC	Gordon Nelson, PE	2029
PEPP	Susan Richard, PE	2029
PEI	Byron Trust, PE	2030
PLS	Robert L. Wolfe, PE, PLS	2030

Council of Deans

OFFICE	NAME
Louisiana State University	Vicki Colvin, PhD
Louisiana Tech University	Dr. Collin Wick
McNeese State University	Dr. Charles Stewart
Southern University	Lealon Martin, PhD
Tulane University	Hridesh Rajan
University of New Orleans	Dr. Lizette Chevalier, Dean
University of LA at Lafayette	Dean Ahmed Khattab

Engineer's Selection Board

OFFICE	NAME	TERM EXPIRATION
LES Elected	Vacant	
LES Elected	Jim Ferguson, PE	
ACEC/L Elected	Kent Poysner, PE	
ACEC/L Elected	Vacant	
FP&C Representative	Roger Husser	
Board Secretary	Yekeatha Smothers	

Louisiana Engineering Foundation

OFFICE	NAME	TERM EXP.
President	Gavin Gautreau, PE	6/30/2028
Vice President	Luke Miller, PE	6/30/2028
Secretary Treasurer	Jeff Pike, PE	6/30/2027
Area Director	Tucker Drouin, PE	6/30/2027
Area Director	Jason Fennell, PE	6/30/2027
Area Director	Jacob Prosperie, PE	6/30/2027
Area Director	Jeffrey Leblanc, PE	6/30/2027
Area Director	Kalyn Partin, PE	6/30/2027
Area Director	Noah Sampognaro, PE, LSI	6/30/2027
Area Director	David Gereighty, PE	6/30/2027
Area Director	Jacob Malone, PE	6/30/2027
At Large Director	Jason Thornhill, PE	6/30/2027
At Large Director	Clinton Patrick, PE, PLS	6/30/2027
Past President	Chad Bacas, PE	6/30/2028
Executive Director	Mary Claire Ruckert	
Assistant Director	Alexa Broussard	

Partnership with Community & Government Committees

OFFICE	NAME	TERM EXPIRATION
Southeast LA Flood Protection Authority Board	Lee Alexander, PE	
Complete Streets Advisory Council	Alan D. Krouse, PE	
Industry Roundtable Office of State Fire Marshal	Jim Ferguson, PE	
SB #171 Water Committee	Chris Richard, PE	
SB #171 Water Committee	Keith Shackelford, PE	

LES Award Recipients

F. Hugh Coughlin Young Engineer Award

Winner	Year	Winner	Year
Dr. Randall F. Baron	1967	Mark W. Snow	1997
Dr. Olin K. Dart	1968	Christopher K. Richard	1998
Dr. Cecil L. Smith, Jr.	1969	Gregory P. Sepeda	1999
Dr. Daniel D. Reneau	1970	Matthew J. Wallace	2000
Davis S. Huval	1971	Barbara E. Featherston	2001
Dr. Rodolfo J. Aguilar	1972	Kevin E. Crosby	2002
Blaise M. Carriere	1973	Dana Montet Simon	2003
E. Raymond DesOrmeaux	1974	Rebecca A. Johnson	2004
J. Alvin Badeaux	1975	Boyd Holmes	2005
Eric J. Guilbeau	1976	Gavin P. Gautreau	2006
John W. “Billy” Moore	1977	Mike M. Smith	2007
John J. Bergeron	1978	Robert J. Lear, Jr.	2008
James F. Guion	1979	Robert R. Vinet	2009
Kerry J. LaBauve	1980	Joey Krefft	2010
Dale T. Hunn	1981	Benjamin C. Rauschenbach	2011
Michael V. Aderman	1982	Geoffrey L. Wilson	2012
Ashton B. Avegno	1983	Joshua Hays	2013
James A. Ragland	1984	Travis J. St. Pierre	2014
Ronald J. Rodi	1985	Jacob M. Loeske, PE, LSI	2015
Robert A. Brossette, Jr.	1986	Byron D. Racca, PE	2016
James C. Wernicke	1987	Luke Miller, PE	2017
Dr. Leslie K. Guice	1988	Ronald (Joey) Riggin, II, PE, PLS	2018
John A. Guillot	1989	Matthew Redmon, PE	2019
Donald C. Carter	1990	James “Jim” Ellingburg, PE	2020
J. Andy Craig	1991	Tyler Comeaux, PE	2021
Linda Keith Hillman	1992	John Michael Jackson, PE	2022
Michael B. Songy	1993	Linsey B. Olivier, PE	2023
James N. Moore	1994	N. Dakota Hill, PE	2024
John J. Plaisance, II	1995	Clinton Patrick, PE, PLS	2025
Susan H. Richard	1996	Hagan H. Lawrence, PE	2026

Andrew M. Lockett Award

Winner	Year	Winner	Year
Lester F. Alexander	1951	Not Awarded	1989
Harold C. Leonard	1952	Wayne E. Staton	1990
A. B. Paterson	1953	James L. Meyer	1991
Arthur J. Naquin	1954	Bobby E. Price	1992
Not Awarded	1955	John W. “Billy” Moore	1993
Homer G. Fritchie	1956	Jerry G. Lazenby	1994
Frank H. Coughlin	1957	A. J. Szabo	1995
Neville Levy	1958	D. Walter Jessen, Sr.	1996
Not Awarded	1959	Thomas L. Holtzclaw	1997
Franklyn G. Hornsby	1960	Robert R. Aillet	1998
Clayton L. Nairne	1961	Peter R. Quirk	1999
Not Awarded	1962	Ben J. Haney	2000
Richard R.L. Ward	1963	Dale T. Hunn	2001
W. J. Evans	1964	Emmett G. “Pete” Dammon	2002
Edwards S. Bres	1965	Bodin A. Hugger	2003
Jeffery H. Collins	1966	Charles W. Nelson	2004
U. J. Gajan	1967	Louis J. Capozzoli	2005
H. Nash Ogden	1968	Darrell K. Jones	2006
Not Awarded	1969	Frank P. Gallagher, III	2007
Dean Ben T. Bogard	1970	Mark W. Snow	2008
Max M. Merrick	1971	Kevin G. Switzer	2009
James S. Janssen	1972	Dennis J. Dean	2010
Elmer E. Shutts	1973	Rhaoul A. Guillaume, Sr.	2011
Irwin R. Schneider	1974	Scotty J. Baudoin	2012
Charles A. Killgore	1975	Kevin E. Crosby	2013
D. Allan Collette, Jr.	1976	Marvin Zochert	2014
Frank H. Walk	1977	Paul D. Fryer, PE, PLS	2015
Paul W. Murrill	1978	Bodin Hugger	2016
Hugh B. Balfour	1979	Chad Bacas, PE	2017
Edward W. Midlam	1980	Kim D. Jovanovich	2018
Marion J. Chaney	1981	Terry D. Denmon, PE	2019
Rodney M. Vincent	1982	Not Awarded	2020
Waldemar S. Nelson	1983	Michael P. Leitzinger, PE	2021
T. Dudley Hixson	1984	Billy Williamson, PE	2022
Not Awarded	1985	Keith Hillman, PE	2023
John E. Ritter	1986	Michael D'Angelo, PE	2024
Not Awarded	1987	Janice Poplin Williams, PE	2025
Not Awarded	1988	Floyd E. "Gene" Milford, III, PE	2026

James M. Todd Technological Accomplishment Award

Winner	Year	Winner	Year
A. Baldwin Wood	1951	Virgil Orr	1989
Edwin L. Dennis	1952	Geoffrey R. Say	1990
C. Glenn Cappel	1953	James L. Rike	1991
Alexis Voorhies	1954	D. Thomas Iseley	1992
Not Awarded	1955	Ernest L. Kistler	1993
Wiley D. Poole	1956	Jay Charles Smith	1994
Irven E. Hanson	1957	James P. Ledet	1995
Jesse Coates	1958	John R. Collier	1996
William B. Gurney	1959	Dr. Janardanan O. Uppot	1997
Robert J. Kuhn	1960	William E. Simon	1998
Not Awarded	1961	Not Awarded	1999
Not Awarded	1962	Vijay P. Singh	2000
Not Awarded	1963	Roger D. Danzy	2001
Joseph H. Barnell	1964	Ehab Amin Meselhe	2002
Armand L. Willoz	1965	John A. McCorquodale	2003
Frederick W. Zur Burg	1966	Bhaskar Kura	2004
Clifford M. Cockrell	1967	R. Richard Avent	2005
Not Awarded	1968	Dr. Xiaoduan Sun	2006
Not Awarded	1969	Leslie K. Guice	2007
Paul W. Murrill	1970	Brian Wolshon	2008
Roger W. Richardson	1971	Dr. Zaki Bassiouni	2009
Not Awarded	1972	Jon Khachaturian	2010
George L. Heller	1973	Chad B. O'Neal	2011
Frank W. Macdonald	1974	Not Awarded	2012
Walter E. Blessey	1975	Not Awarded	2013
Philip W. Bohne	1976	W. Todd Monroe	2014
John C. Copes	1977	Leo L. Holzenthal, Jr., PE	2015
Louis J. Capozzoli, Jr.	1978	Clinton S. Wilson, PE	2016
Pierre A. Lapeyre	1979	Arthur J. Smith, PE	2017
Not Awarded	1980	Not Awarded	2018
J. Bres Eustis	1981	Dr. Michael Swanbom, PE	2019
Hugh A. Thompson	1982	Rudolph A. Hall, PE	2020
Roy W. Schubert	1983	Dr. Salvador Longo	2021
John E. Chance	1984	Scott Schexnayder, PE	2022
Michael W. Flores	1985	Jonathan N. Fox, PE, PTOE	2023
Not Awarded	1986	Brett McMann, PE	2024
Not Awarded	1987	Not Awarded	2025
Robert S. Jones	1988	Not Awarded	2026
John T. Roberts	1988		

Leo M. Odom Services to the Profession Award

Winner	Year	Winner	Year
Leo M. Odom	1972	Dale T. Hunn	2000
Roger W. Richardson	1973	Charles W. Hair	2001
Marshall B. Ewing	1974	Ali M. Mustapha	2002
Farrell W. Adams	1975	Allison J.P. “Sonny” Launey	2003
A. J. Szabo	1976	Charles G. Coyle	2004
Waldemar S. Nelson	1977	Chris Demopulous	2005
J. J. Thigpen	1978	Ted Thompson	2006
Fred C. Culpepper, Jr.	1979	Jerry G. Lazenby	2007
David L. Johnson	1980	Frank P. Gallagher, III	2008
James L. Meyer	1981	Dr. Olin K. Dart, Jr.	2009
Francis C. Roy	1982	Ronald J. Rodi	2010
James W. Reeves	1983	Richard I. Durrett	2011
Arthur A. DeFraites, Jr.	1984	Lloyd G. Hoover	2012
Lamon L. Moody	1985	George Walter Carpenter, Jr.	2013
Bobby E. Price	1986	Melvin R. Corley	2014
C. Carter Brown	1987	Hugo Marrero, PE	2015
Edward J. McNamara	1988	Stephen Estopinal, PE	2016
Frank H. Walk	1989	William C. “Bill” Monroe, PE, PLS	2017
James S. Janssen	1990	Vernon F. Meyer	2018
H. L. Henry, Jr.	1991	Janice P. Williams, PE	2019
John E. Ritter	1992	Kam K. Movassaghi, Ph.D., PE	2020
Robert D. Fenner	1993	Richard A. Van Wootten, PE	2021
Albert J. Dunn	1994	Kevin E. Crosby, PE, PLS	2022
Thomas D. Hixson	1995	Sergio J. Girau	2023
Glynn P. Gautreau	1996	John J. Plaisance, PE	2024
Kerry J. LaBauve	1997	Kimberly McDaniel, PE	2025
James D. Mohr	1998	Lee M. Alexander, PE	2026
Louis J. Cappozoli	1999		

A. B. Patterson Award for an Engineer in Management

Winner	Year	Winner	Year
John R. Gaugler	1965	Arthur A. DeFraities, Jr.	1996
Harrell R. Smith	1966	Richard A. VanWooten	1997
Vertrees Young	1967	Ray W. Burgess	1998
Z. W. Bartlett	1968	James L. Meyer	1999
Not Awarded	1969	Joseph C. Wink, Jr.	2000
J. W. Affolter, Jr.	1970	Lloyd G. Hoover	2001
Lionel J. Cucullu	1971	Terry J. Huval	2002
Fred C. Culpepper	1972	John Crisp	2003
Clayton L. Nairne	1973	Dr. Leslie K. Guice	2004
Andrew M. Moore	1974	Ernest P. Breaux, Jr.	2005
William C. McCollam, Jr.	1975	Lloyd E. “Buddy” Porta, Jr.	2006
Robert E. Chappuis	1976	John W. “Billy” Moore	2007
Raymond E. Pillow	1977	Philip K. Meyers	2008
Edward J. McNamara	1978	Jay Guillot	2009
Roger P. Guissinger	1979	Michael B. Songy	2010
Malcolm L. Hurstell	1980	O. Lee Underwood, Jr.	2011
Lamon L. Moody	1981	Charles G. Coyle	2012
Waldemar S. Nelson	1982	Charles W. Nelson	2013
Richard A. Matula	1983	Sherri Hammond LeBas	2014
George J. Groh	1984	Dr. Mark E. Zappi, PE	2015
Frank H. Walk	1985	William B. Daniel, IV, PE	2016
William C. Smith	1986	Jerry G. Lazenby, PE	2017
Gerald M. Haydel	1987	Kenneth H. Nelson	2018
Daniel D. Reneau	1988	Timothy M. Conner, PE	2019
Eugene H. Owen	1989	Connie Porter Betts, PE	2020
Edgar P. Benoit	1990	Mark Chenevert, PE	2021
Neil L. Wagoner	1991	Raoul V. Chauvin, III, PE	2022
Arthur F. D’Aquin, Jr.	1992	Thomas C. David, Jr., PE, PLS	2023
William J. Thevenote, Jr.	1993	Gregory Sepeda, PE	2024
Michael A. Schulz, Jr.	1994	Rachel Kenney, PE	2025
Kam K. Movassaghi	1995	Joan E. Schexnayder, PE	2026

Charles M. Kerr Public Relations Award

Winner	Year	Winner	Year
J. Mason Guillory	1965	George J. Mahl, III	1996
Not Awarded	1966	Prosper J. Toups, Jr.	1997
Not Awarded	1967	John N. Crisp	1998
Not Awarded	1968	Allison J.P. “Sonny” Launey	1999
Not Awarded	1969	Not Awarded	2000
Not Awarded	1970	Emmett G. “Pete” Dammon	2001
Lamon L. Moody	1971	Not Awarded	2002
Not Awarded	1972	Not Awarded	2003
Leo M. Odom	1973	Jim Rike	2004
Roy T. Sessums	1974	Not Awarded	2005
Waldemar S. Nelson	1975	Not Awarded	2006
Not Awarded	1976	Not Awarded	2007
Not Awarded	1977	Not Awarded	2008
Daniel H. Vliet	1978	Jeffrey L. Duplantis	2009
James S. Janssen	1979	Bodin A. Hugger	2010
Not Awarded	1980	Not Awarded	2011
Not Awarded	1981	Not Awarded	2012
Not Awarded	1982	Richard Savoie	2013
Duane F. Bruley	1983	Joey Krefft	2014
Frederick J. Brown	1984	Kenneth Perret, PE	2015
James L. Meyer	1985	Sherri H. Lebas, PE	2016
Kerry J. LaBauve	1986	Not Awarded	2017
James C. Webb	1987	Ann Forte Trappey, PE	2018
Wilfred B. Barry	1988	Not Awarded	2019
Not Awarded	1989	Ignacio Harrouch, PE	2020
Jack T. Painter	1990	Nicholas M. Musmeci, PE	2021
Carl A. Jakob	1991	John “Bert” Wintz, PE	2022
Michael N. McGaugh	1992	Andrew Shread, PE, PLS	2023
Jerry G. Lazenby	1993	Miles B. Williams, PE	2024
Not Awarded	1994	Christopher P. Knotts, PE	2025
Leslie K. Guice	1995	Not Awarded	2026

N. Dakota Hill Outstanding Chapter Presidents Award

Winner	Year	Winner	Year
Kalyn Partin, PE	2024	Eric Wright, PE	2026
Jonathan Ratliff, PE	2025		

Waldemar S. Nelson President's Award

Winner	Year	Winner	Year
Bobby E. Price	1996	Jason T. Thornhill	2012
Dale T. Hunn	1997	Ronald J. Rodi	2013
Thomas D. Hixson	1998	Richard Savoie	2014
Frank P. Gallagher, III	1999	Alan D. Krouse	2015
John K. "Jack" Laws	2000	Chris Knotts, PE	2016
John J. Plaisance, II	2001	Susan Richard, PE	2017
Theodore H. Thompson	2002	Craig Dooley, PE	2018
J. Madison Drake	2003	Ted Thompson, PE	2019
Christopher K. Richard	2004	Byron Racca, PE	2020
Scotty Baudoin	2005	James "Jim" Ellingburg, PE	2021
Alan D. Krouse	2006	Jeffrey Pike, PE	2022
Ali M. Mustapha	2007	Miles Williams, PE	2023
James Bowie, Jr.	2008	Ann Forte Trappey, PE	2024
Ronald J. Rodi	2009	Glenn A. Turner, PE	2025
Susan H. Richard	2010	Kalyn Partin, PE	2026
Christopher K. Richard	2011		

Dudley Hixson – Bobby Price National Professional Achievement Award

Winner	Year	Winner	Year
Thomas Dudley Hixson	2005	Susan Richard, PE	2016
Bobby E. Price	2006	Not Awarded	2017
John J. Plaisance, II	2007	Alan Krouse, PE	2018
Arthur Defraites	2008	Not Awarded	2019
Not Awarded	2009	Ali Mustapha, PE	2020
Not Awarded	2010	Edgar Benoit, PE	2021
Not Awarded	2011	Jerry Lazenby, PE, PLS	2022
Steven W. Brown	2012	Clarence Barton "Bart" Kemper, PE	2023
Chris Richard	2013	Not Awarded	2024
Not Awarded	2014	Not Awarded	2025
Not Awarded	2015	Not Awarded	2026

Lifetime Achievement Award

Winner	Year	Winner	Year
Waldemar S. Nelson	1962	Bobby E. Price	2013
James S. Janssen	1988	Lamy J. Chopin	2014
Leo M. Odom	1988	Jerry G. Lazenby	2014
Joseph J. Thigpen	1990	J.M. Drake, F.NSPE, PE, CSP, CQE	2015
E.J. McNamara	1991	Ali Mustapha, PE	2018
James L. Meyer	1994	Alan D. Krouse, PE	2022
Thomas “Dudley” Hixson	2000	Vernon F. Meyer, PE, PLS	2022
A. J. Szabo	2000	Chris Richard, PE	2023
Frank H. Walk	2000	Susan Richard, PE	2023
Arthur A. DeFraites, Jr.	2001	Christopher Knotts, PE	2024
C. Curtis Mann	2004	Not Awarded	2025
John J. Plaisance, II	2009	Theodore Thompson, PE, F. ASCE	2026
Charles G. Coyle	2013		

NSPE Fellow Membership Grade

NSPE Fellows	Year	NSPE Fellows	Year
Thomas D. Hixson, PE	2001	Alan D. Krouse, PE	2012
Bobby E. Price, PhD, PE	2003	Ronald J. Rodi, PE	2012
Arthur A. De Fraites, PE	2006	Christopher Richard, PE	2012
John J. Plaisance, II, PE, PLS	2006	Edgar Benoit, PE	2013
Jerry G. Lazenby, PE	2007	Steve Brown, PE	2013
Ali M. Mustapha, PE	2008	Theodore Thompson, PE	2014
JM Drake, PE	2010	Susan Richard, PE	2015
Dale Hunn, PE	2011	Jim Bowie, PE	2015
Philip K. Meyers, PE	2011	Clarence Barton “Bart” Kemper, PE	2023
John W. “Billy” Moore, PE	2011		

A. J. Szabo Award of Merit

Winner	Year	Winner	Year
Christopher K. Richard	2021	Not Awarded	2024
Not Awarded	2022	Not Awarded	2025
Not Awarded	2023	Not Awarded	2026

Honorary Membership

Awarded	Year	Awarded	Year
Carson L. Bueto	1994	Sherri Hammond Lebas	2011
Let G. Bueto	1994	Representative Sharon W. Hewitt	2016
Gerald A. Simmons	1996	Bryant O. Hammett, Jr.	2019
Ralph C. “DOC” Spears	1998	Brenda W. Gajan	2022
H. Glen Kent	2006		

Appendix A

Articles of Incorporation

Articles of Incorporation 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 Articles 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 that partners with 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 (Rev. July 2019).

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 these Articles 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 Articles or the Bylaws, chapters shall retain full autonomy, but may call upon the 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 these Articles 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 these Articles, the Bylaws of the Society, and the NSPE Code of Ethics (Rev. July 2019) and, shall be subject to election, discipline, suspension, or termination as provided in the Bylaws.

Section 2

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

Section 3

All members joining the Society are not required to join the National Society.

Section 4

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 5

Should the registration of a member be revoked for any reason, the person shall automatically cease to be a member of the Society.

Section 6

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 7

Any member whose dues have been fully paid for the current year may request resignation from the Society by notifying the state office in writing. Any person resigning his membership may be reinstated by submitting a new application. No

refund of dues will be given.

Section 8

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 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 are due and payable in advance. Renewal date shall be defined in the Bylaws of the Society. A statement of the amount shall be mailed or emailed by the state office to each member at least thirty days prior to the due date.

Section 3

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.

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 these Articles 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 during the General Membership 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 these Articles 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 ballot directed to all Board members. Procedures for determining a vote by 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, and the immediate Past President. Within the provisions of these Articles 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, and a Secretary-Treasurer. 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 Licensed Professional Engineers or Engineer Interns meeting the qualifications noted below:

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

B. The President and First Vice-Presidents of the individual chapters and the Chair and Vice Chair of the individual Practice Divisions shall be Licensed Professional Engineer Members or Life Members of the Society.

C. Chapter Vice-Presidents (other than First Vice-Presidents), Secretary-Treasurer, and Secretary-Treasurers of Practice Divisions shall be Licensed Professional Engineer or Engineer Intern, and members of the Society.

D. The Chair of the Young Engineers Committee shall be a Licensed Professional Engineer or Engineer Intern and member of the Society.

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 (President-Elect), 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 either 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, occasioned by resignation or otherwise, the Board shall appoint a member to serve as State Director 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 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 First Vice-President (President-Elect). A re-vote of the membership is required if the vote for the First Vice-President (President-Elect) is a tie. The Officers shall serve a term of one Administrative Year and State Directors two Administrative Years. The President shall be ineligible to succeed himself for that office.

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 General Membership 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 may adopt such Bylaws for its operation as it may deem proper; providing that nothing contained therein shall conflict with or contravene these Articles 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 these Articles 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 these Articles, 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 these Articles 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 version of the Articles shall become effective upon adoption in the manner prescribed for voting on amendments and will supersede the previous Articles and prior amendments thereto.

Article XVI – Duration

Section 1

Duration shall be perpetual.

Article XVII – Domicile Address

Section 1

The domicile address shall be as follows:

1800 City Farm Drive
Building 5, Suite B
Baton Rouge, LA 70809

Article XVIII – Registered Agent

Section 1

The registered agent shall be as follows:

Mary Claire Ruckert
1800 City Farm Drive
Building 5, Suite B
Baton Rouge, LA 70809

Document History
Adopted January 28, 1994
Amended January 1, 1999
Amended December 14, 2001
Amended May 6, 2004
Amended December 8, 2005

Amended April 12, 2012
Amended May 10, 2018
Amended June 3, 2021
Amended June 26, 2024

Appendix B

Bylaws of the Louisiana Engineering Society

Bylaws of the Louisiana Engineering Society

Bylaw 1 – Membership and Dues

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. 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. A P.E. Member shall have voting privileges and can hold office.

An *E.I. Member* shall be defined as a person holding a certificate of registration as an engineer intern, issued under the laws of any state, territory, possession, or district of the United States. A E.I. Member shall have voting privileges and can hold the offices of Young Engineer on the State Board and Secretary/Treasurer on the Chapter Boards.

An *Associate Member* shall be defined as an undergraduate or graduate of an accredited engineering or engineering related program. An Associate Member may remain in this classification until eligible for advancement by professional registration to Member but not more than 12 years. An Associate Member shall not have voting privileges or hold office at the chapter and state levels.

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

A *Governmental Employee Member* shall be defined as an individual that is employed by a governmental agency that would like to contribute to the well-being of LES. A Governmental Employee Member shall not have voting privileges or hold office.

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

A *Life Member* shall be a Member who has paid dues for a period of at least thirty-five years consecutively and who has reached the age of sixty-five and shall by virtue of these facts be exempt from payment of further dues. A Life Member shall have voting privileges and can hold office.

Membership in LES 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 LES'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 (Rev. July 2019), or conviction of a felony, shall be considered as just cause for discipline as hereinafter provided.

Section 4

The unified dues for membership in LES shall be as follows:

- P.E. Member $130.00
- E.I. Member (30 years of age or older) $130.00
- E.I. Member (Under 30 years of age) $90.00
- Governmental Employee $50.00
- Associate Member $0.00
- Sustaining Member
    - Individual $90.00
    - Corporate, Society, Group $300.00

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

Section 5

Renewal dates shall occur on the anniversary of the member’s enrollment. Statements for annual dues shall be mailed or emailed to each member before the member’s renewal date of each year. 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 delinquent for three months after due date, said member will be dropped from the rolls of LES. The request of such person for re-admission must be accompanied by payment of annual dues.

Section 6

A member shall become eligible for Life Membership and be exempt from paying dues after meeting the requirements set forth in Section 2 of the Bylaw 1. However, a statement will be sent for the collection of voluntary dues.

Section 7

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.

Bylaw 2 – Chapters

Section 1

A chapter may organize within the provisions of the Articles and the Bylaws of LES and may, upon application, receive a charter from LES and then be known as a chapter of LES.

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 LES.

Section 3

In advance of LES's General Membership 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 State Office of LES 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 to them to respond to such proposed changes.

Section 6

Chapter and State officers shall hold office from July 1 to June 30, regardless of when said officers are elected and installed.

Section 7

Members of all grades whose address of record with LES lies within the boundaries of an established chapter shall be assigned and shall be deemed to belong to that chapter, unless the member requests to be in an alternate chapter. The mailing address designated by the member shall be considered as the address of record unless the member instructs otherwise.

Section 8

The Board shall annually assign, from the funds of LES, to each established chapter, a sum not to exceed $5.00 for each P.E. Member and EI Members 30 years of age or older; $3.00 for each E.I. Member under 30 years of age and Governmental Employee Member. There are no rebates made for Sustaining, Honorary, Associate, or Life Members.

Section 9

The Board may authorize and issue charters for student chapters at institutions of higher education which have engineering programs accredited by ABET. Rules and regulations for the organization and operation of student chapters shall be determined by the Board. Each student chapter shall have a faculty advisor who shall whenever possible be a Member of LES. The student chapter advisor shall be appointed by LES, 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.

Section 10

Each Chapter shall submit reports on Chapter activities at each Board meeting. An annual financial and activity report shall be submitted to the State Office by the end of LES's fiscal year in the format required by the Board.

Bylaw 3 – Committees

Section 1

The Standing (Required) Committees of LES are:

- Conference/Continuing Professional Development
- Honors and Awards
- Inter-Society Relations
- Legislative
- MATHCOUNTS
- Membership
- Scholarship
- Young Engineers

Section 2

Additional Committees of members appointed by the President may include:

- Engineering Education
- Ethics and Professional Conduct
- Finance
- Future Cities
- Hearing
- Public Relations/Publications
- Tellers

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 LES as Chair and Vice-Chair, 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 LES so designated by the Board.

B. The Document Review Committee shall consist of the Executive Committee and a representative from each chapter that is not represented by a member of the Executive Committee. All committee members must be board members and preference shall be given to state-wide elected board members. This committee should have at least one member from each chapter for a minimum of eight committee members. The Committee shall review the Articles, Bylaws, Strategic Plan, and Handbook every 5th year beginning in 2024-2025. The Document Review Committee can convene between appointed years should a need for revisions arise.

C. The Tellers Committee shall be appointed to validate the ballots cast for Officers and Directors. Each Chapter President may appoint one member to serve on the Tellers Committee. No member of the Tellers Committee may be a candidate on the ballot being validated nor may any teller be a member of the Board. A quorum shall consist of three tellers.

D. The MATHCOUNTS Committee shall consist of the MATHCOUNTS coordinators from each Chapter. The coordinator from the Host Chapter shall be the Chair and the coordinator of the Vice-Host Chapter shall be the Vice-Chair. The Executive Director shall be designated as the State Coordinator with the National MATHCOUNTS organization.

Section 4

Certain committees require specialized subject matter expertise, technical knowledge, and/or operational flexibility to effectively fulfill their purposes. To support the successful function of these committees, the President and 1st Vice President may:

1. Appoint additional members, including past officers, practice division chairs, or other qualified individuals whose experience and expertise are relevant to the committee's scope of work;

2. Establish ad hoc subcommittees or working groups under these committees to address specific initiatives, timelines, or emerging issues. Committee composition and structure under this provision shall be reviewed annually and reaffirmed or adjusted as necessary by the incoming President to ensure balanced representation and continued alignment with LES objectives.

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 General Membership Meeting.

Section 6

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

Section 7

The duties of each of the standing committees shall be prescribed by the Board and published in LES'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 LES's resources, personnel, or position without specific authorization from the Board.

Section 10

Each committee chair 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 chair 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 LES.

Section 11

Each committee chair 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 4 – Board of Direction

Section 1

The Board of Direction shall include the Executive Committee, Chapter Presidents, Practice Division Chairs, State Directors, Young Engineers Representative, NSPE Representative, and Executive Director and Emeritus Board Members, the last four of which are non-voting members.

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

Section 2

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

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

Each year, every State Director will be assigned two chapters, aside from their home chapter, to provide members across the state with an additional opportunity to engage directly with other State Chapters. State Directors will meet annually with the President and Executive Director to discussion priorities for the year to be shared with the chapters. Whenever possible, assignments will include one large chapter (more than 300 members) and one small chapter (less than 300 members).

Section 5

Five Board meetings shall be held annually. The fifth meeting also serves as the installation of the next year's officers. Both current and incoming officers shall attend the fifth Board meeting. 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. Attendance may be in person or virtually, but in person attendance is preferable.

Section 6

If a board member is absent from three or more meetings, the Executive Committee may decide to remove the member from the board. If the removed board member is the State President or Chapter President, then the respective 1st

Vice-President will step up into the President position. If the removed board member is the Practice Division Chair, then the Vice-Chair will step up into the Chair position. If the removed board member is Past President, 1st or 2nd Vice-President, or a State Director, the position will remain open until the next election. If the removed board member is the Secretary/Treasurer, the 2nd Vice-President will set down into the Secretary/Treasurer position.

Section 7

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, previous meeting minutes, and financial report shall accompany the notice of the meeting. Other pertinent information may be provided in advance if available. No other agenda items shall be considered at such meetings without the consent of the majority of the members of the Board in attendance.

Bylaw 5 – Executive Committee

Section 1

The Executive Committee is comprised of the President, President-Elect, 2nd Vice President, Secretary-Treasurer, and Past President. The Executive Director shall assist the Executive Committee in all business conducted by LES. As provided in the Articles, the Executive Committee shall conduct the business of LES 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.

Section 3

The Executive Committee shall act as the liaison between LES and other organizations, namely LAPELS, NSPE, and ACEC. The Inter-Society Committee will assist with this responsibility by acting as the liaison between LES and other technical organizations, such as ASCE, ASME, IEEE, etc

Bylaw 6 – Officers

Section 1

President – The President shall be a member of LES and shall preside at all meetings of the Executive Committee, LES, and the Board of Direction; shall be an ex-officio member of all committees; shall appoint chairs of all standing committees; and shall provide general direction of the business of LES. The President shall deliver a state of LES address at the General Membership Meeting.

Section 2

President-Elect (First Vice-President) – The President-Elect shall be a member of LES and 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 LES and the development of plans for the following year. The President-Elect shall appoint vice-chairs 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 LES; make an annual report of receipts and reimbursements to LES; 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 LES. The Secretary-Treasurer is also responsible for reviewing the meeting minutes as provided by the State Office and collecting ballots of the Board as outlined in Bylaw 11. At the expiration of the term of office, all records and papers belonging to LES shall be turned over to the successor Secretary-Treasurer.

Section 5

NSPE Representative – The NSPE Representative shall be a member of NSPE and serve as the Southwest Region representative 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 General Membership Meeting a written report covering the duties and activities of the position, including a statement of the membership of LES; give such bond, to be paid out of the treasury of LES, 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 LES in the custody of the Executive Director, receiving a receipt therefore.

Bylaw 7 – Practice Divisions

Section 1

Practice divisions, comprised of members having common professional interests, shall operate under the Articles and Bylaws of LES. The Board of Direction may create or dissolve a practice division after conducting a hearing on the need for such action.

Section 2

Each member holding a Professional Engineering license, upon joining LES, shall select one practice division. A member may change their practice division selection as needed, maintaining one practice division.

Section 3

Practice divisions serving the membership of LES shall be as follows:
- Professional Engineers in Construction Practice Division
- Professional Engineers in Education Practice Division
- Professional Engineers in Government Practice Division
- Professional Engineers in Industry Practice Division
- Professional Engineers in Private Practice Division

Section 4

Professional Engineers in Construction Practice Division
The Professional Engineers in Construction Practice Division shall consist of engineers engaged in the planning, design, management, and execution of construction projects. This practice division represents those who apply engineering principles to the construction and implementation of buildings, infrastructure, and related works, emphasizing field application and project delivery.

Professional Engineers in Education Practice Division
The Professional Engineers in Education Practice Division shall consist of engineers whose professional activities are primarily in teaching, research, or academic administration. This practice division represents those advancing the engineering profession through education, scholarship, and the development of future engineers.

Professional Engineers in Government Practice Division
The Professional Engineers in Government Practice Division shall consist of engineers serving in federal, state, or local government agencies. This practice division represents those engaged in regulatory, administrative, or public works functions through a government agency.

Professional Engineers in Industry Practice Division
The Professional Engineers in Industry Practice Division shall consist of engineers employed in manufacturing, production, or service-based enterprises. This practice division represents those applying engineering principles to product design, industrial processes, and systems optimization within the private sector.

Professional Engineers in Private Practice Division
The Professional Engineers in Private Practice Division shall consist of engineers offering professional or consulting services to clients as independent practitioners or through private firms. This practice division represents those engaged in business management, professional responsibility, and client service within the consulting sector.

Section 5

Practice divisions serving the membership of LES 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

Each member with a Professional Engineering license, upon joining LES, shall select a practice division. A member may change their practice division selection as needed.

Section 6

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 7

Membership in each practice division shall be limited to members of LES.

Section 8

The officers of each practice division shall include a chair, a vice-chair, and a secretary-treasurer as elected in accordance with Bylaw 8. The officers shall constitute the practice division executive board.

Section 9

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 10

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 LES. 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 LES 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.

Section 11

The Practice Divisions shall report activities at each Board meeting. An annual report outlining the division's activities and financial report, if applicable, shall be made to the Board and submitted by the end of the fiscal year.

Section 12

All actions by practice divisions shall be consistent with the policies of LES.

Section 13

Each practice division chair 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 14

The Board shall annually assign, from the funds of LES, to the practice division as designated by the member, a sum not to exceed $5.00 for each member holding a Professional Engineering license.

Bylaw 8 – Elections

Section 1

LES Nominating Committee shall consist of the Chapter Presidents and the last three Past Presidents. LES Nominating Committee shall be directed to canvas each chapter for suggested nominees for all state elected offices before January 1 annually. Nominations are due prior to March 1 annually. The Nominating Committee shall review all nominations to ensure eligibility for the respective office for which they are nominated.

Section 2

All ballots will be administered by and submitted to the State Office. A biographical sketch of each candidate shall be included with the ballot. 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 completed by the closing date.

Section 3

All valid submitted ballots shall be delivered to the Tellers Committee, which shall verify the tally of the ballots. Once the Tellers Committee approves the tally, the State Office shall report the votes cast for each nominee to the Executive Committee on or before May 10. The nominee for each state office receiving the greatest number of votes cast for such office shall be declared elected. 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 on July 1.

Section 4

The State Office shall deliver the election outcome 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 5

Each chapter shall elect chapter officers. The procedures for nomination and election to these positions shall be decided upon by the individual chapter. 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 State Office no later than May 15 annually.

Section 6

Each practice division shall elect a Chair, a Vice-Chair, and a Secretary-Treasurer. The procedures for nomination and election to these positions shall be as follows: a written call for nominations shall be sent to all practice division members and ballots with eligible nominees shall be distributed to same. A list of these elected officers shall be conveyed in writing to LES's State Office no later than May 15 prior to the administrative year for which they will begin their term. The Practice Division Officer positions shall have a term of three years each at the end of which a new election must be held. There is no limit to the number of times an individual can be elected

Bylaw 9 – LAPELS Vacancy Nomination Process

These guidelines prescribe a method of selecting engineer nominees to be submitted by the Board of Direction of the Louisiana Engineering Society (LES) and the American Council of Engineering Companies of Louisiana (ACECL) to the Governor for appointment to the Louisiana Professional Engineering and Land

Surveying Board (LAPELS). LES and ACECL shall jointly submit nominations for all LAPELS vacancies.

Each nominee recommended for possible selection must apply by completing the candidate questionnaire as every attempt will be made to nominate the most qualified person for membership on the LAPELS 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 (LA R.S. 37:683(A)(2)) requires that the LAPELS Board shall include nine Professional Engineers active in each of these practice divisions:

- Two Professional Engineers active in Private Practice of Engineering (PEPP),
- Two Professional Engineers active in Government (PEG),
- Two Professional Engineers active in Industry (PEI),
- Two Professional Engineers active in Education (PEE), and
- One Professional Engineer in Construction (PEC).

LAPELS 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 LAPELS Board member is not required to resign his or her LAPELS Board membership because of a change in the orientation of his or her career. However, if appointed to the LAPELS Board, the appointee must resign from their position on any other boards of engineering-related organizations for the duration of their LAPELS Board term.

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 an engineering society or engineering organization. Participation in the affairs of a society/organization 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.

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 Director of LAPELS should submit a notification of vacancy to LES. The LAPELS notification letter 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.

1. The LES Executive Director shall notify the LES Executive Committee, Chairman of the practice division concerned, and ACECL and request that nominations be submitted to represent the practice division in which there is a vacancy for consideration.

2. The Chairman of the practice division concerned shall immediately publicize the request for nominations to the membership of the practice division including the President of each Chapter, and send a copy to the President & CEO of ACECL, to request nominations.

3. After receipt of all applications a selection committee will be created consisting of at least two LES members and at least two ACECL representatives who will receive all candidate applications and act as a screening and selection committee for the practice division.
    a. The Selection Committee will obtain resumes of the

proposed nominee's experience in professional work and statements of qualifications.

b. This selection committee shall select a minimum of three candidates, but no more than seven candidates, based on the applicants' qualifications, standing in the profession as an engineer, and service to societies, organizations, and the profession. It is preferred that an equal number of nominees be selected from LES and ACECL when possible.

4. The Selection Committee shall forward the nomination forms and resumes of selected nominees to the LES Board and the ACECL Board for consideration at least sixty (60) days prior to the expiration of the term of the retiring member of the LAPELS Board.

5. Either Board may reject the names and ask the Selection Committee for additional names as necessary but should not add names unless they have been through the above selection process.

6. The President & CEO of ACECL and Executive Director of the Louisiana Engineering Society shall jointly submit the adopted list of nominees to the Office of Boards and Commissions, or respective entity under the Governor's Office, 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.

The "Candidate Questionnaire" is an official part of these guidelines.

This section of the LES Bylaws cannot be changed, amended, or removed without written consent from the ACECL Board.

Bylaw 10 – 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, reviewed by the President, and subject to approval of the Board.

Section 2

Robert's Rules of Order (revised) shall govern matters of parliamentary procedure of LES.

Bylaw 11 – 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 ballot.

Section 2

In the event of any meeting at which less than all members of the Board are present, the majority of the members present may direct the Secretary-Treasurer to submit any question to all members of the Board by means of a ballot.

Section 3

In the event of any meeting at which less than all members of the Board are present and a majority vote 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 ballot.

Section 4

A majority of all votes received within 15 calendar days of the disbursement 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 ensure data concerning each ballot, including the dates of the disbursement and the return of the ballots, and the names and vote of all members voting are part of the minutes of the appropriate meeting. The Secretary-Treasurer shall notify all members of the Board of the results within three weeks of the date of the original action.

Bylaw 12 – Affiliation or Disassociation with National Organizations

Section 1

Affiliation or disassociation of LES 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 ballot, shall be disbursed by the State Office 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 LES cast affirmative ballots.

Bylaw 13 – Fiscal and Administrative Years

Section 1

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

Section 2

The administrative year of LES shall be from July 1 through June 30.

Bylaw 14 – Meetings

Section 1

The General Membership Meeting of LES shall be held between May 1 and July 31.

Section 2

Special meetings of LES can be held in accordance with the Articles at the dates determined by the Executive Committee.

Section 3

Written notification of LES's General Membership 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 the General Membership Meeting, twenty-five (25) voting members shall constitute a quorum for the transaction of business.

Bylaw 15 – Discipline

Section 1

Charges or complaints of alleged violations of the NSPE Code of Ethics (Rev. July 2019) 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 Articles 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 (Rev. July 2019) and/or the Articles and the Bylaws of LES.

Such charges may be filed with President through the State Office.

Section 2

Upon receipt of a complaint, the President will convene an Ethics and Professional Conduct Committee. An initial informal investigation of alleged violations will be made by said committee and report to the Executive Committee their initial findings. When such informal investigations indicate that a formal investigation is advisable, President shall direct the Ethics and Professional Conduct Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.

Section 3

If a hearing is warranted, the President will convene a Hearing Committee of not less than three Past Presidents appointed by the current 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 LES 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, LES may issue a notice of censure or prescribe that LES 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 President.

Section 8

Any member of the Board upon whom a charge is filed shall remove themselves from the executive sessions of the Board and shall not participate in other votes in connection with the charge.

Bylaw 16 – Awards

Section 1

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

Bylaw 17 – Official Periodical

Section 1

LES 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.

Document History

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
Amended November, 18, 2016
Amended September 8, 2017
Amended January 28, 2020
Amended June 3, 2021
Amended August 16, 2024
Amended July 1, 2025

Appendix C

Code of Ethics

Code of Ethics for Engineers

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.

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.

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,

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.

    c. Engineers shall issue no statements, criticisms, or arguments on technical matters that are inspired or paid for by interested parties, unless they have prefaced their comments by explicitly identifying the interested parties on whose behalf they are speaking, and by revealing the existence of any interest the engineers may have in the matter.

4. Engineers shall act for each employer or client as faithful agents or trustees.

    a. Engineers shall disclose all known or potential conflicts of interest that could influence or appear to influence their judgment or the quality of their services.

    b. Engineers shall not accept compensation, financial or otherwise, from more than one party for services on the same project, or for services

pertaining to the same project, unless the circumstances are fully disclosed and agreed to by all interested parties.

c. Engineers shall not solicit or accept financial or other valuable consideration, directly or indirectly, from outside agents in connection with the work for which they are responsible.

d. Engineers in public service as members, advisors, or employees of a governmental or quasi-governmental body or department shall not participate in decisions with respect to services solicited or provided by them or their organizations in private or public engineering practice.

e. Engineers shall not solicit or accept a contract from a governmental body on which a principal or officer of their organization serves as a member.

5. Engineers shall avoid deceptive acts.

a. Engineers shall not falsify their qualifications or permit misrepresentation of their or their associates' qualifications. They shall not misrepresent or exaggerate their responsibility in or for the subject matter of prior assignments. Brochures or other presentations incident to the solicitation of employment shall not misrepresent pertinent facts concerning employers, employees, associates, joint venturers, or past accomplishments.

b. Engineers shall not offer, give, solicit, or receive, either directly or indirectly, any contribution to influence the award of a contract by public authority, or which may be reasonably construed by the public as having the effect or intent of influencing the awarding of a contract. They shall not offer any gift or other valuable consideration in order to secure work. They shall not pay a commission, percentage, or brokerage fee in order to secure work, except to a bona fide employee or bona fide established commercial or marketing agencies retained by them.

<u>Professional Obligations</u>

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 development1 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 LES to endeavor to live up to its provisions. This applies to all pertinent sections of the Code.

Appendix D

LES
Personnel Manual

Office Policies

General

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 Thursday. Employees are allowed to work a hybrid work schedule; however, the office must be staffed virtually four days per week. The Executive Director will assign the flexible work schedule. Exempt employees'(Executive Director and Assistant Director) shall not receive overtime compensation.

Mary Claire Ruckert and Alexa Broussard are authorized to work remotely or in a hybrid capacity as they determine necessary to effectively fulfill their job responsibilities. This policy applies solely to these two individuals and does not establish a precedent or apply to any future employees.

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 workload in the 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.

Remote Work & Extended Leave

Remote work may be made available to full-time employees experiencing a medical or life-changing event, subject to approval by the Executive Director or the Executive Committee. During any approved remote work period, employees remain fully responsible for completing their assigned duties.

In cases of major medical or life events, employees may use sick and annual leave to take time off as needed. If an employee exhausts their sick and annual leave but is still unable to return to work, they will receive 60% of their salary for up to six weeks or until they are able to resume work, remotely or in person, whichever occurs first.

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 General Membership 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 near the close of the fiscal year.

Approved Holidays

There are eleven (11) approved Holidays:

- New Year's Day
- Mardi Gras
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Should one of the holidays fall on a Saturday or Sunday, the holiday will be observed on Friday or Monday.

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 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 Executive Committee.

3. Travel involving other means of transportation 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. •

Effective July 1 of each year, the mileage reimbursement rate for staff and board travel will align with the federal mileage rate as published by the Internal Revenue Service (IRS). As of July 1, 2026, the reimbursement rate is $0.76 per mile.

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 Executive 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.

Document History

Revised 5/31/2008
Revised 4/23/2021

LES Staff Positions

Executive Director

Position Overview

Under the direction of the Executive Committee and Board of Direction, and within the constraints of the Constitution and Bylaws of LES, the Executive Director serves as the chief administrator responsible for implementing organizational initiatives, overseeing staff and operations, and ensuring effective communication between leadership, members, external agencies, and the public.

Key Responsibilities

Leadership & Governance

- Act as the primary liaison between the Board of Direction, Officers, and Membership, ensuring seamless execution of organizational goals.
- Assist the President, Officers, and Board in carrying out directives for LES & LEF.
- Prepare and distribute call-to-meeting notices and agendas for LES Board meetings.
- Oversee the hiring, supervision, and development of all LES & LEF staff.
- Maintain and oversee the Engineering Center's upkeep and maintenance.
- Ensure compliance with LES & LEF governing documents, financial policies, and industry regulations.

Financial & Budgetary Oversight

- Oversee the LES & LEF yearly budgets, ensuring financial sustainability and operational efficiency.
- Manage the receipt and distribution of funds, working closely with the bookkeeper and finance team.
- Identify opportunities for cost savings, revenue generation, and financial growth.
- Lead fundraising efforts for State & National MATHCOUNTS competitions.

Operations & Compliance

- Manage office workflows, optimizing administrative processes for efficiency and effectiveness.
- Supervise and provide leadership to staff, ensuring accountability and professional development.
- Oversee database management, ensuring accuracy, integrity, and security of member records.

Membership & Stakeholder Relations

- Develop and implement strategies to grow membership, enhance engagement, and improve retention.
- Work closely with the Membership Committee to foster growth and maintain an active membership base.
- Visit or contact LES chapters and practice divisions regularly to assess and address their needs.
- Serve as a liaison between LES and other professional and technical societies.
- Work closely with the Louisiana Engineering and Land Surveying Board to support regulatory and industry-related matters.
- Assist members with technical and administrative inquiries, ensuring responsive communication.

Legislative & Advocacy Efforts

- Track legislative issues, analyze impact, and disseminate relevant information to leadership and committees.
- Work closely with the Legislative Committee and lobbyists to advocate for policies benefiting the engineering profession.
- Attend legislative hearings and meetings to represent LES interests.

Editorial & Communications Oversight

- Serve as Editor of the Louisiana Engineer & Surveyor Journal, overseeing content development, production, and distribution.
- Solicit advertisements to meet budgetary requirements for publication.

- Ensure high editorial standards and alignment with organizational messaging.
- Develop and implement communication strategies for engaging members, industry partners, and the public.

Program & Event Management

- Plan and coordinate all LES & LEF state meetings, workshops, and professional development events.
- Serve as State Coordinator for MATHCOUNTS, managing logistics, outreach, and volunteer coordination.
- Plan, coordinate, and implement the State MATHCOUNTS Competition and attend State competitions & National competitions as directed by the Board of Direction.

Assistant Director

Executive Support and Board Collaboration

- Serve as a key assistant to the Executive Director, managing priorities, coordinating schedules, and ensuring effective execution of organizational goals.
- Support the Board of Directors by preparing materials, assisting with the coordination of meetings, and facilitating communication.
- Act as a trusted advisor to leadership, providing insights and recommendations to enhance decision-making.

Membership Management, Engagement, and Database Management

- Oversee the membership lifecycle, including onboarding, renewals, and engagement initiatives.
- Develop and implement strategies to enhance member retention, satisfaction, and growth.
- Leverage data and insights to refine membership programs and improve member experiences.
- Oversee and maintain organizational databases, ensuring accuracy, integrity, and security of data.
- Develop and implement the best practices for database usage, reporting, and member data management.
- Provide assistance and guidance to members, fostering a culture of collaboration and continuous improvement.

Event and Conference Logistics

- Plan and manage all aspects of the organization's annual conference, including registration, scheduling, vendor communications, acquiring speakers, creating and implementing the conference agenda, managing the conference app.
- Coordinate with stakeholders to ensure seamless execution of conference activities and member participation.
- Oversee logistical details to deliver a high-quality event experience.
- Assist with planning and implementing MATHCOUNTS and events and programs, including logistics, scheduling, and on-site support.
- Travel as needed to provide hands-on coordination and ensure successful event execution.

Operations Oversight

- Manage office workflows and ensure optimal use of tools and platforms such as MembershipWorks, Mailchimp, and Stripe.
- Supervise recurring processes like monthly reporting, membership updates, and event planning, ensuring consistency and accuracy.
- Ensure compliance with organizational standards and deadlines.

Financial and Resource Management

- Process and record financial activities, including reporting, coordinating with Chapters and managing all incoming payments.
- Collaborate with the bookkeeper to ensure timely and accurate financial documentation and submissions.
- Identify opportunities for cost savings and operational efficiencies.

Communication and Stakeholder Relations

- Represent the organization in interactions with members, sponsors, and the broader professional community.
- Provide clear and timely communication with members and licensees regarding the events and occurrences of the organization.

Project and Program Management

- Lead cross-functional projects and initiatives, including event coordination, membership campaigns, and technology updates.
- Define project goals, timelines, and deliverables while managing resources effectively.
- Monitor project milestones to ensure timely completion and high-quality results.

Mailing and Publication Support

- Manage billing for advertisers for ASCE, ensuring timely invoicing and payment collection.
- Assist with preparing and managing advertising and mailing labels for ASCE and LES.
- Ensure accuracy and timeliness in the distribution of physical mailings and digital publications.

Scholarship Administration

- Manage and process scholarship donations, ensuring timely acknowledgment and accurate allocation of funds to designated accounts.
- Coordinate scholarship recipient notifications and oversee the disbursement of funds to support academic success.
- Facilitate donor engagement by providing personalized updates on scholarship recipients, fostering long-term relationships and continued support.

Other Responsibilities as Assigned

- Adapt to evolving organizational needs by taking on additional duties as required.
- Continuously seek opportunities to contribute to the overall success and growth of the organization.

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.

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.

Terms for Retention

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.

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.

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).

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.

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.

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 Director

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.

Appendix E

Louisiana Engineering Foundation

History of LEF

The Louisiana Engineering Foundation (LEF) was incorporated in 1978 by a group of Louisiana professional engineers, members of the Louisiana Engineering Society and other professional engineering groups. Its purpose was, and continues to be, the promotion of activities to support and strengthen the profession of engineering. The original officers were: Vincent A. Forte, P.E., President; A.J. Szabo, P.E., Vice President; Guy W. Miller, P.E., Secretary; James L. Meyer, P.E., Treasurer; Mr. R. Carlton "Doc" Spears was appointed Executive Secretary.

The stated objectives of the Louisiana Engineering Foundation are to promote charitable, educational and scientific objectives. More specifically, its goals are:

1. To grant scholarships and fellowships to students in support of engineering;

2. To provide guidance and information to high school and college students who are interested in engineering careers;

3. To disseminate engineering information beneficial to the interested public

The last goal was initially accomplished by purchasing a building and surrounding grounds at 1213 Nicholson Drive, Baton Rouge, Louisiana, with a generous donation by Mr. and Mrs. Leo M. Odom, loans, and contributions of practicing engineers and corporations. The building housed the Louisiana Engineering Society and the American Council of Engineering Companies in Louisiana.

In 1996, the original building and location were found to be no longer adequate to fulfill the objectives of the Louisiana Engineering Foundation, and its Board of Directors made the decision to rent office space at One Calais Avenue in Baton Rouge until a new engineering center could be built. The building housed Louisiana Engineering Society, American Council of Engineering Companies of Louisiana, the Louisiana Society of Professional Land Surveyors and the Louisiana Board of Professional Geoscientist.

The Louisiana Engineering Center on Brookline Avenue was constructed in 1998-1999 with more than 350 donations totaling more than $6,000,000 from engineers, engineering firms, organizations and businesses dependent upon engineering. The current donors are honored by having their names displayed on plaques in the lobby of the building where all members of the engineering profession and visitors may see who supported the project.

The Foundation supports MATHCOUNTS, the program to encourage the knowledge of mathematics among junior high school students; gives Graduate School Fellowships to graduate students who express an intention of teaching at the

college level; and annually confers honors on an engineering faculty member selected by his peers in each of the accredited engineering schools in Louisiana and gives 31 scholarships to undergraduate engineering students throughout Louisiana. Since 1982, LEF has presented numerous Fellowships to graduate students at Tulane University, Louisiana State University, University of New Orleans, Louisiana Tech University, and University of Louisiana at Lafayette. In the annual Engineering Faculty Professionalism Award Program, various engineering faculty members from Louisiana State University, Tulane University, University of New Orleans, McNeese State University, Louisiana Tech University, Southern University and University of Louisiana Lafayette have been recognized and each honored with a plaque of recognition.

The Louisiana Engineering Foundation is supported in its endeavors by contributions of dues– paying members of the Louisiana Engineering Society and by donations in support of engineering education. Persons, companies, or foundations should communicate with the Executive Director at

Mary Claire Ruckert, Executive Director
Louisiana Engineering Society
1800 City Farm Dr.
Building 5, Suite B
Baton Rouge, LA 70806
Telephone: (225) 924-2021

If you practice engineering, employ engineers in your business, or use the benefits of engineering in your industry, the Directors invite you to consider donating funds, securities or property to the Louisiana Engineering Foundation.

Memorials

Special contributions may be made to the Foundation in memory of a deceased friend, relative or associate. The funds received are used to carry out the goals of LEF.

Timeline of the LEF

1978

- Founded and Incorporated
- Mr. R.C. “Doc” Spears was appointed first Executive Secretary. The original officers were:
    - Vincent A. Forte, P.E., President
    - A.J. Szabo, P.E., Vice President

  - Guy W. Miller, P.E., Secretary
  - James L. Meyer, P.E., Treasurer

- Mr. and Mrs. Leo M. Odom donated more than $100,000 and the first Louisiana Engineering Center was established at 1213 Nicholson Drive, Baton Rouge.

1982

- Vincent A. Forte Graduate School Fellowship was established.

1990

- Engineering Faculty Professionalism Award established.

1994

- Brenda W. Gajan was appointed as Executive Director.

1997

- Under the guidance and generous donations of Mr. Waldemar S. Nelson, land was purchased for a new Louisiana Engineering Center.

1998-1999

- Construction of Louisiana Engineering Center at 9643 Brookline Ave., Baton Rouge, LA February, 25, 1999.
- National Engineers' Week Dedication of Louisiana Engineering Center.

2006

- As director of LEF, Chris Richard recommended changes to the organizational structure of the Foundation into its current form to better align LEF with LES, increase attendance at meetings and allow LEF to better reach out to the engineering community.

2008

- As President of LEF, Chris Richard proposed and instituted the 5-Year Campaign to retire the $485,000 debt on the Louisiana Engineering Center.

2012

- The Engineering Center was paid off in November of 2012, on year early. Retiring the debt on the center frees up an income stream to fund future

scholarships for engineering students in Louisiana. To date, over $500,000 in scholarships have been endowed through these efforts.

- Chris Richard, President of LEF instituted the Investment Policy and Invest Committee of LEF to oversee the investments for the endowment.

2013

- Building was re-named the Louisiana Engineering and Surveying Center.
- Mortgage was retired.

2022

- Mary Claire Ruckert was appointed as Executive Director.

Louisiana Engineering and Surveying Center

Construction of a new Louisiana Engineering Center in Baton Rouge was completed in 1999. Dedication was conducted on February 25, 1999 during National Engineers Week.

The mortgage was retired in November 2012 through an aggressive fund-raising campaign headed by Chris Richard, P.E, LEF President from 2008- 2014. In 2013 the building was re-named the Louisiana Engineering and Surveying Center.

The Louisiana section of the American Society of Civil Engineers also stores records at the center.

In December of 2025, the Louisiana Engineering and Surveying Center was sold by the Louisiana Engineering Foundation.

Funding

The Louisiana Engineering Foundation is a non-profit, 501(c) (3) corporation, with TN 72-0868899. The Foundation is supported by the gracious donations of individuals, engineers, business and industry and grants from truly outstanding major benefactors. Organizations occupying the engineering center also pay rent.

The Louisiana Engineering Foundation operates with a President, Vice President, Secretary-Treasurer and Board of Directors, all on a volunteer non-paid basis. Contract labor is provided by the Louisiana Engineering Society.

The Foundation maintains two funds. One fund is the Education Fund, which funds the scholarship and educational activities of the Foundation. A long-term goal of the Education Fund is to create a Permanent Endowment Fund sufficient to sustain annual scholarships on a continuing basis.

The *Education Fund Endowment* investment decisions are based on the "LEF Investment Policy Statement" adopted by the Board.

The other fund is the *Building and Operating Fund* which is used to maintain the Engineering Center and administer the operations of the Foundation.

Vincent A. Forte Graduate School Fellowship Award

The Louisiana Engineering Foundation awards a $2,000 graduate fellowship to a student enrolled in a graduate education program in engineering who expresses a sincere desire to enter the teaching profession at the University level upon completion of his/her graduate education.

Rules

1. A graduate shall be a full-time graduate student who is presently attending, or who is applying to enter, a graduate program in engineering at one of the recognized Colleges of Engineering in Louisiana, which has one or more ABET accredited engineering programs.

2. A candidate shall be a resident of the State of Louisiana and a U.S. citizen.

3. Preference will be given to a candidate who has two or more semesters of academic work remaining before the completion of the engineering graduate degree program.

Timetable

1. Applications will be available at all eligible Colleges of Engineering by September 1st.

2. Candidates shall file applications with their college deans by November 1st.

3. By November 30th, college deans shall submit final recommendations to:

Louisiana Engineering Foundation
1800 City Farm Drive
Building 5, Suite B
Baton Rouge, LA 70806

4. Fellowship announcement by the Louisiana Engineering Foundation not

later than December 31st. Formal presentation of the Fellowship at an appropriate meeting of the Louisiana Engineering Society.

Award

A check will be issued and mailed to the recipient no later than February 28th.

Engineering Faculty Professionalism Award

The Louisiana Engineering Foundation can award one Engineering Faculty Professionalism Award annually to an engineering faculty member in each engineering school in Louisiana with EAC/ABET accredited programs.

Objective

The objectives of this award are to bring to the attention of all faculties, those members who are registered professional engineers at their school; to present registration in a new light which should encourage faculty to work toward registration and professionalism; and to benefit the students and the profession with the promotion of professionalism in the universities.

Rules

1. Full time faculty who are registered professional engineers (P.E.) are eligible.

2. The Dean of Engineering at each school will coordinate the selection which will be by vote of all eligible engineering faculty members at each school.

3. There will be no repeats of the award for an individual within a three year period.

4. The selection should be based on NSPE's "Professionalism for the Engineer".

Timetable

1. Information and rules will be available at all eligible Colleges of Engineering by September 1.

2. Selection shall be made within each college by November 1.

3. By November 12th, college deans shall submit selections to:

Louisiana Engineering Foundation
1800 City Farm Drive,
Building 5, Suite B
Baton Rouge, LA 70806

4. Engineering Faculty Professionalism Award announcements will be made in February. Formal presentation of the award will be made at the Louisiana Engineering Society Honors & Awards Presentation.

About LEF Endowed Scholarships

The Scholarship provided by the foundation, through your donations, can help attract bright students to our rewarding field. All donations made to the Foundation are tax deductible and will result in the funding of scholarships for engineering students in Louisiana.

Donors that contribute $10,000 or more can endow a scholarship through the Foundation. The scholarship will be given annually based on the criteria set by the donor.

- Albert “Al” Jerri H., David Scott Dunn Endowed Scholarship
- Albert “Al” Johnson Dunn P.E., PLS Scholarship
- Alexandria LES Chapter Scholarship
- ASCE Civil Engineering Scholarship
- Badeaux Engineers Civil Engineering Scholarship LSU
- Badeaux Engineers Civil Engineering Scholarship ULL
- Baton Rouge LEF Chapter Scholarship
- Bayou LES Chapter Scholarship
- Charles L. Eustis Scholarship
- CSRS Scholarship for Minority Student in Civil Engineering
- Dr. Bobby E. Price Memorial Civil Engineering Scholarship
- Dr. Thomas S. Leary Engineering Scholarship (Lake Charles)
- Domingue, Szabo & Associates, Inc. Scholarship
- Ernest P. Breaux Electrical Scholarship
- J Madison “JM” Drake Scholarship
- Jack P. MacEachern Memorial Scholarship
- James & Margaret Mohr Civil Engineering Scholarship #1
- James & Margaret Mohr Civil Engineering Scholarship #2
- John C. Cooksey “Planet Mars” Scholarship

- Lafayette LES Chapter Scholarship
- Lazenby & Associates, Inc. Scholarship
- LEF – Civil Engineering Scholarship (Hummel donor)
- LES Scholarship
- Linda J. Daly Memorial Scholarship
- Mardia Family Foundation Scholarship
- Melissa Young Doucet, P.E. Memorial Scholarship
- Monroe LES Chapter Scholarship #1
- Monroe LES Chapter Scholarship #2
- Neil & Sarah Klock Scholarship
- New Orleans LES Chapter Scholarship
- NSPE Hurricane Relief Scholarship – Katrina
- NSPE Hurricane Relief Scholarship – Rita
- The Shaw Group, Inc. Scholarship
- Waldemar Nelson Scholarship

LEF Presidents

Vincent A. Forte, P.E., President, 1979-84
A.J. Szabo, P.E., President, 1985-1987
James L. Meyer, P.E., President, 1988-1990
Robert P. Blanche, P.E. President, 1991-1993
Charles L. Eustis, P.E., President, 1993-1995
Waldemar S. Nelson, P.E., President, 1995-1999
Bobby Price, Ph.D., President, 1999-2001
James Bowie, Ph.D., President, 2001-2002
Ann Trappey, P.E., President, 2003-2005
Lloyd Hoover, P.E., President, 2006-2008
Chris Richard, P.E. President, 2008-2014
Alan Krouse, P.E., President, 2014- 2016
John Plaisance, P.E. President, 2016-2018
Susan Richard, P.E., President, 2018-2020
Byron Racca, P.E., President, 2020-2022
Jason Thornhill, P.E., President, 2022-2024
Chad Bacas, P.E., President, 2024-2026

Bylaws of the Louisiana Engineering Foundation

Bylaw 1 – Board of Directors

Section 1.0 – Composition

The Board of Directors, hereafter called "The Board", shall consist of Active Directors and Honorary Directors. Active Directors shall be elected to The Board in accordance with the provisions of Section 2. Honorary Directors shall be named to The Board in accordance with the provisions of Section 3.

Section 2.0 – Active Directors

There shall be two classes of Active Directors. One class of Director shall be called Area Directors and the other class of Director shall be called At-Large Directors.

Section 2.1 – Number and Tenure of Active Directors

There shall be a total of eight (8) Active Area Directors and two (2) Active At-Large Directors.

Area Directors: Each of the Louisiana Engineering Society Chapter Presidents or their designee shall serve as Area Directors on The Board.

The term of the Area Directors shall be one (1) year. Area Directors shall be eligible to serve consecutive terms should they succeed themselves as LES Chapter President or they are selected as the Chapter's designee in successive years.

At-Large Directors: At- Large Directors shall serve two (2) year terms and shall be selected in accordance with the provisions of Bylaw IV.

Section 2.2 – Vacancies on the Board

Should one or more vacancies occur on The Board for the offices of President, Vice-President, Past-President, and/or At-Large Director(s) for any reason, the vacancy or vacancies may be filled by appointment by The Board for the remainder of the vacated term(s).

Section 2.3 – Removal from the Board

An Active Director may be removed at any time by affirmative vote of two-thirds (2/3) of those Active Directors voting in person or by proxy at an Annual or Special Meeting of The Board. Proxies voted for removal from The Board shall not constitute more than one-half (1/2) of the total votes cast unless the proxy is certified to be specifically for the purpose of removal of one or more named Active Directors.

Section 3.0 – Honorary Directors

An Honorary Director shall be any person who has achieved prominence in the field of engineering or has greatly contributed to the realization of the goals and purposes of the Louisiana Engineering Foundation.

Section 3.1 – Number and Tenure of an Honorary Director

There shall be no limit to the number of Honorary Directors, who shall serve for life or unless and until removed from office by The Board.

Honorary Directors shall be elected to The Board in accordance with the provisions of Bylaw IV.

Bylaw 2 – Meetings

Section 1 – General Membership

A General Membership Meeting of the Board of Directors shall be held for the purpose of transacting such business as may come before the meeting. The meeting shall be held concurrent with the General Membership Meeting of the Louisiana Engineering Society. The Board of Directors shall designate the date, hour, and place of the General Membership Meeting.

Section 2 – Special Meeting

Special Meetings of the Board of Directors may be called by the President or be scheduled by the Board of Directors or may be called by any five (5) Directors at such time and place as may be specified by the person or persons calling the meeting, upon ten (10) days written notice to all Directors giving the purpose of the meeting and the names of those calling the meeting.

Section 3 – Quorum

A quorum consists of one-half of the number of authorized Active Board Members plus one present in person or represented by written proxy. No business may be validly transacted unless a quorum is present or represented.

Section 4 – Executive Committee

There shall be an Executive Committee of The Board consisting of the President, Vice-President, Secretary-Treasurer, and the immediate Past President. 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 The 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.

Bylaw 3 – Officers

Section 1 – Officers

The officers of the Foundation shall be President, Vice-President, Secretary-Treasurer, and Past President. All officers shall be members of The Board. There may also be an Executive Secretary or other non-voting officer(s), (as assistant secretary, for example) who need not be a member of The Board, appointed by a vote of the Board of Directors.

Section 2 – Election Term of Office

The President and the Vice-President shall be elected by the Board of Directors at least forty-five (45) calendar days prior to the end of the administrative year. The Secretary-Treasurer of the Louisiana Engineering Society shall also serve as Secretary-Treasurer of the Louisiana Engineering Foundation Board. The immediate Past President of The Board shall serve as an officer of The Board.

The President, Vice-President and Past President shall serve for a term of two (2) years. The Secretary-Treasurer shall serve for the term of one (1) year, concurrent with their term as Louisiana Engineering Society Secretary-Treasurer.

Each shall be inducted at the last Board Meeting of the fiscal year.

Section 3 – Duties

The duties of the officers shall be such as are usually attached to their offices, and in addition thereto, such further duties as may be designated from time to time by the Board of Directors of the Louisiana Engineering Foundation.

Section 4 – Power of the Board of Directors

In case of the absence of any officer of the Foundation, or for any other reason that the Board of Directors may deem sufficient, The Board may delegate the powers or duties of any officer or member of The Board. The Board of Directors is hereby empowered to hire persons for any services necessary for operation of the Foundation.

Section 5 – Removal

Any officer may be removed at any time by the affirmative vote of two-thirds (2/3) of those voting in person or by written proxy at an Annual or Special Meeting of the Board of Directors.

Bylaw 4 – Election of Directors

Section 1 – Time of Election

Directors shall be elected or confirmed by the Board of Directors each year at any Annual Meeting to replace those whose terms are expiring or to fill vacancies on The Board.

Section 2 – Methodology

At-Large Directors shall be nominated and elected by the Board of Directors. Each of the eight (8) Chapter Presidents of the Louisiana Engineering Society, or their designee, shall serve as the Area Director from their chapter. Area directors will be presented to The Board for confirmation in accordance with Bylaw IV, Section 3 (C).

Section 3: Nominations and Manner of Elections

The manner of nomination and election of Active Directors shall be as follows:

A. All Active Members of the Board of Directors shall be eligible to vote for the President, Vice-President, and At Large Directors and to hold office. Any member of The Board may secure a place on the ballot by written application to the Secretary-Treasurer of the Foundation not more than sixty (60) days or less than twenty-one (21) days prior to the date of election.

B. The Board of Directors shall appoint from among The Board a Nominating Committee, which shall review suggested candidates and make nomination for the elected positions. The committee shall ensure that all nominees are qualified and willing to serve and shall ensure that there are suitable candidates for each position to be filled. The report of the Nominating Committee shall be filed with the Board of Directors not less than twenty-one (21) days prior to the date of election. President, Vice-President, and At-Large Directors shall be elected to The Board at least forty-five (45) calendar days before the end of the administrative year.

C. The Executive Director shall distribute a list of the candidates for the President, Vice-President, and At-Large Director positions to all Board members of the Foundation not less than three (3) days prior to the date of election.

D. Area Directors from the respective Chapter Areas of the Louisiana Engineering Society shall presented to the Louisiana Engineering Foundation Board of Directors for confirmation at least forty-five (45) calendar days before the end of the administrative year.

E. Elected positions shall be voted on one at a time, beginning with confirmation of the Area positions first and, then, election of the President, Vice-President, and At-Large positions.

F. A majority vote will be necessary to elect. If no candidate receives a majority on the first ballot, there shall be a run off between the two candidates receiving the highest number of votes. In the case of a tie that cannot be broken after several ballots, the successful candidate will be selected by lot as decided by The Board.

G. Voting in elections for President, Vice-President and At-Large Directors shall be by secret ballot.

H. Honorary Directors may be nominated by any member of The Board at any meeting at which a quorum is present. A simple majority of the vote present shall be sufficient for election to The Board as an Honorary Director. The President or his representatives shall notify in writing those individuals named to be Honorary Directors.

Bylaw 5 – Fees

Section 1 – Fees

Fees or other means of monetary support for the Louisiana Engineering Foundation may be fixed by the Board of Directors.

Bylaw 6 – Honors and Awards

Section 1 – General

The Board of Directors shall establish awards and confer honor upon members of the engineering profession in fulfillment of the purpose of the Foundation.

Section 2 – Mathcounts

The Foundation supports the program "MATHCOUNTS", established by the National Society of Professional Engineers, in order to promote excellence in the teaching of mathematics in the Nation's schools.

Section 3 – Vincent A. Forte Graduate School Fellowship

The Vincent A. Forte Graduate School Fellowship is given annually to a student(s) enrolled in graduate programs in engineering who expresses a sincere desire to enter the teaching profession at the University level upon completion of his/her graduate education. The Award is named to honor Vincent A. Forte, P.E., a founder and first president of the Louisiana Engineering Foundation.

Section 3.1 – Amount and Form of Award

The award shall be in the form of a stipend deposited with Universities, the amount to be established by the Board of Directors.

Section 4 – Engineering Faculty Professionalism Award

The Engineering Faculty Professionalism Award is given annually to one engineering faculty member in each engineering school in Louisiana with EAC/ABET accredited engineering programs. The objective of this award is to bring to the attention of all faculties at their school, those members who are registered professional engineers; to present registration in a new light which should encourage faculty to work toward registration and professionalism; and to benefit the students and the profession with the promotion of professionalism in the Universities.

Section 4.1 – Amount and Form of Award

The award shall consist of a plaque and such other gratuities as shall be deemed appropriate by the Board of Directors. It is recommended that the award by presented at a public meeting attended by the recipient's peers.

Bylaw 7 – Checks

Section 1 – Checks

All checks, drafts, and notes of the Foundation shall be signed by such officer or officers or such person or persons as the Board of Directors may from time to time designate.

Bylaw 8 – Amendment

Section 1 – Amendment

The bylaws may be amended or replaced and new bylaws may be made by the Board of Directors by majority vote at any meeting at which a quorum is present. Adopted by the Board of Directors and effective the 22nd day of June 1984. Revised by the Board of Directors and effective the 21st day of October 1988. Revised by the Board of Directors and effective the 16th day of June 1994. Revised by the Board of Directors and effective the 31st day of June 2006.